

## Brothers, Sheila

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**From:** Cramer, Aaron  
**Sent:** Sunday, April 14, 2019 11:54 AM  
**To:** Bird-Pollan, Jennifer; Brothers, Sheila; Ett-Mims, Joanie  
**Cc:** Vivian, Daniel  
**Subject:** NEW UC: Historic Preservation  
**Attachments:** UG HP Certificate Proposal - 4-13-2019.pdf

Proposed New Undergraduate Certificate: Historic Preservation

This is a recommendation that the University Senate approve the establishment of a new Undergraduate Certificate: Historic Preservation, in the Department of Historic Preservation within the College of Design.

Rationale: The proposed interdisciplinary program focuses on understanding, protecting, and interpreting buildings and landscapes considered historically valuable and caring for such resources in with sustainable practices. The proposed undergraduate certificate is affiliated with the Master of Historic Preservation program and will introduce students to the history, theory, and practice of historic preservation, introduce related sustainable practices, and enrich undergraduate curricula in a variety of disciplines. The Department of Historic Preservation first offered an introductory undergraduate course in 2015, and strong student demand has been observed since. An initial enrollment of 10 students doubling to 20 students is anticipated.

Aaron

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## NEW UNDERGRADUATE CERTIFICATE

An Undergraduate Certificate is an integrated group of courses (as defined here 12 or more credits) that are 1) cross-disciplinary, but with a thematic consistency, and 2) form a distinctive complement to a student's major and degree program, or 3) leads to the acquisition of a defined set of skills or expertise that will enhance the success of the student upon graduation. Undergraduate Certificates meet a clearly defined educational need of a constituency group, such as continuing education or accreditation for a particular profession; provide a basic competency in an emerging area within a discipline or across disciplines; or respond to a specific state mandate.

After the proposal receives college approval, please submit this form electronically to the Undergraduate Council. Once approved at the academic council level, the academic council will send your proposal to the Senate Council office for additional review via a committee and then to the Senate for approval. Once approved by the Senate, the Senate Council office will send the proposal to the appropriate entities for it to be included in the Bulletin. The contact person listed on the form will be informed when the proposal has been sent to committee and other times, subsequent to academic council review.

Please click [here](#) for more information about undergraduate certificates.

1. GENERAL INFORMATION			
1a	Date of contact with Institutional Effectiveness (IE) <sup>1</sup> :	December 2018	
	<input checked="" type="checkbox"/> Appended to the end of this form is a PDF of the reply from Institutional Effectiveness.		
1b	Home college: College of Design		
1c	Home educational unit (department, school, college <sup>2</sup> ): <i>Department of Historic Preservation</i>		
1d	Proposed certificate name: <i>Undergraduate Certificate in Historic Preservation</i>		
1e	CIP Code <sup>3</sup> : <i>30.1201</i>		
1f	Requested effective date:	<input checked="" type="checkbox"/> Fall semester following approval.	OR <input type="checkbox"/> Specific Date <sup>4</sup> : <i>Fall 20</i>
1g	Contact person name: <i>Daniel Vivian</i>	Email: <i>daniel.vivian@uky.edu</i>	Phone: <i>(859) 323-6392</i>
2. OVERVIEW			
2a	Provide a brief description of the proposed new undergraduate certificate. (300 word limit)		
	<i>Historic preservation is an interdisciplinary field of study focused on (1) understanding, protecting, and interpreting buildings and landscapes considered historically valuable, and (2) caring for such resources in accordance with sustainable practices. Although once focused on sites associated with elite groups, historic</i>		

<sup>1</sup> You can reach Institutional Effectiveness by phone or email (257-2873 or [OSPIE@l.uky.edu](mailto:OSPIE@l.uky.edu)).

<sup>2</sup> Only cross-disciplinary certificates may be homed at the college level.

<sup>3</sup> In consultation with the Undergraduate Council Chair and Registrar, identify the appropriate CIP code(s) prior to college-level approval.

<sup>4</sup> Certificates are typically made effective for the semester following approval. No program will be made effective unless all approvals, up through and including University Senate approval, are received.

**NEW UNDERGRADUATE CERTIFICATE**

*preservation is today concerned with multiple forms of heritage. Social justice, sustainability, and public interpretation have become major emphases. Studying historic preservation foregrounds the social and cultural significance of built environments and the role of heritage in anchoring human relationships to place. Although closely tied to fields such as planning, geography, architecture, and history, preservation is distinctive in its attention to age, decay, and material remains. These yield vital perspectives on social, economic, and political processes, the meanings humans ascribe to the spaces they inhabit, and opportunities for renewal.*

*For undergraduates, preservation education develops (1) appreciation of cultural heritage, (2) understanding of how different social groups assign meaning to particular buildings and sites and how views of significance are inherently unstable and contested, (3) knowledge of methods employed in evaluating, maintaining, and interpreting historic buildings and landscapes, (4) awareness of critical perspectives on place, and (5) knowledge of how preservation contributes to social, economic, and environmental sustainability. Further, since preservation employs interdisciplinary methods in investigating real-world problems with broad social, economic, and cultural significance, undergraduate preservation education develops critical-thinking skills, the ability to speak and write persuasively, the capacity to work with diverse groups of stakeholders, and creative problem solving.*

**2b** This proposed undergraduate certificate (check all that apply):

Is cross-disciplinary<sup>5</sup>.

Is certified by a professional or accredited organization/governmental agency.

Clearly leads to advanced specialization in a field.

**2c** **Affiliation.** Is the undergraduate certificate affiliated with a degree program?

Yes  No

If “yes,” include a brief statement of how it will complement the program. If it is not affiliated with a degree program, incorporate a statement as to how it will provide an opportunity for a student to gain knowledge or skills not already available at UK. (300 word limit)

*The undergraduate certificate will be affiliated with the Master of Historic Preservation (MHP) program. The MHP accepted its first class in 1998 and has since established an outstanding record of providing students with rigorous training and preparation for professional careers. Our most recent alumni survey determined that more than 90 percent of MHP recipients are professionally employed in preservation and closely related fields. Since 2013, 95 percent of MHP recipients have obtained professional employment in the field or pursued further graduate education. The undergraduate certificate will build upon the success of the MHP and augment the recently launched Graduate Certificate in Historic Preservation (which began enrolling students in fall 2016).*

*The undergraduate certificate will introduce undergraduates to the history, theory, and practice of historic preservation; introduce sustainable practices as they relate to buildings and landscapes; and enrich undergraduate curricula in disciplines such as architecture, landscape architecture, interior design, anthropology, history, geography, civil engineering, and business. Although professional training in preservation mainly takes place at the graduate level, undergraduates benefit from exposure to preservation in several ways. First is through appreciation of the meanings embodied in built environments and social perspectives on place. Although students in geography and architecture encounter these viewpoints, they are otherwise rarely taught. Second, students majoring in disciplines such as history, geography, and anthropology find that preservation courses complement disciplinary-specific skills and knowledge and introduce opportunities for employment and graduate study. Third, the interdisciplinary nature of preservation fosters collaboration, creative problem-solving, and appreciation for the skills and perspectives that people from different disciplines bring to collaborative investigation of complex problems.*

**2d** **Duplication.** Are there similar regional or national offerings?

Yes  No

If “Yes,” explain how the proposed certificate will or will not compete with similar regional or national offerings.

<sup>5</sup> An undergraduate certificate must be cross-disciplinary and students must take courses in at least two disciplines, with a minimum of three credits to be completed in a second discipline.

NEW UNDERGRADUATE CERTIFICATE

	<p>The proposed certificate is not expected to face significant competition from institutions within the region or nationally. Undergraduate historic preservation education is becoming more widespread. Institutions such as the University of Georgia, the University of Cincinnati, and Cleveland State University offer undergraduate certificates in historic preservation. Like the certificate discussed in this proposal, these programs introduce undergraduates to the history, theory, and practice of historic preservation and enrich curricula in closely-related fields.</p> <p>A larger number of institutions offer undergraduate degrees in historic preservation, including Ursuline College, Mary Washington University, the College of Charleston, Roger Williams University, and Southeast Missouri State University. These generally attract students who intend to pursue graduate study in historic preservation or a related field. Other institutions offer minors in preservation and related fields, including Tulane University, Ball State University, Shepard University, Texas A&amp;M University, and Eastern Michigan University. No other institutions in Kentucky offer an undergraduate course of study in preservation, and the University of Cincinnati and Ball State University are the only institutions within a 200-mile radius of Lexington that do.</p> <p>The faculty of the Department of Historic Preservation sees significant demand for and value in offering an undergraduate preservation certificate at the University of Kentucky. Depending on enrollments and student interest, it may later become appropriate to develop a minor.</p>
2d	<p><b>Rationale and Demand.</b> Explain the need for the new undergraduate certificate (e.g. market demand and cross-disciplinary considerations). (300 word limit)</p>
	<p><i>The Department of Historic Preservation first offered HP 101, an introductory undergraduate course, in fall 2015. This course has been offered every semester since. Enrollments have varied from 15 to 29, with an average of 22. Students have requested additional courses and asked about an undergraduate certificate. The department chair and faculty have discussed the potential for an undergraduate certificate with faculty in the departments of history and anthropology, the School of Architecture, and the School of Interiors. All are supportive of the idea and believe an undergraduate certificate would enhance the undergraduate experience at the university.</i></p> <p><i>In addition to HP 101, the Department of Historic Preservation offers several special topics courses (as HP 501: Special Topics in Historic Preservation) and has developed HP 252: Adaptive Reuse and Historic Buildings and HP 352: Kentucky Architecture and Landscapes. Courses in history, anthropology, geography, architecture, interior design, and landscape architecture will contribute to the undergraduate certificate. The department is developing additional courses that it will seek approval for during the 2018-19 academic year.</i></p> <p><i>An undergraduate certificate in historic preservation will benefit students in several ways. First, it will apprise undergraduates of career opportunities in specialized fields that are not widely known but offer considerable potential to people with appropriate training and expertise. Second, by helping students understand community form and organization, the certificate will prepare them to act as informed citizens and to make sound choices in their personal and professional lives. Third, historic preservation is poised to become more important with the rising challenges of the 21st century. Climate change, mass migration, increasing diversity, and globalization have placed new demands on existing buildings and infrastructure. Students with knowledge of the field will be better prepared to address the complex problems of our time and the coming decades.</i></p>
2e	<p><b>Target audience.</b> Check the box(es) that apply to the target student population.</p>

**NEW UNDERGRADUATE CERTIFICATE**

- Currently enrolled undergraduate students.
- Post-baccalaureate students.

