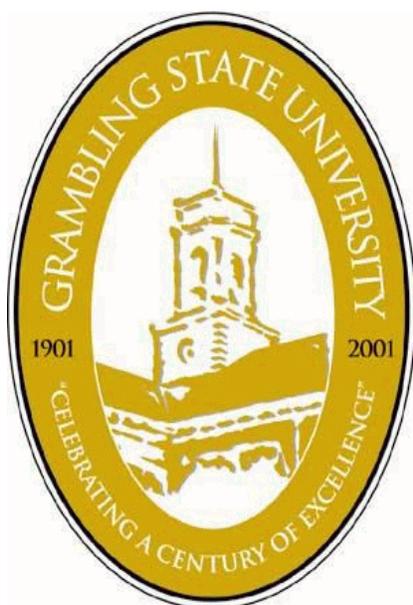


Music Department Operational Manual



Grambling State University

Grambling, LA

INTRODUCTION

The Music Department has an operating manual that was printed in 2006 and revised on an annual basis. It is designed to assist in better understanding the guidelines and operational procedures required to perform their duties in the department. In **(NO)** way does this manual supersede the rights and privileges stated in the *University Faculty Handbook*. The Department of Music follows the guidelines of the Board of Trustees of the University of Louisiana Systems, The Southern Association of Colleges and Schools (SACS), National Association of Schools of Music (NASM), Grambling State University and the Department of Arts & Sciences. However, the contents of the Operating Manual outline the basic day to day operations of the Music Department. The faculty is responsible for reading and implementing the guidelines presented in this manual. It is expected that when followed, the department will operate in an orderly and profession manner.

CLASSROOM MANAGEMENT

It is the responsibility of the faculty to ensure that the classroom space is put back in order after each class. Students or maintenance should clean the work area that the next class will find a suitable work environment.

REPORTING MAINTENANCE PROBLEMS

Report all maintenance problems as soon as they are discovered to facilities or to the secretary for work order.

ORDERING MATERIALS, SUPPLIES AND EQUIPMENT

All requests for instructional materials, supplies and equipment should be submitted to the Department Head or secretary. Consideration for request will depend on the availability of funds.

DEPARTMENT OF MUSIC MISSION STATEMENT

The Music Department of Music views its roles at the University as both an academic and a service unit whose mission is to provide programs of study for both music majors and non-music majors; and to educate future music professionals through appropriate curricular offerings

The goals and objectives of the Music Department are listed below:

Goal of the Music Department

1. Develop a list of study for both music majors and non majors.
2. To prepare and educate future music professionals and to prepare students for graduate schools.
3. Promote faculty research and creativity.
4. To prepare students for living in a dynamic global society through appropriate curricular offerings.

Objectives of the Music Department

1. To have the ability to offer a high quality program that fulfills both music majors and non-majors.
2. To offer the three concentrations and curriculums for music, music education-vocal, music education-instrumental with sufficient enrollment to cover the size and scope of the program.
3. To promote faculty research and creativity within the music faculty to better the music departments three concentrations (Curricula)
4. To offer the appropriate curricula that will prepare music majors to teach, perform and live in a global society.

Qualifications

Full time employees are expected to have a Master's Degree in Music Education or Performance Doctorate preferred. Prior teaching experience at the college level is preferred but is not a requirement. Professional experience in the field is also expected.

Reporting Authority

The Department of Music is administered by the Head of the Department who is responsible to the Dean of The College of Arts and Sciences. The Dean of the College of Arts and Sciences is responsible to the Vice President for Academic Affairs, who is directly responsible to the President of the University. All teaching faculty members and staff members including the secretary are responsible to the head of the Department of Music.

Terms of Employment

- Head - One year contract, serves at the pleasure of the President and the Board of Trustees of the University of Louisiana System (12-month appointment).
- Faculty - Nine and 12 month-contract: serves at the pleasure of the President and the Board of Trustees of the University of Louisiana System.

PRIMARY RESPONSIBILITIES/JOB DESCRIPTION

Department Head

Observation of administration procedures, supported by research, indicates that policy formation and general administrative decision, if they are to be effective in the functioning of a college, must be applied, adapted and interpreted at the department level where the work is primarily carried on. Consultation is important. It prevents the disjunction of departments which attempts to operate without the framework of the total college. Departments of instruction are, in one sense, convenient units for operational purposes.

