EAST CAROLINA UNIVERSITY
PROFESSIONAL QUALIFICATION STATEMENT FOR DEGREE/CONCENTRATION/CERTIFICATE/MINOR PROGRAMS

College and Dept: History Department
Thomas Harriot College of Arts and Sciences

Program Title: Maritime Studies
Program CIP Code: 30.9999, 102.542

Date: 2/8/2012

Coordinator Responsibilities:
[Relevant excerpts from unit code]
3. initiate and administer arrangements with other institutions of higher learning, museums, government agencies, private foundations, and other appropriate bodies;
6. cooperate with the Department’s Director of Graduate Studies in recruiting students for the Program and counsel students concerning thesis topics and career development;
7. serve on the Graduate and Executive committees of the Department of History;

Coordinator Name: Dr. Bradley Rodgers, Director of the Program in Maritime Studies

in the event of co-coordinators, please use a separate qualification sheet for each, indicate only co-coordinator’s name below for correspondence.

Co-Coordinator?
Name of Co-Coordinator (please use a separate qualification sheet to complete information):

Degrees Earned:
BA U. of Minnesota, MA ECU, PhD Union Institute.

Experience:
7 years lecturer ECU, 16.5 years professor at ECU

Certifications:

Courses Taught at ECU:
HIST 1050, 5520, 5530, 6810, 6840, 6850

Narrative Statement of Qualifications (to be completed by chair or dean):
As you draft the narrative, please consider the following:

1) What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?

Responsibility for curriculum development rests with the faculty of the Program in Maritime Studies. All history courses (including those taught by PMS faculty) must be approved by the Curriculum Committee and by the department as a whole. The Director of the Program in Maritime Studies does not have special responsibility for designing or assessing curriculum.

2) What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?

The entire faculty participates in assessment by serving on thesis committees. The Director of the Program in Maritime Studies does not have special responsibility for designing or assessing curriculum.

If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.

See Department of History unit code.

Signatures:
Coordinator: [Signature]
Date: 3/6/12

Dept Chair/School Director: [Signature]
Date: 3/6/12

Dean: [Signature]
Date: [Signature]

(Please print, sign, scan, and submit as a pdf in a complete package to summert@ecu.edu.)
### EAST CAROLINA UNIVERSITY

**PROFESSIONAL QUALIFICATION STATEMENT FOR DEGREE/CONCENTRATION/CERTIFICATE/MINOR PROGRAMS**

| College and Dept: | History Department  
Thomas Harriot College of Arts and Sciences | Date: 2/8/2012 |
<table>
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<tbody>
<tr>
<td>Program Name:</td>
<td>History BA</td>
</tr>
<tr>
<td>Program Unit Code:</td>
<td>54.0101.001.000</td>
</tr>
</tbody>
</table>

**Coordinator Responsibilities:**

1. Receive students into the Department, review academic records, and assign students to appropriate faculty advisers. He/she shall maintain a database for undergraduate history majors. He/she shall also counsel potential history students who are interested in the Department's programs and advise interested history undergraduates concerning admission to graduate programs in history.  
2. Keep abreast of regulations regarding major, minor, and general education requirements to inform Academic Advisers and students.  
3. Serve as a member of the Curriculum Committee.  
4. Advise the Chair in the formulation of the course schedule for undergraduate courses in history.  
5. Be responsible for maintaining the academic records of undergraduate majors enrolled in the Department, handling inquiries and requests for assistance that pertain to undergraduate work in the Department of History, and collecting and recording information pertaining to professional activities of former undergraduate majors in history.  
6. Identify and recommend candidates for full membership in Phi Alpha Theta, and the Department Chair, for undergraduate scholarships and honors to the Undergraduate Committee.