2f Describe the demographics of the intended audience. (150 word limit)

*The certificate will be open to all undergraduate students who meet the minimum requirements for enrollment, all post-baccalaureate students, and non-degree-seeking students. The certificate is expected to mainly draw students majoring in history, geography, anthropology, architecture, landscape architecture, and interior design. The Department of Historic Preservation will take steps to market the certificate to students in these and other majors, with the latter based on student interest and discussions with faculty in other departments. In some cases, students majoring in Environmental and Sustainability Studies and minoring in Appalachian Studies may be candidates for the certificate.*

2g **Projected enrollment.** What are the enrollment projections for the first three years?

	Year 1	Year 2 (Yr. 1 continuing + new entering)	Year 3 (Yrs. 1 and 2 continuing + new entering)
Number of Students	10	15	20

2h **Distance learning (DL).** Initially, will any portion of the undergraduate certificate be offered via DL? Yes  No

If "Yes," please indicate below the percentage of the certificate that will be offered via DL.

1% - 24% <input type="checkbox"/>	25% - 49% <input type="checkbox"/>	50% - 74% <input type="checkbox"/>	75 - 99% <input type="checkbox"/>	100% <input type="checkbox"/>
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If "Yes," describe the DL course(s) in detail, including the number of required DL courses. (200 word limit)

**3. ADMINISTRATION AND RESOURCES**

3a **Administration.** Describe how the proposed undergraduate certificate will be administered, including admissions, student advising, retention, etc. (150 word limit)

*The Department of Historic Preservation will administer the certificate in collaboration with staff at the College of Design. The department chair and faculty of record (see 3b) will oversee admissions, advising, retention, marketing and promotion, and all other administrative functions. The faculty of record will be exclusively responsible for advising but will carry out other duties with the assistance of College of Design staff where appropriate. The CoD student services staff (4 people currently) will assist with admissions and retention, and the CoD Director of Communications will assist with marketing and promotion. Undergraduate certificate students will also be invited to participate in department workshops, symposia, and extracurricular events. These take place throughout each academic year, contribute to the intellectual vitality of the department, and provide opportunities for extracurricular training.*

3b **Faculty of Record.** The Faculty of Record consists of the undergraduate certificate director and other faculty who will be responsible for planning and participating in the certificate program. Describe the process for identifying the certificate director. Regarding membership, include the aspects below. (150 word limit)

- Selection criteria;
- Whether the member is voting or non-voting;

**NEW UNDERGRADUATE CERTIFICATE**

	<ul style="list-style-type: none"> <li>• Term of service; and</li> <li>• Method for adding/removing members.</li> </ul>			
	<p><i>The faculty of record are all members of the Department of Historic Preservation and affiliated faculty in the School of Architecture, the School of Interiors, and the Department of History. The Department of Historic Preservation has maintained close relationships with these units since its inception. Affiliated faculty serve on Master of Historic Preservation project committees and teach core and elective courses. The Department of Historic Preservation has five full-time faculty. Affiliated faculty in the three above-referenced units currently total 6.</i></p> <p><i>Department of Historic Preservation faculty and affiliated faculty in the three above-named units will be voting members of the faculty of record.</i></p> <p><i>Selection criteria and terms of service are discussed in the department's policy on affiliated faculty (attached).</i></p> <p><i>Originating faculty are shown on p. 16.</i></p> <p><i>The chair of the Department of Historic Preservation will serve as certificate director or appoint a tenured member of the department to serve in that capacity.</i></p>			
3c	<table border="0"> <tr> <td><b>Advisory board.</b> Will the undergraduate certificate have an advisory board<sup>6</sup>?</td> <td>Yes <input type="checkbox"/></td> <td>No <input checked="" type="checkbox"/></td> </tr> </table>	<b>Advisory board.</b> Will the undergraduate certificate have an advisory board <sup>6</sup> ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>Advisory board.</b> Will the undergraduate certificate have an advisory board <sup>6</sup> ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	If "Yes," please describe the standards by which the faculty of record will add or remove members of the advisory board. (150 word limit)			
	The certificate will not have an independent advisory board. The Department of Historic Preservation has an advisory board that meets at least once per year and advises faculty on curriculum, outreach, trends in professional practice and employment, and similar matters. The composition of the board has varied over time but is currently made up mainly of longstanding supporters of the MHP program, officials with state and local historic preservation agencies and organizations, prominent preservation educators, and professionals in allied disciplines such as architecture, engineering, and cultural resource management. The advisory board will provide guidance on the undergraduate certificate program in the same manner as it advises faculty and the dean of the College of Design on the MHP program and graduate certificate in historic preservation.			
	If "Yes," please list below the <u>number</u> of each type of individual (as applicable) who will be involved in the advisory board.			
	Faculty within the college who are within the home educational unit.			
	Faculty within the college who are outside the home educational unit.			
	Faculty outside the college who are within the University.			
	Faculty outside the college and outside the University who are within the United States.			
	Faculty outside the college and outside the University who are outside the United States.			
	Students who are currently in the program.			
	Students who recently graduated from the program.			
	Members of industry.			
	Community volunteers.			
	Other. Please explain:			
	<b>Total Number of Advisory Board Members</b>			

<sup>6</sup> An advisory board includes both faculty and non-faculty who advise the faculty of record on matters related to the program, e.g. national trends and industry expectations of graduates.

**NEW UNDERGRADUATE CERTIFICATE**

3d	<b>Course utilization.</b> Will this undergraduate certificate utilize courses from other academic units?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p>If “Yes,” two pieces of supporting documentation are required.</p> <p><input checked="" type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the other units’ chair/director<sup>7</sup> from which individual courses will be used. The letter must include demonstration of true collaboration between multiple units<sup>8</sup> and impact on the course’s use on the home educational unit.</p> <p><input checked="" type="checkbox"/> Check to confirm that appended to the end of this form is verification that the chair/director of the other unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.</p>			
3e	<b>Financial Resources.</b> What are the (non-course) resource implications for the proposed undergraduate certificate, including any projected budget needs? (300 word limit)		
None.			
3f	<b>Other Resources.</b> Will the proposed undergraduate certificate utilize resources (e.g. departmentally controlled equipment or lab space) from additional units/ programs?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If “Yes,” identify the other resources that will be shared. (150 word limit)			
<p>If “Yes,” two pieces of supporting documentation are required.</p> <p><input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director<sup>9</sup> of the unit whose “other resources” will be used.</p> <p><input type="checkbox"/> Check to confirm that appended to the end of this form is verification that the chair/director of the other unit has consent from the faculty members of the unit. This typically takes the form of meeting minutes.</p>			
<b>4. IMPACT</b>			
4a	<b>Other related programs.</b> Are there any related UK programs and certificates?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If “Yes,” describe how the new certificate will complement these existing UK offerings. (250 word limit)			
<p><i>The undergraduate certificate will not directly impact other UK programs or certificates. The certificate will complement other undergraduate and graduate programs in several ways. First, the certificate will enhance curricula in the social sciences and humanities, the College of Design, and other academic units with courses that allow students to understand relationships between theory and practice; to see space, place, and built environments as socially constructed; and to see heritage as contested and produced by diverse influences. Moreover, certificate courses will provide opportunities for applied learning, in that students will use basic liberal arts skills – written and oral communication, critical thinking, evidence-based reasoning, and persuasive argumentation – to address real-world problems involving public and private interests, market processes, and politics. Third, the certificate will open up critical perspectives on questions about sustainability. Buildings account for approximately 70 percent of electricity consumption in the United States, and new construction is responsible for approximately 25 percent of annual global carbon emissions. Demolition and construction waste</i></p>			

<sup>7</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there is no department/school.

<sup>8</sup> Show evidence of detailed collaborative consultation with such units early in the process.

<sup>9</sup> A dean may submit a letter only when there is no educational unit below the college level, i.e. there are no departments/schools.

**NEW UNDERGRADUATE CERTIFICATE**

	<p><i>accounts roughly 25 percent of annual landfill deposits in the United States. Although preservation does not offer complete solutions to these problems, it is widely recognized as a crucial to achieving social, economic, and environmental sustainability. Introducing students to preservation-based methods and theories will therefore provide students with informed perspectives for challenges they will encounter as citizens, in their private lives, and in their chosen professions.</i></p>
	<p>If “Yes,” two pieces of supporting documentation are required.</p> <p><input type="checkbox"/> Check to confirm that appended to the end of this form is a letter of support from the appropriate chair/director of the unit whose “other resources” will be used.</p> <p><input type="checkbox"/> Check to confirm that appended to the end of this form is verification that the chair/director has input from the faculty members of the unit. This typically takes the form of meeting minutes.</p>

**5. ADMISSIONS CRITERIA AND CURRICULUM STRUCTURE**

<b>5a</b>	<p><b>Admissions criteria.</b> List the admissions criteria for the proposed undergraduate certificate. <i>(150 word limit)</i></p> <p><i>Undergraduate students who wish to pursue the certificate must have a minimum 2.75 grade point average and must maintain a 3.0 grade point average in certificate courses. Coursework taken more than four (4) years before admission to the certificate may not be applied to the certificate. Students must meet all prerequisite requirements for certificate courses. Students may apply to the certificate upon completing HP 101, which does not count toward certificate requirements but provides foundational knowledge. Students then take HP 252, two electives, and HP 300. Students will be advised to take HP 300 as their final course or in the same semester as their final elective(s). An exit exam will be administered in HP 300. Students must earn a C or higher to complete the certificate. Students will be allowed to retake the exam if needed.</i></p> <p><i>Post-baccalaureate and non-degree-seeking students will be admitted upon submitting a statement of 1,000 words or less explaining the reasons for their interest in pursuing the certificate.</i></p>
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**5b**    **Core Courses.** List the required courses below.

Prefix & Number	Course Title	Credit Hrs	Course Status <sup>10</sup>
	<i>[See p. 11, attached.]</i>		Select one....
			Select one....
			Select one....
			Select one....
			Select one....

**5c**    **Elective courses.** List the electives below.

Prefix & Number	Course Title	Credit Hrs	Course Status <sup>11</sup>

<sup>10</sup> Use the drop-down list to indicate if the course is a new course (“new”), an existing course that will change (“change”), or if the course is an existing course that will not change (“no change”).

<sup>11</sup> Use the drop-down list to indicate if the course is a new course (“new”), an existing course that will change (“change”), or if the course is an existing course that will not change (“no change”).



**NEW UNDERGRADUATE CERTIFICATE**

	<i>[See attached list, pp. 12-15. Students must take 6 credit hours from courses on list of approved electives.]</i>		Select one....
			Select one....
			Select one....
			Select one....
			Select one....
			Select one....

