

Memorandum of Understanding
Museum Studies Certificate Coordinator Position Responsibilities 2012-2014
Dr. Phaedra Livingstone
Revised Draft: February 14, 2013

This document serves to clarify the expectations of the UO Arts and Administration Program with regard to the administration and coordination of the Graduate Certificate in Museum Studies Program. This document addresses the time frame of two academic years (2012-2013 and 2013-2014) and will be reassessed in spring 2014 to develop a new memorandum of understanding for subsequent years.

Background

The AAA Museum Studies Certificate was established in 2003 as a collaborative initiative among the Arts and Administration Program, Art History, Anthropology, Architecture, and Planning, Public Policy and Management Departments. Since its inception, administration of the Certificate program has been provided by the Arts and Administration Program, through the museum studies faculty position. As the program has evolved, the museum studies faculty position is also currently instructor of record for most core courses in the Certificate program. Between 2003 and 2008, there were 9 completions of the Certificate. Since 2008, the curriculum has been revised, administrative and recruitment documents have been revised, NASAD program approval and listing was secured, and enrollment has doubled. In the time frame from 2008 and 2012 a total of 19 students completed the Certificate, and 5 others were working toward it. Some students completing the Certificate are concurrently enrolled as master's degree students in the Arts and Administration Program. Current 2012-2013 enrollment (as of January 31, 2013) consists of 3 AAD students and 12 non-AAD students.

As of 2012-2013, a support fund for associated teaching and administrative costs has been established for use by the coordinator and significant communications and file maintenance functions associated with overseeing the Certificate Program were transferred to central AAD administration. As the program continues to grow, and when the number of students actively enrolled in the Museum Studies Graduate Certificate Program consistently stands at 15 or more, the increase in advising responsibilities associated with Certificate program coordination will be compensated through an arrangement agreed to by both the MSS Coordinator and the AAD Program Director.

General Certificate Oversight Responsibilities

The **Graduate Certificate in Museum Studies coordinator position** currently oversees matters pertaining to: curricular development, delivery and equivalencies; interdepartmental and museum partnerships; student advising and recruitment inquiries; program admission; and consulting with potential and current adjunct instructors for the

Certificate. This position (held by the AAD museum studies concentration coordinator) is also currently instructor of record for all but two of the core MSS courses.

Associated student advising responsibilities consist of:

- Communicating with and meeting with prospective students, advising prospective students on curricular questions, and providing recruitment and application materials as appropriate;
- Reviewing completed application files for admission to the Certificate (on a quarterly basis, as of 2012-2013);
- Meeting with students to devise a curricular plan for completion of the Museum Studies Certificate ("checklist"), including advising on specific coursework and indicating recommendations in the student's file;
- Tracking student progress to completion in the students' files;
- Advising AAD Administrative team on MSS recruitment and website materials annually and signing off on related texts (spring term - in preparation for incoming fall students);
- Approving and forwarding to AAD Office Coordinator the completed program plan checklists students submit before requesting graduation.

Effective in the 2012-2013 academic year, matters pertaining to financial management systems, student file maintenance and general recruitment communications for the Certificate will be overseen as a responsibility of **the AAD administrative team** (AAD Director, AAD Managing Director, and AAD Office Coordinator). Associated responsibilities include:

- Developing and distributing recruitment materials and maintaining MSS information on the centralized AAA website;
- Creating and maintaining the file for each applicant;
- Processing application materials and compiling them for review by the coordinator two weeks after the quarterly application deadlines;
- Signing off on and submitting Certificate Declaration forms, on a quarterly basis;
- Confirming that Certificate enrollments (i.e., Declaration forms) are processed by both the Registrar and the Graduate School;
- Assisting enrolled students with priority registration for core courses;
- Confirming program completions ("checklists" signed off by Coordinator) with the Graduate School.

Specific Program Development Responsibilities, 2012-2014

Prof. Livingstone serves in a leadership capacity on behalf of the Arts and Administration Program in engaging in multi-unit discussions, planning processes, and program development initiatives involving the following range of academic program options:

AAD Museum Studies Concentration
AAA Graduate Certificate in Museum Studies

In the 2013 – 2014 academic year, Prof. Livingstone will serve in an advisory capacity to the AAD Director regarding curricular development in the museum studies area of concentration. This responsibility will involve advising, consulting, and associated committee participation as appropriate, focused on prospective curricular development in the following areas:

Curatorial Studies in Eugene
Museum Studies/Curatorial Studies in Portland
Museum Studies/Curatorial Studies certificate online or hybrid based in Portland
Strategic planning associated with the White Box Gallery in Portland (in cooperation with the AAD Managing Director and the director of AAA Programs in Portland)

In consideration of this assignment of specific additional curricular development responsibilities in 2013-2014, Prof. Livingstone will receive one course release in 2013-2014 from the Arts and Administration Program. The expected product and outcome from this curricular development course release is a planning document for sustainable development and/or realignment of UO Museum Studies in Eugene and Portland. A detailed written memorandum regarding outcomes from this curricular development course release will be provided by the AAD Director to Prof. Livingstone in early spring term 2013. The course release will be forthcoming with a countersigned agreement by May 14, 2013.

The formal understanding of the respective responsibilities of the Museum Studies Coordinator position and the AAD Administration, as outlined in this MOU, were introduced in fall term 2012 and are effective as of winter term 2013. This MOU will be reviewed to develop a new MOU by April 15, 2014.

The signatures below constitute agreement to the provisions of this MOU:

Phaedra Livingstone
Museum Studies Certificate Coordinator

Patricia Dewey
Arts and Administration Program Director