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**Coordinator Name:** Dr. Timothy Jenks, Director of Undergraduate Studies

**in the event of co-coordinators, please use a separate qualification sheet for each candidate only co-coordinator’s name please for cross-reference:**

<table>
<thead>
<tr>
<th>Co-Coordinator?</th>
<th>Name of Co-Coordinator (please use a separate qualification sheet to complete information):</th>
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</thead>
<tbody>
<tr>
<td>Degrees Earned:</td>
<td>BA University of Victoria; MA, PhD, University of Toronto.</td>
</tr>
<tr>
<td>Experience:</td>
<td>2 years at University of Toronto, York University, and the University of California at Berkeley; professor at ECU 9.5 years.</td>
</tr>
<tr>
<td>Certifications:</td>
<td></td>
</tr>
<tr>
<td>Courses Taught at ECU:</td>
<td>HIST 1031, 3480, 3482, 3484, 4500, 6920</td>
</tr>
</tbody>
</table>

**Narrative Statement of Qualifications (to be completed by chair or dean):**

As you draft the narrative, please consider the following:

1) **What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?**

Responsibility for curriculum development rests with the entire faculty; courses must be approved by the Curriculum Committee and by the department as a whole. The Director of Undergraduate Studies serves on the Curriculum Committee but does not have special responsibility for designing or assessing curriculum.

2) **What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?**

The Outcomes Assessment Committee is responsible for the assessment of foundations courses. The Director of Undergraduate Studies does not have special responsibility for designing or assessing curriculum.

If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.

See Department of History unit code.

**Signatures:**

- **Coordinator:** [Signature]  
  **Date:** 1/6/12

- **Dept Chair/School Director:** [Signature]  
  **Date:** 2/12

- **Dean:** [Signature]  
  **Date:** 7/16/12

(Please print, sign, scan, and submit as a pdf in a complete package to-acreverify@ech.u)
### Coordinator Responsibilities:

- Receive students into the Department, review academic records, and assign students to appropriate faculty advisers.
- Counsel potential history students who are interested in the Department’s programs and advise interested history undergraduates concerning admission to graduate programs in history.
- Keep abreast of regulations regarding major, minor, and general education requirements to inform Academic Advisers and students.
- Serve as a member of the Curriculum Committee.
- Advise the Chair in the formulation of the class schedule for undergraduate courses in history.
- Handle inquiries and requests for assistance that pertain to undergraduate work in the Department of History.

### Coordinator Name:

**Dr. Timothy Jenks, Director of Undergraduate Studies**

### Co-Coordinator?

**Name of Co-Coordinator (please use a separate qualification sheet to complete information):**

### Degrees Earned:

- BA University of Victoria; MA, PhD, University of Toronto.

### Experience:

- 2 years at University of Toronto, York University, and the University of California at Berkeley; professor at ECU 9.5 years.

### Certifications:

### Courses Taught at ECU:

- HIST 1031, 3480, 3482, 3484, 4500, 6920

### Narrative Statement of Qualifications (to be completed by chair or dean):

As you draft the narrative, please consider the following:

1) **What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?**

   Responsibility for curriculum development rests with the entire faculty; courses must be approved by the Curriculum Committee and by the department as a whole. The Director of Undergraduate Studies serves on the Curriculum Committee but does not have special responsibility for designing or assessing curriculum.

2) **What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?**

   The Outcomes Assessment Committee is responsible for the assessment of foundations courses. The Director of Undergraduate Studies does not have special responsibility for designing or assessing curriculum.

If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.

### Signatures:

- **Coordinator:**
  
  ![Signature]

  **Date:** 3/14/12

- **Dept Chair/School Director:**
  
  ![Signature]

  **Date:** 3/14/12

- **Dean:**
  
  ![Signature]

  **Date:** 7/6/12

(Please print, sign, scan, and submit as a pdf in a complete package to moneymakeru@ecu.edu.)
**EAST CAROLINA UNIVERSITY**

