MUSEUM STUDIES COUNCIL
BYLAWS

ARTICLE I
Museum Studies Council

The Council governing the interdisciplinary minor in Museum Studies shall be the Museum Studies Council.

ARTICLE II
Program Goals and Objectives

GOAL I: Students will know the functions served by museum facilities.

Objectives: Students will be able to:

a) Demonstrate a knowledge of the methodologies used in collection management within general museums.
b) Assess the condition of, and plan a strategy of curation for, interdisciplinary collections (scientific, historical, art, anthropological).
c) Explain the fundamental principles behind museum programming, including both educational programs and exhibits.

GOAL II: Students will demonstrate a knowledge of the theoretical concepts, procedures and terminology associated with the museum field.

Objectives: Students will be able to:

a) Plan and implement a record-keeping process in a museum.
b) Explain the federal and state laws applicable to museum operations.
c) Discuss the practical politics and public relations needs of a facility.
d) Explain the financial needs and funding opportunities available to museums.

GOAL III: Students will be able to critically evaluate exhibitions, educational programs and collection management procedures.

Objectives: Students will be able to:

a) Demonstrate a knowledge of exhibit types and basic design principles.
b) Describe the components of, and be able to plan for, quality interpretive programs.
c) Demonstrate a knowledge of environmental conditions that are hazardous to museum collections.
d) Understand the basic principles associated with common museum activities.

GOAL IV: Students will be able to explain the career options associated with the museum field.

Objectives: Students will be able to:

a) Explain an organization’s staffing needs to accomplish set goals.
b) Fulfill the responsibilities of an entry-level position.
c) Oversee the day-to-day operation of a museum facility.
ARTICLE III
Council Membership

The Council will be comprised of a designee of the Dean of the College of Communication and Fine Arts (the program's organizational home), the Director of the Museum of Cultural and Natural History, one faculty member from the College of Communication and Fine Arts (serving a three-year term); one faculty member from the College of Humanities, Social and Behavioral Sciences (serving a three-year term); one faculty member from the College of Science and Technology (serving a three-year term); and one student representative from the Museum Studies program appointed by the Council Chair (serving a one-year term.)

ARTICLE IV
Council Charge

The Museum Studies Council is charged with overseeing the Museum Studies Minor Program. Specific activities of the Council include the following:

a. To create, review, and recommend changes to program procedures and guidelines.
b. To appoint a Council Chair.
c. To devise curricular proposals which are then routed through appropriate channels for approval.
d. To establish qualifications and recommend faculty to teach MST courses to the Dean of the College of Communication and Fine Arts.
e. To develop and implement a student outcomes assessment program.
f. To schedule program reviews according to Academic Senate policy (10/3/89).
g. To establish student requirements for completion of the minor.

ARTICLE V
Director

a. The Council will recommend appointment of a program director to the Dean of the College of Communication and Fine Arts, according to the established requirements (below). The program director serves as the chair of the Council and as the advisor of the Museum Studies Minor students.
b. Duties of the Director

The Museum Studies Program Director/Council Chair is responsible for the day-to-day operation of the program. The Program Director is advised by the other members of the council and reports to the Dean of the College of Communication and Fine Arts. Duties include, but are not necessarily limited to, the following:

i. Convene meetings of the Museum Studies Council as needed.

ii. Serve as a voting member of the council.

iii. Consult with respective department chairs regarding the scheduling of program courses.

iv. Advise students already in the program as well as those interested in participating.
v. Implement student outcomes assessment activities and prepare annual assessment report(s).

vi. Conduct a program review as needed, in consultation with the Council.

vii. Report on a periodic basis council activities to the Dean of the College of Communication and Fine Arts.

c. Appointment

The director is recommended for appointment by the Museum Studies Council, with the approval of the Dean, to a renewable term of one to three years. Prior to the end of the incumbent’s term, the council will consider applications and recommend appointment of a director.

ARTICLE VI
Committees

The Council shall establish committees to carry out the objectives of the Council. Committees shall be formed at the request of the Director and upon a majority vote of the Council.

ARTICLE VII
Parliamentary Authority

Parliamentary authority shall be by Robert’s Rules.

ARTICLE VIII
Amendment of Bylaws

All changes to these bylaws, to the program status, and/or to the administrative structure of the program shall be by two-thirds majority vote of the Council, subject to the final approval of the Dean of the College of Communication and Fine Arts.