*Total Credit Hours:*

5d	Are there any other requirements for the undergraduate certificate? If “Yes,” note below. (150 word limit)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p><i>To obtain the certificate, students must:</i></p> <p><i>(A) take at least 6 credits at the 300-level or above,</i></p> <p><i>(B) earn a C or better in each required course</i></p> <p><i>(C) take courses in at least two disciplines, with a minimum of three credits to be completed in a second discipline,</i></p> <p><i>(D) have a 3.0 grade point average in certificate courses, and</i></p> <p><i>(E) earn a C or better on an exit exam administered by the Department of Historic Preservation (in HP 300). Students who do not earn a C or better on the exit exam may retake the exam. Upon receiving a passing grade, the student may apply to receive the certificate.</i></p>			

5e	Is there any other narrative about the undergraduate certificate that should be included in the Bulletin? If “Yes,” please note below. (300 word limit)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p><i>Historic preservation is a specialized field of study dedicated to understanding, interpreting, and protecting buildings and sites considered historically valuable and advancing social, economic, and environmental sustainability through responsible use of existing buildings and resources. Although long considered a niche speciality concerned mainly with sites associated with elite actors, historic preservation today encompasses broad concern for myriad forms of heritage. Social justice, sustainability, and public interpretation have become major emphases. Studying historic preservation foregrounds the social and cultural significance of built environments and the role of heritage in grounding human relationships to place. Although closely tied to fields such as planning, geography, architecture, and history, preservation is distinctive in its attention to age, decay, and material remains. These yield vital perspectives on social, economic, and political processes, the meanings humans ascribe to the spaces they inhabit, and opportunities for renewal.</i></p> <p><i>With the pressures caused by climate change, mass migration, and globalization, preservation is poised to grow in importance. The need to create more humane, more equitable, less carbon intensive built environments is already a pressing concern. Opportunities to learn about history and culture through experiences at historic sites and attractions are vital for fostering tolerance, cultural sensitivity, and inclusive narratives of shared experience. Cultivation of local heritage and culture counters the homogenizing influences of globalization while simultaneously creating commercial opportunities. In sum, preservation has a role to play in addressing the challenges that will reshape human affairs in the current century and beyond.</i></p>			

**6. ASSESSMENT**

6a	<p><b>Student learning outcomes.</b> Please provide the student learning outcomes for this undergraduate certificate. List the knowledge, competencies, and skills (learning outcomes) students will be able to do upon completion. (Use action verbs, not simply “understand.”) (250 word limit)</p>
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**NEW UNDERGRADUATE CERTIFICATE**

	<p><i>Certificate students will be able to:</i></p> <ul style="list-style-type: none"> <li>• <i>Demonstrate knowledge of the history, theory, and practice of historic preservation, with emphasis on the United States during the 20th and 21st centuries.</i></li> <li>• <i>Demonstrate knowledge of the history of American architecture and landscape design.</i></li> <li>• <i>Explain how preservation contributes to social, economic, and environmental sustainability, its role in economic development, and how it functions as a "quality of life" issue.</i></li> </ul>
6b	<p><b>Student learning outcome (SLO) assessment.</b> How and when will student learning outcomes be assessed? Please map proposed measures to the SLOs they are intended to assess. Do not use grades or indirect measures (e.g. focus groups, surveys) as the sole method. Measures likely include artifacts such as course-embedded assessment (e.g., portfolios, research papers or oral presentations); and test items (embedded test questions, licensure/certification testing, nationally or state-normed exams). <i>(300 word limit)</i></p>
	<p><i>The faculty of record will evaluate student learning outcomes through an annual review of exit exams (as administered in HP 300). At the end of each academic year, a committee of the faculty of record (with at least three members) will rate all exit exams taken on the 1-5 scale shown on the attached Exam Evaluation Matrix. The chair of the Department of Historic Preservation will compile all results and share them with all faculty. When one or more learning outcomes obtains an average score of less than 3, the chair of the Department of Historic Preservation will schedule a meeting of the faculty of record to review the curriculum and develop a plan for improvement.</i></p>
6c	<p><b>Certificate outcome assessment<sup>12</sup>.</b> Describe program evaluation procedures for the proposed undergraduate certificate. Include how the faculty of record will determine whether the program is a success or a failure. List the benchmarks, the assessment tools, and the plan of action if the program does not meet its objectives. <i>(250 word limit)</i></p>
	<p><i>The faculty of record will evaluate the success of the certificate every two years using the following method. First, faculty will review average student learning outcome scores from the annual review of exit exams (see 6b above) and discuss strategies for improving outcomes. In cases where the average score for a learning outcome has been less than three (3) for two consecutive years, the faculty will develop a written plan for improvement.</i></p> <p><i>Second, a committee of the faculty of record (with at least three members) will review representative examples of student assignments from two required courses and rate student performance on a 1-3 scale (above average, average, and below average) relative to the learning outcomes specified for each course. The faculty of record will then review the ratings and, where appropriate, develop strategies for improvement. Faculty teaching required certificate courses will then meet to determine how to implement any such strategies and, more generally, improve overall student performance.</i></p> <p><i>In addition, the faculty of record will report annually on the undergraduate certificate to the Historic Preservation Advisory Board. Annual reports will include:</i></p> <ol style="list-style-type: none"> <li>1. <i>The number of students currently enrolled in the certificate program</i></li> <li>2. <i>Number of certificates awarded (cumulatively and during the current year)</i></li> <li>3. <i>A brief synopsis of student performance in certificate classes and on the exit exam</i></li> </ol>

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<sup>12</sup> This is a plan of how the certificate will be assessed, which is different from assessing student learning outcomes.

**NEW UNDERGRADUATE CERTIFICATE**

*The Historic Preservation Advisory Board will review the annual report and recommend any revisions to the program it believes necessary. The faculty of record will bear responsibility for recommending and implementing changes in individual classes and the overall curriculum.*

**7. OTHER INFORMATION**

7a Is there any other information about the undergraduate certificate to add? (150 word limit)

**8. APPROVALS/REVIEWS**

Information below does not supersede the requirement for individual letters of support from educational unit administrators and verification of faculty support (typically takes the form of meeting minutes).

	<b>Reviewing Group Name</b>	<b>Date Approved</b>	<b>Contact Person Name/Phone/Email</b>
8a	<i>(Within College) In addition to the information below, attach documentation of department and college approval. This typically takes the form of meeting minutes but may also be an email from the unit head reporting department- and college-level votes.</i>		
	<i>College of Design Curriculum Committee</i>	<i>12/6/2018</i>	<i>Julie Riesenweber / 323-2747 / jriesen@uky.edu</i>
	<i>Dean, College of Design</i>	<i>12/14/2018</i>	<i>Mitzi Vernon / 323-2747 / mitzi.vernon@uky.edu</i>
	<i>School of Interiors</i>	<i>11/12/2018</i>	<i>Gregory Marinic / 257-7617 / gregory.marinic@uky.edu</i>
	<i>School of Architecture</i>	<i>11/19/2018</i>	<i>Jeffrey Johnson / 257-7617 / jeffrey.johnson@uky.edu</i>
8b	<b>(Collaborating and/or Affected Units)</b>		
	<i>Dept of History</i>	<i>9/27/2018</i>	<i>Amy Taylor / 257-6861 / amy.taylor@uky.edu</i>
	<i>Dept of Geography</i>	<i>10/11/2018</i>	<i>Patricia Ehrkamp / 257-2931 / patricia.ehrkamp@uky.edu</i>
	<i>Environmental and Sustainability Studies Program</i>	<i>9/13/2018</i>	<i>Betsy Beymer-Farris / 257-2931 / bbeymer-farris@uky.edu</i>
	<i>Dept of Landscape Architecture</i>	<i>9/17/2018</i>	<i>Ned Crankshaw / 257-4691 / ned.crankshaw@uky.edu</i>
	<i>Dept of Anthropology</i>	<i>10/22/2018</i>	<i>Lisa Cliggett / 257-2796 / lisa.cliggett@uky.edu</i>
			/ /
			/ /
			/ /
			/ /
8c	<b>(Senate Academic Council)</b>	<b>Date Approved</b>	<b>Contact Person Name</b>
	Health Care Colleges Council (if applicable)		
	Undergraduate Council		

## 5b. Core Courses

### Undergraduate Certificate in Historic Preservation (Proposed)

Students may apply to the certificate after completing HP 101: Introduction to Historic Preservation. As a 100-level class, HP 101 does not count toward certificate requirements but provides fundamental knowledge that students need before proceeding to more advanced classes. Once a student is accepted into the certificate program, he or she must take the following classes:

#### **HP 252: Adaptive Reuse and Treatments for Historic Preservation**

Valuable to any student, whether they are a designer or future property owner, this class explores the challenges and artful solutions employed to up cycle existing buildings. Course materials will focus on determining which treatment is most appropriate, evaluating significance, reviving existing spaces, and acquiring historic tax credits. Prereq: HP 101.

Course status: no change

#### **HP 300: Sustainability and the Built World**

Examines the relationship between sustainability and the built environment, with emphasis on construction, building operations, and community planning and development. Topics considered include green building and design, smart growth, embodied energy, adaptive reuse, whole life cycle assessments, energy-efficient retrofitting, social and environmental justice, and the role of heritage in fashioning durable commitments to place.

Course status: new

These courses fulfill the 6-credit core requirement. Students must also take two electives (6 credit hours) to complete the certificate.

The exit exam will be administered in HP 300. Therefore, students will be advised to take this class after they have completed all other certificate requirements or in the same semester as their final elective course(s).

The Department of Historic Preservation will reexamine the certificate requirements three years after implementation. If appropriate, the department will then revise HP 101 to become a 200-level course that continues to deliver foundational knowledge and counts toward the certificate credit-hour requirements. Since HP 101 has proven popular as a 100-level course and there is a substantial cohort interested in a historic preservation certificate, the department believes this will be a prudent way to proceed. In addition, other departments have expressed interest in having additional courses added as electives if the certificate proves popular. Revisiting the curriculum after three years will thus provide an opportunity to add electives as appropriate.

## 5c. Certificate Electives

### Undergraduate Certificate in Historic Preservation (Proposed)

*Note: A wide range of electives has been purposefully selected to allow students to choose courses pertinent to their interests. One core course provides foundational knowledge. Students then take electives in their main area of interest. This is intended to create a flexible curriculum that ties broad knowledge of historic preservation practice and theory with specific areas of inquiry.*

#### **ANT 342: North American Archaeology**

This course focuses on the origin and growth of prehistoric American Indian cultures north of Mexico as revealed by archaeological data.