The department head, subject to the approval of the Division Head, gives consideration to primary responsibilities: course revision, curriculum realignments, and qualifications of future staff, research, promotions, budget, and teaching, the duties of the department head are as follows:

1. Formulation of administrative departmental policies; including the necessary steps for admission into the department and the execution of same.
2. Supervision of all instructional and related activities in the department.
3. Evaluation of curricular offerings and study ways whereby they may be further developed an improved.
4. Supervision of instructional and service loads of personnel as an aid in determining departmental staff needs, proper allocation of functions, and the elimination of unnecessary duplication of efforts in curricular offerings.
5. Recommendation to the appropriate authority modifications in policies and regulations concerning instructional programs.
6. Evaluation of personnel for appointment, promotion, leaves of absence, and termination of service.
7. Investigation of faculty personnel difficulties with the idea of promoting high morale and good human relations.
8. Preparation of reports regarding the department for accrediting bodies, state agencies, and professional organizations.

9. Preparation of budgetary and other fiscal policies and plans dealing with the total program of the department.
10. Coordination and allocation of faculty services in the department as requested for workshops, conferences, and study groups. Rallies, and the like, in the public elementary and secondary schools of the state.
11. Representation of college at state, regional and national meetings.
12. Promotion of in-service programs designed to develop the departmental faculty professionally.
13. Recommendation to the proper division head, candidates for graduation and substitutions for or exemptions from academic requirements.
14. Preparation of annual reports and programs for the department.

Faculty

It is the job of the teacher to guide and inspire students to learn by planning, conducting and evaluating instructional activities geared to student learning characteristics and designed to achieve collegiate standards. Specifically:

- For each course a teacher accepts as part of his load, it is his responsibility to bring to bear the fullest intent of his training and experience to the task of planning, conducting and evaluating the highest quality of instructional activities achievable for the students involved.
- It is the teacher's responsibility to share with students the description and expectations of each course, including course objectives, enabling activities and performance measures.
- It is the responsibility of each teacher to be available for personal conference with students, at a time known by students of each class, for a period of at least one hour per week for each class taught, but no fewer than five (5) hours per week.
- Part of a teacher's responsibility is committee work related to institutional operation. It is a normal expectation that each faculty member will serve on as many as three (3) committees each year.
- The effective administrative operation of each department unit requires frequent meetings for deliberations, communications and decision making. It is a teacher's

responsibility to attend each meeting and to participate fully.

- It is the responsibility of the teacher to be productively involved in such scholarly activities as research, publication or other scholarly or creative endeavors.

- The faculty member has, in addition to the above, such responsibilities as follows as opportunity and invitations are presented:
 - involvement with local school systems
 - recruitment of students and faculty
 - sponsoring and otherwise supporting student organizations and activities relevant to his/her department's participating in internal/external evaluation activities of the college/school/department for accreditation purposes etc.
 - giving prompt attention to completion of all forms, departmental requests for data, etc.
 - contributing demonstrably to the attainment of departmental and college goals and objectives.

It is, also, the job of the teacher, appropriately supported by the university, to engage in other scholarly activities and service appropriate to the institution's mission.

Absence from Duty

Any anticipated absence by a faculty member must be reported to the department head.

Whenever possible members of the department will cooperatively carry on the class work of a teacher who is out for a short period of time.

Tardiness

Lack of punctuality on the part of the teacher in meeting assigned classes will be regarded as extremely poor professional practice; therefore, each faculty member is expected to meet all classes on time.

Admitting Students to Class

The student is not officially enrolled in a class until his name appears on the instructor's official print-out class roster. Under no circumstances should a faculty member permit a student to remain in his/her class unless the student's name appears on the instructor's official class roster. The student's attendance record begins with the date of registration indicated by the office of the registrar.

Student Absences

The policy governing class absence as formulated by the State Board of Trustees is on file in the attendance office, the head of each department, and the dean of the college. Each faculty member is expected to keep accurate records, which are to be reported to the head of the department weekly. It should be remembered that juniors and seniors are exempted from compulsory class attendance by decisions of the State Board of Trustees.

University Bulletins

It is the responsibility of faculty members to familiarize themselves with the University Catalog and official academic regulations and advise students of their meaning.

Examinations

Mid-term and final grades for courses must be turned in to the Registrar's Office not later than 48 hours after the conclusion of the examination. Proper forms may be secured from the head of the department. Teachers are expected to submit a copy of each of their final examinations to the department head. The responsibility of each teacher at the close of the semester is not ended until all records and reports have been submitted to the head of his department.

Scheduling of Classes

Classes are scheduled by a committee consisting of the academic deans, including the Director of Graduate Studies, and the Registrar. After classes have been officially scheduled, teachers are not permitted to change the hours, the day, or place for meeting classes without the consent of the appropriate department head and academic dean.

Textbooks

All textbooks for students are ordered through the bookstore. The bookstore manager is expected to have textbooks on hand prior to the beginning of each semester.

Whenever it becomes necessary to change textbooks, the department head is required to notify the bookstore manager one semester prior to the date the books are to be used. This procedure is to be adhered to for the purpose of safeguarding against an accumulation of unsold books.