**PROFESSIONAL QUALIFICATION STATEMENT FOR DEGREE/CONCENTRATION/CERTIFICATE/MINOR PROGRAMS**

| College and Dept: | History Department  
|                  | Thomas Harriot College of Arts and Sciences  
| Program Title:   | MA in History  
| Program COP Code: | 54.0101.102.000  
| Coordinator Responsibilities: | 1. consult with and advise prospective graduate students in history, and prepare and distribute information describing the requirements for entrance into and completion of the program, graduate assistantships, fellowship grants, and other awards available to graduate students in history. He/she shall conduct a program of recruitment to enroll qualified students in the graduate program of the Department;  
|                  | 2. coordinate, in cooperation with the Chair of the Department and the Dean of the Graduate School, procedures relating to the admission of prospective history students in graduate instruction;  
|                  | 3. prepare schedules for graduate students in history who have not yet been assigned to a thesis director; assign graduate students in history to a member of the Department's Graduate Faculty (including Associate Graduate Faculty) who shall thereafter serve as adviser and thesis director;  
|                  | 4. be responsible for maintaining the academic records of graduate students enrolled in the Department, handling inquiries and requests for assistance that pertain to graduate work in the Department of History, and collecting and recording information pertaining to professional activities of former graduate students in history;  
|                  | 5. approve the membership of each M.A. thesis committee after consultation with the student and adviser; schedule and administer written comprehensive examinations in history;  
|                  | 6. serve on the Graduate Committee and cooperate with this Committee in the selection of graduate assistantships, fellowships, and the recipients of other awards;  
|                  | 7. serve as a member of the Curriculum Committee;  
|                  | 9. advise the Chair in the formulation of the class schedule for graduate courses in history.  

**Coordinator/Principal:** Dr. Carl Swanson, Director of Graduate Studies  

_in the event of co-coordinator, please use a separate qualification sheet for each. Indicate only co-coordinator’s name below for cross reference._  

<table>
<thead>
<tr>
<th>Co-Coordinator?</th>
<th>Name of Co-Coordinator (please use a separate qualification sheet to complete information):</th>
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| Degrees Earned: | BA Michigan State; MA, Ph.D. U. of Western Ontario  
| Experience:     | 7 yrs at Canadian universities, 25.5 years professor at ECU  
| Certifications: |  
| Courses Taught at ECU: | HIST 1050, 1051, 1551, 3210, 5515, 6020  

**Narrative Statement of Qualifications (to be completed by chair or dean):**  
As you draft the narrative, please consider the following:  

1) What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?  
   Responsibility for curriculum development rests with the entire faculty; courses must be approved by the Curriculum Committee and by the department as a whole. The Director of Graduate Studies does not have special responsibility for designing or assessing curriculum.

2) What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?  
   Responsibility for curriculum assessment rests with the entire faculty, which participates in assessment by serving on thesis committees. The Director of Graduate Studies does not have special responsibility for designing or assessing curriculum. If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.

See Department of History unit code.

**Signatures:**  
Coordinator:  
Dept Chair/School Director:  
Dean:  

(Date: 2/8/2012)

(Date: 2/8/2012)

(Date: 2/8/2012)

(Please print, sign, scan, and submit as a pdf in a complete package to summert@eckard.edu.)
| College and Dept: | History Department  
Thomas Harriot College of Arts and Sciences | Date: 2/8/2012 |
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<tbody>
<tr>
<td>Program Title:</td>
<td>Public History BSp</td>
</tr>
<tr>
<td>Program CIP Code:</td>
<td>54.0105.027.000</td>
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</tbody>
</table>

**Coordinator Responsibilities:**

1. consult with and advise prospective students in public history, and prepare and distribute information describing the requirements for entrance into and completion of the program;
2. keep abreast of regulations regarding major, minor, and foundations requirements to inform public history students;
3. advise the Chair in the formulation of the class schedule for undergraduate courses in public history;
4. be responsible for arranging internships for public history students;
5. provide oversight for curriculum development and review.
6. assist in the placement of public history students in appropriate employment or graduate study upon completion of the program.

**Coordinator Name:** Dr. John Tilley, Director of Public History program

In the event of co-coordinators, please use a separate qualification sheet for each. Indicate title on coordinator's name line below for cross reference.