Course status: no change

#### **ANT 545: Historical Archaeology**

Historical archaeology applies archaeological methods and techniques to the remains of societies having written histories. The course introduces students to the history and theoretical development of the discipline, and to the variety of the data sources used by historical archaeologists. Particular attention is given to the ways in which historical archaeologists use material culture to address research issues of interest in anthropology, history, and other relevant disciplines.

Course status: no change

#### **ARC 511: History and Theory Seminar: Pre-20<sup>th</sup> Century**

Seminar devoted to investigation and analysis of pre-twentieth-century architecture.

Course status: no change

#### **ARC 512: History and Theory Seminar: Modern**

Seminar devoted to investigation and analysis of modern architecture.

Course status: no change

#### **ARC 513: History and Theory Seminar: Contemporary**

One of a series of seminars devoted to investigation and analysis of contemporary architecture.

#### **ARC 514: History and Theory Seminar: Theory and Criticism**

Seminar devoted to investigation and analysis of architectural theory and criticism.

Course status: no change

#### **ARC 515: History and Theory Seminar: Urban Forms**

Seminar devoted to investigation and analysis of urban forms.

Course status: no change

**ARC 584: Design of Timber and Masonry Structures**

Current and historic design methods of buildings and their components using wood, wood products, bricks, and concrete blocks.

Course status: no change

**ENS 201: Environmental and Sustainability Studies I: Humanities and Social Sciences**

This course will provide a foundation in the core ideas, theoretical concerns and practical approaches to environmental studies framed within the disciplines of the humanities and social sciences. Students will study human interactions with the environment, both natural and built, and inter-human relations conditioned by local and global environmental factors. Students will obtain a basic conceptual and historical understanding of the nature and value of their local, regional, and global environment.

Course status: no change

**GEO 220: U.S. Cities**

This course introduces salient contemporary U.S. urban topics as seen from and analyzed by a geographic perspective. Topics include migration, urban sprawl, city services, gentrification and urban redevelopment, school districts, parks, housing, financing, and others. The course examines key issues, problems, and debates facing diverse U.S. urban communities, and will address the possibilities for citizen engagement in their resolution. Fulfills the Gen Ed U.S. Citizenship requirement.

Course status: no change

**GEO 235: Environmental Management and Policy**

An introduction to environmental systems such as weather and climate, vegetation, land forms and soils, and how the quality of these systems is modified by human use. Resource issues discussed include: atmospheric pollution and global warming; groundwater, flooding, and flood plain management; volcanic activity and earthquakes; and biospheric processes associated with deforestation and lake eutrophication. Case studies based upon important environmental problems illustrate how human activity and environmental systems interrelate. Fulfills USP Cross-Disciplinary requirement.

Course status: no change

**GEO 285: Introduction to Planning**

An introduction to the history, purpose, and objectives of planning with emphasis on urban and regional planning, planning processes, techniques, and legislation.

Course status: no change

**GEO 485G: Urban Planning and Sustainability**

An analysis of urban and regional planning with emphasis on the contemporary urban and regional planning activities.

Course status: no change

**GEO 490G: American Landscapes**

A review and analysis of America's vernacular landscapes. Topics include: the history of settlement by Europeans, Africans, and others; evolving political allegiances; and the expansion of agricultural and industrial technologies in the context of diverse physical environments. The role of political philosophy in landscape development and historic preservation will be highlighted. Prereq: GEO 172 or consent of instructor.

Course status: no change

**HIS 240: History of Kentucky**

General survey of the chief periods of Kentucky's growth and development from 1750 to the present.

Course status: no change

**HIS 260/AAS 260: African American History to 1865**

Study of the Black experience in America through the Civil War. Examines the African heritage, slavery, and the growth of black institutions.

Course status: no change

**HIS 261/AAS 261: African American History 1865-present**

Examines African American History from Reconstruction to the Civil Rights Movement of the 1960s. The rise of segregation and the ghetto and aspects of race relations are examined.

Course status: no change

**HP 352: Kentucky Architecture and Landscapes**

This course is an introduction to Kentucky's characteristic built environment. There will be a focus on central Kentucky to enable context for assignments and access to sites for field trips. The course employs an interdisciplinary approach to architectural and cultural landscape developments, using both historical and geographical perspectives. It will include lectures, discussions, field trips/field observations and readings. Students will need to provide their own transportation to the field trip site. When necessary, carpooling arrangements will be made for any student without appropriate transportation. There will be nominal cost associated with the field trips. Prereq: Junior standing or permission of instructor.

Course status: no change

**ID 283: The American House and its Furnishings**

In this course, students explore the American house form as a product of global migration from its Colonial beginnings to the present day. Fieldwork could extend past class meetings and additional fees may be associated with the course.

Course status: no change

**LA 205: History of Landscape Architecture**

Study of landscape design through past civilizations and how these have influenced our present approach to dealing with our landscape.

Course status: no change

**LA 307: Cultural Landscape Preservation**

Introduction to cultural landscape preservation activities as design strategies. Exploration of regional landscape preservation case studies and applications of preservation methods to landscape preservation issues with an emphasis on research and process. Lecture, two hours; studio, two hours per week.

Course status: no change



## **Originating Faculty**

### **Undergraduate Certificate in Historic Preservation (proposed)**

*The faculty principally responsible for the development of the proposed certificate are:*

Douglas Appler, Assistant Professor, Department of Historic Preservation

Emily Bergeron, Assistant Professor, Department of Historic Preservation

Allison Carll-White, Professor, School of Interiors

Julie Riesenweber, Assistant Professor, Department of Historic Preservation

Robert Rose, Lecturer, Department of Historic Preservation

Daniel Vivian, Associate Professor and Chair, Department of Historic Preservation

**Exit Exam Evaluation Matrix**  
**Undergraduate Certificate in Historic Preservation**

Learning Outcome	Evaluation Scale				
	1 (Excellent)	2 (Very Good)	3 (Acceptable)	4 (Below Average)	5 (Poor)
<b>Knowledge of the history, theory, and practice of historic preservation</b>	Exam shows detailed and accurate knowledge of federal preservation laws and regulations; the history of preservation in the United States; preservation theory; and major areas of preservation practice. No significant errors.	Exam shows good knowledge of federal preservation laws and regulations; the history of preservation in the United States; preservation theory; and major areas of preservation practice. Lacks detail in some areas, no significant errors.	Exam shows general but not especially specific knowledge of federal preservation laws and regulations; the history of preservation in the United States; preservation theory; and major areas of preservation practice. Lacks detail in several areas, may have some errors.	Exam shows limited knowledge of federal preservation laws and regulations; the history of preservation in the United States; preservation theory; and major areas of preservation practice. Lacks detail in several areas, major developments and chronology unclear, includes significant errors.	Exam shows poor knowledge of federal preservation laws and regulations; the history of preservation in the United States; preservation theory; and major areas of preservation practice. Lacks detail in several areas, major developments and chronology unclear, multiple errors.
<b>Knowledge of the history of American architecture and landscape design</b>	Exam shows detailed and accurate knowledge of major developments in the history of American architecture and landscape design; architectural styles and types; social, cultural, and economic influences on the practice of architecture and building; and major developments in architectural theory and practice. No significant errors.	Exam shows good knowledge of major developments in the history of American architecture and landscape design; architectural styles and types; social, cultural, and economic influences on the practice of architecture and building; and major developments in architectural theory and practice. Lacks detail in some areas, no significant errors.	Exam shows general but not especially specific knowledge of major developments in the history of American architecture and landscape design; architectural styles and types; social, cultural, and economic influences on the practice of architecture and building; and major developments in architectural theory and practice. Lacks detail in several areas, may have some errors.	Exam shows limited knowledge of major developments in the history of American architecture and landscape design; architectural styles and types; social, cultural, and economic influences on the practice of architecture and building; and major developments in architectural theory and practice. Lacks detail in several areas, major developments and chronology unclear, includes significant errors.	Exam shows poor knowledge of major developments in the history of American architecture and landscape design; architectural styles and types; social, cultural, and economic influences on the practice of architecture and building; and major developments in architectural theory and practice. Lacks detail in several areas, major developments and chronology unclear, multiple errors.
<b>Knowledge of how preservation contributes to social, economic, and environmental sustainability; its role in economic development; and how it functions as a “quality of life” issue</b>	Exam shows detailed and accurate knowledge of the relationship between historic preservation and sustainability; the role of preservation in economic development; and how preservation functions as a “quality of life” issue. No significant errors.	Exam shows good knowledge of the relationship between historic preservation and sustainability; the role of preservation in economic development; and how preservation functions as a “quality of life” issue. Lacks detail in some areas, no significant errors.	Exam shows general but not especially specific knowledge of the relationship between historic preservation and sustainability; the role of preservation in economic development; and how preservation functions as a “quality of life” issue. Lacks detail in several areas, may have some errors.	Exam shows limited knowledge of the relationship between historic preservation and sustainability; the role of preservation in economic development; and how preservation functions as a “quality of life” issue. Lacks detail in several areas, includes significant errors.	Exam shows poor knowledge of the relationship between historic preservation and sustainability; the role of preservation in economic development; and how preservation functions as a “quality of life” issue. Lacks detail in all areas, includes multiple errors.

**Subject:** Re: Inquiry about proposal for undergraduate certificate in historic preservation  
**Date:** Friday, December 7, 2018 at 12:11:55 PM Eastern Standard Time  
**From:** Pearson, RaeAnne  
**To:** Vivian, Daniel, Office of Strategic Planning and Institutional Effectiveness  
**Attachments:** image001.png

Dear Dan,

Thank you for your NOI submission and the supplemental substantive change form regarding the proposed new **Undergraduate Certificate in Historic Preservation (30.1201)**

My email will serve 2 purposes: 1.) Next steps for SACSCOC, and 2.) Verification and notification that you have contacted the Office of Strategic Planning and Institutional Effectiveness (OSPIE)—a Senate requirement for proposal approval.

1. **Next steps for SACSCOC:** None required
2. **Verification that OSPIE has reviewed the proposal:** Based on the proposal documentation presented and Substantive Change Checklist, the proposed program changes (refer to list below) are not substantive changes as defined by University or SACSCOC, the university's regional accreditor. Therefore, no additional information is required by the Office of Strategic Planning & Institutional Effectiveness at this time. The proposed program change(s) may move forward in accordance with college and university-level approval processes.

Should you have questions or concerns about UK's substantive change policy and its procedures, please do not hesitate contacting me.

RaeAnne

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**From:** Vivian, Daniel  
**Sent:** Friday, December 7, 2018 12:03:40 PM  
**To:** Pearson, RaeAnne  
**Subject:** Re: Inquiry about proposal for undergraduate certificate in historic preservation

Thanks for your help with this, RaeAnne. I submitted the form a few minutes ago. If you have any questions or need additional information, please let me know.

Dan

---

**From:** "Pearson, RaeAnne" <raeanne.pearson@uky.edu>  
**Date:** Friday, December 7, 2018 at 10:00 AM  
**To:** "Vivian, Daniel" <Daniel.Vivian@uky.edu>  
**Subject:** Re: Inquiry about proposal for undergraduate certificate in historic preservation

If you use this link you shouldnt have to log on. You just need to complete and submit.

[https://uky.az1.qualtrics.com/jfe/form/SV\\_3miQOxAUa9rAGRT](https://uky.az1.qualtrics.com/jfe/form/SV_3miQOxAUa9rAGRT)

Is that working?

---

**From:** Vivian, Daniel  
**Sent:** Friday, December 7, 2018 9:59:34 AM  
**To:** Pearson, RaeAnne  
**Subject:** Re: Inquiry about proposal for undergraduate certificate in historic preservation

Well, I thought I did, but maybe I am wrong. I will be glad to resubmit. What do I select once I am logged in? Can you give me guidelines for getting to the form from the link you provided?

Dan

---

**From:** "Pearson, RaeAnne" <raeanne.pearson@uky.edu>  
**Date:** Friday, December 7, 2018 at 9:51 AM  
**To:** "Vivian, Daniel" <Daniel.Vivian@uky.edu>  
**Subject:** Re: Inquiry about proposal for undergraduate certificate in historic preservation

Hi Daniel,

Are you sure that you submitted the NOI for the historic preservation program? Im not seeing any from the College of Design and the only NOI I have in August is from the College of Public Health. Could you possibly resubmit? And I will get that right out to you. Sorry for the inconvenience.

---

**From:** Vivian, Daniel  
**Sent:** Thursday, December 6, 2018 11:16:00 AM  
**To:** Pearson, RaeAnne  
**Subject:** Re: Inquiry about proposal for undergraduate certificate in historic preservation

Dear RaeAnne,

I am following up on our correspondence of last August about the undergraduate certificate in historic preservation that my department is working on. We have finalized the proposal and are about to submit it to the University Senate. I do not believe I received any paperwork from you after I completed the NOI form. Is it possible for you to check into this and let me know if I need to do anything before the proposal moves forward?

Dan

Daniel Vivian  
Associate Professor and Chair  
Department of Historic Preservation  
College of Design  
University of Kentucky  
Lexington, KY 40506-0041  
daniel.vivian@uky.edu | 859.323.6392

---

**From:** "Pearson, RaeAnne" <raeanne.pearson@uky.edu>  
**Date:** Wednesday, August 1, 2018 at 1:14 PM  
**To:** "Vivian, Daniel" <Daniel.Vivian@uky.edu>  
**Subject:** RE: Inquiry about proposal for undergraduate certificate in historic preservation

Hi Daniel,

Please complete the NOI form located online [HERE](#)

The CIP Code for the graduate certificate and the MHP is 30.1201, so you should use that code for the undergraduate certificate as well.

I can get you the necessary paperwork once I review what you submitted.

**RaeAnne Pearson, PhD**

Office of Strategic Planning & Institutional Effectiveness

University of Kentucky

Phone: 859-218-4009

Fax: 859-323-8688

Visit the Institutional Effectiveness Website: <http://www.uky.edu/ie>

**see blue.**

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**From:** Vivian, Daniel  
**Sent:** Wednesday, August 01, 2018 1:02 PM  
**To:** Office of Strategic Planning and Institutional Effectiveness  
**Subject:** Inquiry about proposal for undergraduate certificate in historic preservation

Dear Sir or Madam,

My department is in the process of preparing a proposal for a new undergraduate certificate in historic preservation. The first page of the proposal form indicates that we must consult with Institutional Effectiveness about the proposal. What information do you need us to provide? If you will let me know, we will take steps to comply immediately.

Dan

Daniel Vivian  
Associate Professor and Chair  
Department of Historic Preservation  
College of Design  
University of Kentucky  
Lexington, KY 40506-0041  
daniel.vivian@uky.edu | 859.323.6392



Spring 2019

Provide brief description of the proposed program

The undergraduate certificate in historic preservation is a 12-credit-hour program that introduces students to the history, theory, and practice of historic preservation in the United States and the world. The certificate emphasizes the social and cultural significance of built environments; the relationship between sustainability, architecture, and urbanism; and critical investigation of urban problems. Certificate courses will introduce students to interdisciplinary perspectives that will enrich their undergraduate education; prepare them for problems they may encounter in their professional and private lives; and help them become informed citizens, particularly in relation to common community planning and development questions. The certificate may also make students aware of opportunities for graduate study and professional employment. Further, the interdisciplinary content of certificate courses and assignments will help students develop their ability to collaborate with people from different disciplinary backgrounds and boost their capacity for critical analysis and creative problem solving.

What is the required number of credit hours?

12

Please identify all options that will be available to students (Multiple selections are possible)

100% Face-to-Face

Please answer the following questions

Will any new faculty be hired to support the proposed program?

No

Will any new courses be created to support the proposed program?

Yes

Will the proposed program require a substantial investment in additional learning resources or space?

No

Will any portion of the curriculum be taught at an off-campus location?

No

Will the proposed change create a degree completion program? ( degree completion programs are alternative pathways that require students to transfer in a specific number of credit hours to complete the remainder of their program)

No

Is this proposed program part of a dual or joint degree program with another institution?

No

Will this program change result in the closing of an existing degree program?

No

Is any portion of this program the result of a contractual agreement with another institution or outside corporation?

No

How many new courses will be added? Undergraduate programs should include only major credit hour...

1

OSPIE OFFICE STAFF ONLY. Please skip Is this a substantive change?

No

OSPIE OFFICE STAFF ONLY. Please skip NOI Complete

NA, Certificate

Are you ready to submit the program proposal?

Yes





Office of the Dean  
College of Design

14 December, 2018

Professor Daniel Vivian  
Department of Historic Preservation  
College of Design  
University of Kentucky  
Lexington, KY 40506

Dear Professor Vivian:

I am pleased to express enthusiastic support for the proposed Undergraduate Certificate in Historic Preservation. The opportunity for students to study the history, theory, and practice of historic preservation and emerging relationships between sustainability and adaptive reuse of existing buildings will contribute significantly to the undergraduate experience at the University of Kentucky. I am especially encouraged by the strong support shown for the proposal by the collaborating units in our college and those within the College of Arts and Sciences. Students who enroll in the certificate will receive a truly interdisciplinary learning experience and the kind of project-based skills development that is increasingly prized by employers. This bodes well for the overall strength of the historic preservation program and the quality of undergraduate education at the university.

I look forward to the smooth approval of the proposal and the beginning of a new and important phase in historic preservation education at UK.

Sincerely, .

A handwritten signature in black ink, appearing to read 'Mitzi', with a horizontal line underneath.

Mitzi R. Vernon, Dean

November 19, 2018

RE: Undergraduate Certificate in Historic Preservation

To Whom It May Concern,

The School of Architecture endorses the establishment of the proposed Undergraduate Certificate in Historic Preservation. The program will provide undergraduate Architecture students with a focus on Historic Preservation, an increasingly important area for the profession and the sustainability of the environment. Not only will it provide Architecture students with a broader understanding of Historic Preservation, but it will teach our students the value of cultural heritage, a sense of social responsibility, and how adaptive reuse will become increasingly more important as we look to the future of our built environment and its role in the sustainability of our planet.

The curriculum proposed for the Undergraduate Certificate in Historic Preservation ensures a cross-disciplinary approach that utilizes the existing expertise of the College of Design's faculty. The School of Architecture has approved to provide the following courses for the Certificate.

ARC 511: History and Theory Seminar: Pre-20<sup>th</sup> Century  
ARC 512: History and Theory Seminar: Modern  
ARC 513: History and Theory Seminar: Contemporary  
ARC 514: History and Theory Seminar: Theory and Criticism  
ARC 515: History and Theory Seminar: Urban Forms  
ARC 584: Design of Timber and Masonry Structures

The School of Architecture faculty were asked to review the initial proposal for Undergraduate Certificate in Historic Preservation, then submit any comments, questions and concerns they might have had. The few comments were incorporated into the current proposal by Historic Preservation. The current proposal was submitted to Architecture faculty for approval, and no objections were made for its approval.

Sincerely,



Jeffrey Johnson, RA, AIA  
Director  
Associate Professor

see blue.

8 April 2018

Dr. Daniel Vivian  
Chair of Historic Preservation  
College of Design  
University of Kentucky  
Lexington, KY 40506

Dear Dr. Vivian,

Without hesitation, I express my enthusiastic support for the Undergraduate Certificate in Historic Preservation. After ongoing discussions with the Interiors faculty, it is broadly felt that the proposed curriculum will offer lucrative interdisciplinary synergies for the College of Design as well as the Interiors program in particular. The faculty of the Interiors unit consent for the certificate to use unit courses as electives including ID 238: The American House and Its Furnishings.

Apart from internal enhancements for the Department of Historic Preservation itself, the new Undergraduate Certificate in Historic Preservation will encourage currently untapped potential for collaboration with units across the University of Kentucky campus and design industry. Students in the field of interior architecture and design benefit greatly from an awareness of building conservation. This new certificate program will allow our students to formalize their understanding of historic preservation within their undergraduate degree. The new coursework will significantly enhance the ability for the School of Interiors to effectively collaborate with the Department of Historic Preservation.

Furthermore, I personally believe that the Undergraduate Certificate in Historic Preservation will aid the College of Design in pursuing lucrative opportunities in research, technology, and grants that would otherwise not be possible. The certificate will positively contribute to college-wide recruitment strategies, curriculum development, and scholarship initiatives in the College of Design.

Sincerely,



**Gregory Marinic, PhD**  
*Associate Professor & Interim Director, School of Interiors*  
*Director of Graduate Studies, School of Interiors*

Dr. Daniel Vivian, Chair  
Department of Historic Preservation  
College of Design.

October 22, 2018

Dear Daniel,

I am pleased to approve including the courses listed below for the undergraduate certificate in Historic Preservation. All faculty members of the Anthropology department discussed including these courses in the historic preservation certificate during a faculty meeting on October 19<sup>th</sup>, 2018. All faculty (aside from four members on sabbatical) approved the motion, which is recorded in our department meeting minutes for that date.