**Co-Coordinator?**

**Name of Co-Coordinator (please use a separate qualification sheet to complete information):**

**Degrees Earned:**

BA Capital; MA, Ph.D. Ohio State University

**Experience:**

3 yrs at Mariners Museum; 28.5 years professor at ECU

**Certifications:**

**Courses Taught at ECU:**

HIST 1050, 1051, 1550, 3121, 3122, 5920, 5921, 5930, 5931, 5985

**Narrative Statement of Qualifications (to be completed by chair or dean):**

As you draft the narrative, please consider the following:

1) **What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?**

Professor Tilley acquired his professional public history experience by practicing at the Mariners' Museum from 1980-1983, and is one of the pioneers in North Carolina in teaching this field. He has taught public history courses at ECU since 1984, and has been the heart of the program since his arrival. He directed a thorough revision of the public history curriculum in 2007.

Note that the Director of the Public History program can initiate curriculum revisions, but all history courses (including public history courses) must be approved by the Curriculum Committee and by the department as a whole.

2) **What evidence exists that the coordinator provides oversight for the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?**

The Director of the Public History program has in the last five years initiated a revision of the public history curriculum to strengthen it by adding a foreign language requirement, and has introduced a standard internship assessment process. He continues to provide active oversight and assessment of public history courses, and proposes modifications to curriculum as needed.

If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.

See Department of History unit code.

**Signatures:**

Coordinator:

Dept Chair/School Director:

Dean:

(Please print, sign, scan, and submit as a pdf in a complete package to submitting@email.com.)
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PROFESSIONAL QUALIFICATION STATEMENT FOR DEGREE/CONCENTRATION/CERTIFICATE/MINOR PROGRAMS

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<tr>
<th>Program Title:</th>
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<tr>
<td>Program CP Code:</td>
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<th>Coordinator Responsibilities:</th>
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<tbody>
<tr>
<td>1. consult with and advise prospective minors in public history, and prepare and distribute information describing the requirements for entrance into and completion of the program;</td>
</tr>
<tr>
<td>2. keep abreast of regulations regarding major, minor, and foundations requirements to inform public history students;</td>
</tr>
<tr>
<td>3. advise the Chair in the formulation of the class schedule for undergraduate courses in public history;</td>
</tr>
<tr>
<td>4. provide oversight for curriculum development and review.</td>
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| Coordinator Name: | Dr. John Tilley, Director of Public History program |

In the event of co-coordination, please use a separate qualification sheet for each. Indicate only one coordinator’s name below for each program.

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<td>Courses Taught at ECU:</td>
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| Narrative Statement of Qualifications (to be completed by chair or dean): |

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1) **What evidence exists that the coordinator has the qualifications and credentials for leadership in the development and review of the curriculum?**

   Professor Tilley acquired his professional public history experience by practicing at the Mariners' Museum from 1980-1983, and is one of the pioneers in North Carolina in teaching this field. He has taught public history courses at ECU since 1984, and has been the heart of the program since his arrival. He directed a thorough revision of the public history curriculum in 2007.

   Note that the Director of the Public History program can initiate curriculum revisions, but all history courses (including public history courses) must be approved by the Curriculum Committee and by the department as a whole.

2) **What evidence exists that the coordinator provides oversight for assessing the quality of the curriculum for the program and for ensuring that the curriculum and its delivery are educationally sound?**

   The Director of the Public History program has in the last five years initiated a revision of the public history curriculum to strengthen it by adding a foreign language requirement, and has introduced a standard internship assessment process. He continues to provide active oversight and assessment of public history courses, and proposes modifications to curriculum as needed.

   If curriculum development and review are assigned to persons other than faculty, provide appropriate documentation.

   See Department of History unit code.

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<tr>
<th>Dept Chair/School Director:</th>
<th>Date: 3/4/12</th>
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<tr>
<th>Dean:</th>
<th>Date: 7/6/12</th>
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