As chair of the department, I offer my official approval, for the inclusion of the following courses in the undergraduate certificate in historic preservation, as electives:

- ANT 342: North American Archaeology
- ANT 545: Historical Archaeology

I should mention that in recent years we have not had any faculty with appropriate expertise to teach ANT 545, but with an anticipated Historical Archaeologist hire this academic year, we hope to begin regularly offering that class starting in academic year 2019-20.

Please let me know if you need more information or documentation of the department's support for this initiative.

Sincerely,



Lisa Cliggett, Chair and Professor  
Anthropology  
[Lisa.Cliggett@uky.edu](mailto:Lisa.Cliggett@uky.edu)  
857-257-2796 (direct)  
857-257-2710 (main office)

see blue.



**University of Kentucky**  
College of Arts and Sciences  
Department of History  
1715 Patterson Office Tower  
Lexington, KY 40506-0027  
P: 859-257-6861  
F: 859-323-3885  
[www.uky.edu/AS/History](http://www.uky.edu/AS/History)

September 27, 2018

Dr. Daniel Vivian  
Associate Professor and Chair  
Department of Historic Preservation  
117 Pence Hall  
University of Kentucky

Dear Dr. Vivian,

I am writing to express the History Department's unanimous support for the proposal for an undergraduate certificate in Historic Preservation – and for the listing of three History courses as electives. On Monday, September 17, 2018, the History Department and voted 21-0 to consent to this proposal.

Our minutes from that meeting document the vote as follows:

“The Chair brought forward a motion from Historic Preservation concerning a proposal for an undergraduate certificate. The motion requested that the History Department consent to having three History courses included as electives in the proposal (HIS 240, 260, 261). The motion was discussed and several faculty mentioned that “it was a great idea” -- but a suggestion arose that the certificate could be flexible to allow other courses too; that suggestion will be passed on to HP. The motion to consent to the proposal as written was approved unanimously, 21-0.”

The History Department views this proposal as a promising start to what we hope is a growing collaboration between our two programs. Not only would we like to see more Historic Preservation students taking our courses on historical content, but we view the HP program's certificate program as an asset to our students as they think about building a career out of their historical studies. We will encourage our majors and minors to consider pursuing the certificate program.

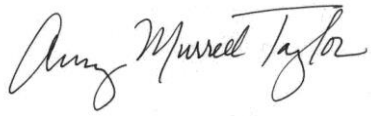
As far as impact, the History Department is prepared to handle any increase in course enrollments that may arise from the certificate program. These three courses are already popular ones for us and we offer sections of them every year.

seeblue.

An Equal Opportunity University

If you have any questions or need anything else, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Amy Murrell Taylor". The signature is written in a cursive style with a large initial "A" and "M".

Amy Murrell Taylor

Associate Professor and Interim Chair

Department of History


September 17, 2018

Dr. Daniel Vivian  
Chair, Department of Historic Preservation  
College of Design  
University of Kentucky  
Lexington, KY 40506-0041

Dear Dan,

The faculty of the Department of Landscape Architecture met on September 12, 2018. At that meeting, we voted unanimously to support the proposal for an undergraduate certificate in Historic Preservation. The proposal lists two Landscape Architecture courses, LA 205 and LA 307, as elective choices in the certificate. Please be aware in student advising that LA 205 is a spring semester course offered every year and LA 307 is a fall semester course offered every other year.

My Best Regards,



Ned Crankshaw, FASLA  
Professor and Chair  
Department of Landscape Architecture



**University of Kentucky**  
**College of Arts and Sciences**  
*Environmental and Sustainability  
Studies Program*

817 Patterson Office Tower  
Lexington, KY 40506-0027  
P: 859-257-2931  
F: 859-257-6277  
ens.as.uky.edu

Professor Daniel Vivian  
Department of Historic Preservation  
College of Design  
University of Kentucky  
113 Pence Hall  
Lexington, KY 40506

Dear Dr. Daniel Vivian,

September 13, 2018

The Environmental and Sustainability Studies Program fully supports including ENS 201: Environmental and Sustainability Studies I: Humanities and Social Sciences as an elective for your proposed undergraduate certificate in historic preservation. The ENS 201 course as an elective for the undergraduate certificate in historic preservation will positively impact the ENS program. Support for including the ENS 201 course in your program is demonstrated by a majority vote by the ENS Program Faculty.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Betsy A. Beymer-Farris'.

Betsy A. Beymer-Farris, PhD  
Director, Environmental and Sustainability Studies Program  
Assistant Professor, Department of Geography  
University of Kentucky  
849 Patterson Office Tower  
Lexington, Kentucky USA 40506-0027





**University of Kentucky**  
**Department of Geography**  
817 Patterson Office Tower  
Lexington, KY 40506-0027  
P: 859-257-2931  
F: 859-257-6277  
geography.as.uky.edu

October 11, 2018

Professor Dan Vivian  
Historic Preservation  
University of Kentucky

Dear Professor Vivian,

I am writing to confirm that geography faculty members were consulted and unanimously approved the inclusion of the courses listed below for the Undergraduate Certificate in Historic Preservation:

- GEO 220 (US Cities)
- GEO 235 (Environmental Management and Policy)
- GEO 285 (Introduction to Planning)
- GEO 485G (Urban Planning & Sustainability)
- GEO 490G (American Landscapes)

Sincerely,

A handwritten signature in cursive script that reads "Patricia Ehrkamp".

Patricia Ehrkamp  
Associate Professor and Chair

**Correspondence Concerning Agreement of Affiliated Faculty in the School of Architecture,  
the School of Interiors, and the Department of History to Serve on the Faculty of Record  
for the Proposed Undergraduate Certificate in Historic Preservation, with the agreement of  
the head of each unit**

**Subject:** Re: Faculty of Record Request - Proposed Undergraduate Certificate in Historic Preservation  
**Date:** Wednesday, March 6, 2019 at 8:39:35 AM Eastern Standard Time  
**From:** Petrone, Karen  
**To:** Vivian, Daniel  
**CC:** Takenaka, Akiko, Taylor, Amy

Hi Dan!

I agree with you, certainly, about needing only my consent, Akiko's and Amy's, but will the Undergraduate Council?

If so, then I hereby consent assuming that the faculty members consent.

Best, Karen

Sent from my iPhone

On Mar 6, 2019, at 8:04 AM, Vivian, Daniel <[Daniel.Vivian@uky.edu](mailto:Daniel.Vivian@uky.edu)> wrote:

Dear Karen, Amy, and Akiko,

I am writing to ask for your consent concerning an issue raised by the Undergraduate Council of the University Senate in its review of our proposed Undergraduate Certificate in Historic Preservation. They have asked us to expand the faculty of record (from only members of the Department of Historic Preservation). Therefore, I would like to request that your department consent to having faculty who are affiliate members of the Department of Historic Preservation be part of the faculty of record for the proposed certificate. That would be Amy and Akiko, as things now stand.

The Council wants a revised proposal by the end of this week(!) to ensure it can be reviewed by the Senate in order to be approved to begin next fall. **Hence, a quick reply would be greatly appreciated.**

The proposal for the certificate is attached. Also attached is a newly adopted policy on affiliated faculty. My department adopted this when we met last Friday, so I have not yet had a chance to share it with Akiko and Amy. It is intended to give a little structure to these relationships, not to be onerous. If any of you have questions or concerns, please let me know.

I am hopeful that you will see this as an issue that only requires the consent of the department chair and affected faculty. If you think it needs a vote by the entire department, I would request that you try to do that via email so that we can meet the Friday deadline. (I realize that may not be realistic, but please do not fault me for asking -- we would like to move the certificate forward as expeditiously as possible).

Best,

Dan

Daniel Vivian  
Department of Historic Preservation  
College of Design  
University of Kentucky  
Lexington, KY 40506  
(859) 323-6392

<UG HP Certificate Proposal, December 2018.pdf>

<Affiliate Faculty Policy.pdf>

**Subject:** Re: Faculty of Record Request - Proposed Undergraduate Certificate in Historic Preservation  
**Date:** Wednesday, March 6, 2019 at 9:25:44 AM Eastern Standard Time  
**From:** Taylor, Amy  
**To:** Takenaka, Akiko, Petrone, Karen  
**CC:** Vivian, Daniel

Me too. And thank you for sharing the affiliate policy, Dan -- it looks good.  
Best,  
Amy

---

**From:** Takenaka, Akiko  
**Sent:** Wednesday, March 6, 2019 9:16 AM  
**To:** Petrone, Karen  
**Cc:** Vivian, Daniel; Taylor, Amy  
**Subject:** Re: Faculty of Record Request - Proposed Undergraduate Certificate in Historic Preservation

Hi Dan,

I'm happy to be included as faculty of record for the certificate.

Best,  
Akiko

--

Akiko Takenaka, Ph.D.  
Associate Professor and Associate Department Chair

Department of History  
University of Kentucky  
1733 Patterson Office Tower  
Lexington, KY 40506  
[a.takenaka@uky.edu](mailto:a.takenaka@uky.edu)  
<https://history.as.uky.edu/users/ata225>

On Mar 6, 2019, at 8:39 AM, Petrone, Karen <[petrone@uky.edu](mailto:petrone@uky.edu)> wrote:

Hi Dan!

I agree with you, certainly, about needing only my consent, Akiko's and Amy's, but will the Undergraduate Council?

If so, then I hereby consent assuming that the faculty members consent.

Best, Karen

Sent from my iPhone

On Mar 6, 2019, at 8:04 AM, Vivian, Daniel <[Daniel.Vivian@uky.edu](mailto:Daniel.Vivian@uky.edu)> wrote:

Dear Karen, Amy, and Akiko,

I am writing to ask for your consent concerning an issue raised by the Undergraduate Council of the University Senate in its review of our proposed Undergraduate Certificate in Historic Preservation. They have asked us to expand the faculty of record (from only members of the Department of Historic Preservation). Therefore, I would like to request that your department consent to having faculty who are affiliate members of the Department of Historic Preservation be part of the faculty of record for the proposed certificate. That would be Amy and Akiko, as things now stand.

The Council wants a revised proposal by the end of this week(!) to ensure it can be reviewed by the Senate in order to be approved to begin next fall. **Hence, a quick reply would be greatly appreciated.**

The proposal for the certificate is attached. Also attached is a newly adopted policy on affiliated faculty. My department adopted this when we met last Friday, so I have not yet had a chance to share it with Akiko and Amy. It is intended to give a little structure to these relationships, not to be onerous. If any of you have questions or concerns, please let me know.

I am hopeful that you will see this as an issue that only requires the consent of the department chair and affected faculty. If you think it needs a vote by the entire department, I would request that you try to do that via email so that we can meet the Friday deadline. (I realize that may not be realistic, but please do not fault me for asking -- we would like to move the certificate forward as expeditiously as possible).

Best,

Dan

Daniel Vivian  
Department of Historic Preservation  
College of Design  
University of Kentucky  
Lexington, KY 40506  
(859) 323-6392

<UG HP Certificate Proposal, December 2018.pdf>

<Affiliate Faculty Policy.pdf>

**Subject:** Re: Faculty of Record Request - Proposed Undergraduate Certificate in Historic Preservation  
**Date:** Wednesday, March 6, 2019 at 9:16:08 AM Eastern Standard Time  
**From:** Takenaka, Akiko  
**To:** Petrone, Karen  
**CC:** Vivian, Daniel, Taylor, Amy

Hi Dan,

I'm happy to be included as faculty of record for the certificate.

Best,  
Akiko

--

Akiko Takenaka, Ph.D.  
Associate Professor and Associate Department Chair

Department of History  
University of Kentucky  
1733 Patterson Office Tower  
Lexington, KY 40506  
[a.takenaka@uky.edu](mailto:a.takenaka@uky.edu)  
<https://history.as.uky.edu/users/ata225>

On Mar 6, 2019, at 8:39 AM, Petrone, Karen <[petrone@uky.edu](mailto:petrone@uky.edu)> wrote:

Hi Dan!

I agree with you, certainly, about needing only my consent, Akiko's and Amy's, but will the Undergraduate Council?

If so, then I hereby consent assuming that the faculty members consent.

Best, Karen

Sent from my iPhone

On Mar 6, 2019, at 8:04 AM, Vivian, Daniel <[Daniel.Vivian@uky.edu](mailto:Daniel.Vivian@uky.edu)> wrote:

Dear Karen, Amy, and Akiko,

I am writing to ask for your consent concerning an issue raised by the Undergraduate Council of the University Senate in its review of our proposed Undergraduate Certificate in Historic Preservation. They have asked us to expand the faculty of record (from only members of the Department of Historic Preservation). Therefore, I would like to request that your department consent to having faculty who are affiliate members of the Department of Historic Preservation be part of the faculty of record for the proposed certificate. That would be Amy and Akiko, as things now stand.

The Council wants a revised proposal by the end of this week(!) to ensure it

can be reviewed by the Senate in order to be approved to begin next fall.  
**Hence, a quick reply would be greatly appreciated.**

The proposal for the certificate is attached. Also attached is a newly adopted policy on affiliated faculty. My department adopted this when we met last Friday, so I have not yet had a chance to share it with Akiko and Amy. It is intended to give a little structure to these relationships, not to be onerous. If any of you have questions or concerns, please let me know.

I am hopeful that you will see this as an issue that only requires the consent of the department chair and affected faculty. If you think it needs a vote by the entire department, I would request that you try to do that via email so that we can meet the Friday deadline. (I realize that may not be realistic, but please do not fault me for asking -- we would like to move the certificate forward as expeditiously as possible).

Best,

Dan

Daniel Vivian  
Department of Historic Preservation  
College of Design  
University of Kentucky  
Lexington, KY 40506  
(859) 323-6392

<UG HP Certificate Proposal, December 2018.pdf>

<Affiliate Faculty Policy.pdf>



**Subject:** Re: Faculty of Record Request - Proposed Undergraduate in Historic Preservation  
**Date:** Thursday, March 7, 2019 at 11:02:02 AM Eastern Standard Time  
**From:** Johnson, Jeffrey  
**To:** Vivian, Daniel  
**CC:** Luhan, Gregory, Miller, Wallis, Carpenter, Clyde  
**Priority:** High  
**Attachments:** unknown.png

Dan,

I am completely fine with this assuming that the faculty are as well.

Jeffrey



**Jeffrey Johnson, AIA**  
Director  
AIA Kentucky Endowed Professor  
School of Architecture  
College of Design

112 Pence Hall  
University of Kentucky  
Lexington, KY 40506-0041  
[jeffrey.r.johnson@uky.edu](mailto:jeffrey.r.johnson@uky.edu) | 859.257.0344

On Mar 6, 2019, at 10:18 AM, Vivian, Daniel <[Daniel.Vivian@uky.edu](mailto:Daniel.Vivian@uky.edu)> wrote:

Dear Jeffrey, Gregory, Wallis, and Clyde,

I am writing to ask for your consent concerning an issue raised by the Undergraduate Council of the University Senate in its review of our proposed Undergraduate Certificate in Historic Preservation. They have asked us to expand the faculty of record (from only members of the Department of Historic Preservation). Therefore, I would like to request that the School of Architecture consent to having faculty who are affiliate members of the Department of Historic Preservation be part of the faculty of record for the proposed certificate. That would be Greg and Wallis, as things now stand, and also Clyde (who, even though technically retired, has been so important to the program from the beginning that I do not want to leave him out of these discussions. As far I and the other hp faculty are concerned, he is an honorary affiliated faculty member for life).

The Council wants a revised proposal by the end of this week(!) to ensure it can be reviewed by the Senate in order to be approved to begin next fall. **Hence, a quick**

**reply would be greatly appreciated.**

The proposal for the certificate is attached. Also attached is a newly adopted policy on affiliated faculty. My department adopted this when we met last Friday, so I have not yet had a chance to share it with anyone. It is intended to give a modest degree of structure to these relationships, not to be onerous. If any of you have questions or concerns, please let me know.

I am hopeful that you will see this as an issue that only requires the consent of the Jeffrey, as Director of the School of Architecture, and affected faculty. If you think it needs a vote by the entire school, I would request that you try to do that via email so that we can meet the Friday deadline. (I realize that may not be realistic, but please do not fault me for asking -- we would like to move the certificate forward as expeditiously as possible).

Best,

Dan

Daniel Vivian  
Associate Professor and Chair  
Department of Historic Preservation  
College of Design  
University of Kentucky  
Lexington, KY 40506-0041  
[daniel.vivian@uky.edu](mailto:daniel.vivian@uky.edu) | 859.323.6392  
<Affiliate Faculty Policy.pdf><UG HP Certificate Proposal, December 2018.pdf>

**Subject:** Re: Faculty of Record Request - Proposed Undergraduate in Historic Preservation  
**Date:** Wednesday, March 6, 2019 at 5:39:47 PM Eastern Standard Time  
**From:** Miller, Wallis  
**To:** Vivian, Daniel  
**Priority:** High

Dan,  
this is fine with me.  
Wallis

On 6 Mar 2019, at 15:18 , Vivian, Daniel <[Daniel.Vivian@uky.edu](mailto:Daniel.Vivian@uky.edu)> wrote:  
<Affiliate Faculty Policy.pdf>

**Subject:** Re: Follow up - request regarding proposed undergrad certificate in hp  
**Date:** Thursday, March 7, 2019 at 1:08:31 PM Eastern Standard Time  
**From:** Vivian, Daniel  
**To:** Luhan, Gregory  
**CC:** Johnson, Jeffrey, Miller, Wallis

Greg, that's correct – nothing else changes. The only issue at present is the undergraduate certificate. I don't need a letter – this email is fine.

Thanks very much. I'll keep you posted on the status of the certificate proposal.

Dan

---

**From:** "Luhan, Gregory" <gregory.luhan@uky.edu>  
**Date:** Thursday, March 7, 2019 at 12:05 PM  
**To:** "Vivian, Daniel" <Daniel.Vivian@uky.edu>  
**Cc:** "Johnson, Jeffrey" <jeffrey.r.johnson@uky.edu>, "Miller, Wallis" <wmiller@uky.edu>  
**Subject:** Re: Follow up - request regarding proposed undergrad certificate in hp

Daniel.

You can list me as an Faculty affiliate with Preservation to help your cause. As far as committees and service to the HP department I assume that my service on the Preservation Status Of Faculty remains as is does my involvement in masters committees etc. so essentially the nomenclature of affiliate faculty is more official distinction? Please advise as to next steps. Do you need a letter from me?

gregory a. LUHAN, Ph.D., AIA  
The John Russell Groves Endowed Professor of Architecture  
University Research Professor

University of Kentucky  
College of Design  
[112 Pence Hall](#)  
[Lexington, KY 40506-0041 USA](#)

Office: [859.257.6568](tel:859.257.6568)  
Studio: [859.492.5942](tel:859.492.5942)  
E-mail: [gregory.luhan@uky.edu](mailto:gregory.luhan@uky.edu)

On Mar 7, 2019, at 11:23 AM, Vivian, Daniel <[Daniel.Vivian@uky.edu](mailto:Daniel.Vivian@uky.edu)> wrote:

Hi Greg,

I want to try to clarify the request I sent out yesterday morning. The sole issue concerned is the proposed Undergraduate Certificate in Historic Preservation. We submitted the proposal with only the faculty whose primary appointments are in the Dept of HP as the

faculty of record (Doug, Julie, Emily, and myself). The Undergraduate Council views that as too small a group. Hence, the remedy is for us to seek the involvement of affiliated faculty in the units with whom we have the closest relationships (Architecture, Interiors, and History) – specifically by having those faculty be part of the faculty of record for the proposed certificate.

Our only aim here is to move the proposed certificate forward and get it approved so we can begin enrolling students as of fall 2019.

The request will not affect your role with the MHP program or the department's other affairs. We are not asking that you teach any core courses or otherwise contribute to the curriculum. Your willingness to serve on status of faculty committees and MHP project committees is exceedingly valuable, and more than sufficient in terms of supporting dept activities. The fact that you are a member of the hp graduate faculty doesn't have any standing relative to the proposed undergraduate certificate.

For the sake of background, the policy concerning affiliated faculty that the dept just adopted is intended to outline expectations and give some structure to new affiliated faculty without affecting any of those who are currently serving in that capacity. Again, you contribute greatly to the dept and we are not looking for more from you. As the dept seeks to grow and expand its relationships outside of the College, the faculty feel it is important to better explain what sort of relationships we want to have with faculty in other units. The policy is written so as not to affect you, Walls, Allison, or Clyde – that is, the people who have long supported the department and its programs and are consistent contributors to both.

I hope this is helpful, and sufficient to obtain your consent to the request. If you have further questions or concerns, don't hesitate to let me know.

Dan

Daniel Vivian  
Associate Professor and Chair  
Department of Historic Preservation  
College of Design  
University of Kentucky  
Lexington, KY 40506-0041  
[daniel.vivian@uky.edu](mailto:daniel.vivian@uky.edu) | 859.323.6392

**Subject:** Re: Faculty of Record Request - Proposed Undergraduate Certificate in Historic Preservation  
**Date:** Wednesday, March 6, 2019 at 11:17:56 AM Eastern Standard Time  
**From:** Marinic, Gregory  
**To:** Vivian, Daniel, White, Allison

Dan,

I consent, unless Allison has an issue with your request.

Thanks,

Gregory Marinic, PhD  
Director of Graduate Studies & Associate Professor  
Interim Director, SOI  
University of Kentucky  
Lexington, KY 40506-0041

---

**From:** Vivian, Daniel  
**Sent:** Wednesday, March 6, 2019 10:27:29 AM  
**To:** White, Allison; Marinic, Gregory  
**Subject:** Faculty of Record Request - Proposed Undergraduate Certificate in Historic Preservation

Dear Allison and Gregory,

I am writing to ask for your consent concerning an issue raised by the Undergraduate Council of the University Senate in its review of our proposed Undergraduate Certificate in Historic Preservation. They have asked us to expand the faculty of record (from only members of the Department of Historic Preservation). Therefore, I would like to request that the School of Interiors consent to having faculty who are affiliate members of the Department of Historic Preservation be part of the faculty of record for the proposed certificate. As things now stands, Allison is the only person who holds such status.

The Council wants a revised proposal by the end of this week(!) to ensure it can be reviewed by the Senate in order to be approved to begin next fall. **Hence, a quick reply would be greatly appreciated.**

The proposal for the certificate is attached. Also attached is a newly adopted policy on affiliated faculty. My department adopted this when we met last Friday, so I have not yet had a chance to share it with anyone. It is intended to give a modest degree of structure to these relationships, not to be onerous. If either of you have questions or concerns, please let me know.

I am hopeful that you will see this as an issue that only requires the consent of the Gregory, as Interim Director of the School of Interiors, and Allison as the sole affected faculty member. If you think it needs a vote by the entire school, I would request that you try to do that via email so that we can meet the Friday deadline. (I realize that may not be realistic, but please do not fault me for asking -- we would like to move the certificate forward as expeditiously as possible).

Best,

Daniel Vivian

Associate Professor and Chair  
Department of Historic Preservation  
College of Design  
University of Kentucky  
Lexington, KY 40506-0041  
daniel.vivian@uky.edu | 859.323.6392

**Subject:** Re: Faculty of Record Request - Proposed Undergraduate Certificate in Historic Preservation  
**Date:** Wednesday, March 6, 2019 at 12:30:55 PM Eastern Standard Time  
**From:** White, Allison  
**To:** Vivian, Daniel  
**CC:** White, Allison, Marinic, Gregory  
**Priority:** High  
**Attachments:** image001.png, image002.png, image003.png, image004.png

Since I am an adjunct already, that's fine.



College of Design

**Allison Carll White**, Ph.D., FIDEC, FIIDA  
Professor, School of Interiors  
112 Pence Hall  
University of Kentucky  
Lexington, KY 40506-0041  
[hedcarll@uky.edu](mailto:hedcarll@uky.edu)  
T 859.257.7763  
F 859.323.1990

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-  
On Mar 6, 2019, at 10:27 AM, Vivian, Daniel <[Daniel.Vivian@uky.edu](mailto:Daniel.Vivian@uky.edu)> wrote:

Dear Allison and Gregory,

I am writing to ask for your consent concerning an issue raised by the Undergraduate Council of the University Senate in its review of our proposed Undergraduate Certificate in Historic Preservation. They have asked us to expand the faculty of record (from only members of the Department of Historic Preservation). Therefore, I would like to request that the School of Interiors consent to having faculty who are affiliate members of the Department of Historic Preservation be part of the faculty of record for the proposed certificate. As things now stands, Allison is the only person who holds such status.

The Council wants a revised proposal by the end of this week(!) to ensure it can be reviewed by the Senate in order to be approved to begin next fall. **Hence, a quick**



**reply would be greatly appreciated.**

The proposal for the certificate is attached. Also attached is a newly adopted policy on affiliated faculty. My department adopted this when we met last Friday, so I have not yet had a chance to share it with anyone. It is intended to give a modest degree of structure to these relationships, not to be onerous. If either of you have questions or concerns, please let me know.

I am hopeful that you will see this as an issue that only requires the consent of the Gregory, as Interim Director of the School of Interiors, and Allison as the sole affected faculty member. If you think it needs a vote by the entire school, I would request that you try to do that via email so that we can meet the Friday deadline. (I realize that may not be realistic, but please do not fault me for asking -- we would like to move the certificate forward as expeditiously as possible).

Best,

Daniel Vivian  
Associate Professor and Chair  
Department of Historic Preservation  
College of Design  
University of Kentucky  
Lexington, KY 40506-0041  
[daniel.vivian@uky.edu](mailto:daniel.vivian@uky.edu) | 859.323.6392  
<UG HP Certificate Proposal, December 2018.pdf><Affiliate Faculty Policy.pdf>

# **Policies and Procedures for Affiliate Faculty**

Department of Historic Preservation

College of Design

University of Kentucky

Adopted March 1, 2019

The Department of Historic Preservation (Department) may grant affiliate faculty status to faculty in other academic units of the University of Kentucky who have interest and expertise in historic preservation. Affiliate faculty appointments recognize volunteer (unpaid) contributions to the program. This document outlines the responsibilities of affiliate faculty and the Department. It is designed to provide basic guidance to Department faculty and prospective and current affiliates.

## **I. Definitions**

- A. *Core faculty.* Core faculty refers to those individuals who serve in tenured, tenure track, or lecturer positions in the Department of Historic Preservation of the College of Design at the University of Kentucky.
- B. *Affiliate Faculty Appointments.* Affiliate faculty appointments will be considered for University of Kentucky faculty who establish a voluntary (unpaid) affiliation with the Department of Historic Preservation. These individuals must have applied for or have been invited to serve as affiliates of the Department of Historic Preservation, in a separate capacity from their duties in the academic unit where they hold their primary appointment. Persons named as affiliated faculty may teach courses in the Department of Historic Preservation, direct master's projects, serve on department committees, and be listed as an affiliated faculty member on the department's website and promotional materials.
- C. *Fixed-Term Appointment.* All affiliate faculty appointments have fixed beginning and ending dates. Appointments will expire at the end of a pre-defined term without need for notice. Unless otherwise stated, fixed-term appointments are for five years. Appointments may be renewed.

## **II. Eligibility**

- A. Affiliate faculty status will only be granted only to persons employed by the University of Kentucky (UK).
  - a. Minimum requirements:
    - i. current full-time faculty status;
    - ii. a terminal degree appropriate to their discipline;
    - iii. expertise in historic preservation or an allied field; and
    - iv. Interest in supporting historic preservation education.
  - b. Affiliate status will be granted based on a vote of a majority (51 percent) of faculty in the Department of Historic Preservation
  - c. Affiliate appointments are for five-year terms and may be renewed.
  - d. Tenure cannot be earned on an affiliate appointment nor can affiliate faculty members receive any portion of their university salary from the Department of Historic Preservation.
  - e. Affiliate faculty have a zero-percent appointment in the Department of Historic Preservation for the purposes of annual distribution of effort (DOE) forms.

### **III. Procedures**

- A. Appointment by application
  - a. Applicants for affiliate status may submit a curriculum vitae and a statement of interest to the chairperson of the Department of Historic Preservation. The application will be reviewed and voted upon by the department faculty as soon as practicable.
  - b. The chairperson of the Department of Historic Preservation is responsible for informing persons considered for affiliate status of the outcomes of voting by department faculty.
  - c. When a faculty member is approved for affiliate status, the chairperson of the Department of Historic Preservation will inform the faculty member and provide information about expectations concerning involvement in department activities.
- B. Appointment by nomination
  - a. Members of the Department of Historic Preservation may nominate faculty from other academic units for affiliate status.
  - b. A nomination must provide the name of the candidate, a letter of recommendation, and a curriculum vitae. The candidate may also provide a memo of interest.

- c. Upon receiving a nomination, the chairperson of the Department of Historic Preservation will share copies with all members of the department faculty. The faculty will then meet to consider the nomination and vote on it as soon as practicable.
- d. The chairperson of the Department of Historic Preservation will inform the nominee of the outcome of the vote.
- e. If the nominee is granted affiliate status, the chairperson of the Department of Historic Preservation will provide him or her with information concerning expectations for involvement in department activities.

#### **IV. Termination of Affiliate Appointment**

The Department of Historic Preservation and persons holding affiliate status may terminate the affiliation at any time. Both parties reserve the right to terminate affiliate appointments.

#### **V. Responsibilities of Affiliate Faculty**

To maintain affiliate faculty status in the Department of Historic Preservation, at least two (2) of the responsibilities outlined below must be fulfilled during the five-year period. Affiliate faculty will be expected to participate in the following ways:

- A. Teach at least one historic preservation course or a cross-listed course every three academic years or serve as a on a Master of Historic Preservation project committee.
- B. Be knowledgeable about and disseminate information concerning the program to interested students.
- C. Attend Department meetings or other Program-sponsored functions as available.
- D. Annually submit a current curriculum vitae to the HP Program to Jessica Frazier ([Jessica.Frazier@uky.edu](mailto:Jessica.Frazier@uky.edu)).
- E. Submit cross-listed course syllabi to to Jessica Frazier ([Jessica.Frazier@uky.edu](mailto:Jessica.Frazier@uky.edu)) in the semester during which the course is offered.
- F. Present preservation-related research in the Department's Faculty Forum series.
- G. Serve on Department Status of Faculty committees for annual performance reviews, two- and four-year reviews, and tenure and promotion evaluations when requested. Affiliate faculty should not feel obligated to serve every time they are requested to do so. Declining three successive requests, however, will be considered grounds for non-renewal of an affiliate appointment.

#### **VI. Responsibilities of Department of Historic Preservation Faculty**

The Department of Historic Preservation will provide the following to affiliate faculty:

- A. *Orientation.* Affiliate faculty will receive orientation concerning the Department of Historic Preservation, individual courses, and governance.
- B. *Communication.* Affiliate faculty will be informed of Department events and activities, research opportunities, and meetings of special interest, and other affiliate faculty areas of research and teaching interests.

In addition, the Department will

- C. Consult with affiliate faculty about cross-listing courses upon request.
- D. Make the Department's Faculty Forum available for work-in-progress and research presentations.
- E. Keep the a current curriculum vitae for the affiliated faculty member on file.
- F. Keep accurate records concerning a faculty member's affiliate status.
- G. Provide information about renewing affiliate status in advance of expiration of a five-year appointment.