Curriculum

Curriculum offerings are studied and revised whenever the need arises. A Standing Committee (The Curriculum Committee) consisting of faculty membership has the responsibility of approving curriculum additions and changes. For graduate curricula, the graduate council has jurisdiction. It is the duty of the department head to provide leadership for his faculty in studying and determining additions and changes to be effected regarding departmental curriculum. The signatures of the department head, the academic dean, and the Vice President for Academic Affairs are required before a proposed curriculum change is sent to the committee for its decision. If the decision is affirmative, the proposed curriculum addition (such as a new degree or change) is sent to the office of the Vice President for Academic Affairs for transmittal to the President.

The Board of Trustees and the Louisiana Board of Regents must approve new programs.

The Role of the Centralized Advisor

To be familiar with the enrollment process at Grambling State University. To keep up with new changes in the process from enrollment through graduation and provide changes to all advisors within the department.

To follow-up at the beginning of each semester through an inter-office memo. A reminder to all advisors to check the folders of their advisee to see if they are within 30 hours or less. The advisor is to create and submit to the centralized advisor a plan of study for the final year.

The centralized advisor must then begin to clear the student for graduation by checking to see that the student has completed all requirements for graduation set-forth in the catalog in which the student entered the College of Arts and Sciences.

The advisee(s) will then be tracked to assure he/she stays on task and complete the plan of study including transcripts for current semester.

At the end of the semester before the advisee is to graduate the recommendation for graduation for the advisee(s) should come from the faculty and centralized advisor to the chairman of the department.

The role of advisors

When the advisor has determined that the student in his/her final semester, must inform the student and centralized advisors by inter-office memo. Advise the student to apply for graduation in the dean's office, apply for diploma and case in the Registrar's office, and apply for cap and gown in the Bookstore.

Once a student has been assigned to an advisor, it is the responsibility of the advisor to

create two folders. One for the advisor's file and one for the departmental file. In the folder the following should be included: a copy of the student's music curriculum a copy of the application to enter the department if the student has composite of 16 or above on the ACT or SAT), a signed contract for the entering semester.

Applied Music Instruction - Each level of applied instruction has two weekly components, one private lesson (50 minutes) and recital seminar. After the first semester of instruction, each student must perform on the recital-seminar at least once per semester.

Juries - At the end of each semester, each student must perform before a faculty panel. His/her final grade in applied music is determined by this jury grade and his/her attendance and performance at recital-seminar.

Counseling and Advising

Academic counselors provide counseling, assistance in course selection and scheduling of classes for all new music majors.

If there is a personality conflict with advisee and advisor; arrangements can be made to change advisors. This must be cleared through the centralized advisor and head. Advisor and advisee must gain the approval of an alternate advisor before a transfer can be made.

Course Credit Ratios and Contact Hours

Academic credit is a measure of the total time commitment required of a typical student in a particular course of study. For the GSU semester system one semester credit is assigned for a minimum of 45 hours of total time commitment. The time commitment includes: 1) time spent in scheduled course activities organized by an instructor (lectures, discussions, workbooks, videotapes, laboratories, studios, fieldwork etc.); 2) time spent in group activities related to course requirements; and 3) time spent reading, studying, problem solving, writing, and other preparations for the course. The minimum time commitment based on a fifteen-week semester and a traditional campus setting, should follow these guidelines. Note: one contact hours is defined as one 50-minute period

- 1) Lecture/Seminar – one contact hour per week for each credit hour
- 2) Laboratory – three contact hours per week for each credit hour
- 3) Independent Study – three hours of work per week for each credit hour
- 4) Studio – two contact hours per week for each credit hour
- 5) Ensemble – four contact hour per week for each credit hour

Federal Definition of the Credit Hour: for purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work as required outlined in item 1 above for other academic

activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (Southern Association of Colleges and Schools Commission on Colleges)

Transfer of Credit

a. Institution

Transfer credits will be evaluated by the Admissions Office and added to the permanent record only for persons who are enrolled as degree seeking students. All students who transfer from a regionally, accredited institutions will be given credit for courses in which a grade of D or higher was earned, and that correspond to courses in the curriculum. All courses will be used to calculate the cumulative grade point average. The equivalence of a course taken at a state institution to a University course is determined by use of the Board of Regents transfer equivalency matrix. The equivalence of all other courses is determined by the appropriate department head. Credit is not given for course work taken at a college or university that is not regionally accredited. Courses accepted for credit are not necessarily used toward a degree. Students can access the transfer articulation matrices that indicate the correlation of courses among Louisiana's public colleges and universities by going to the Board of Regents website and viewing the Master Course Articulation Matrix (College Catalog, pp. 20-21).

Grambling State University engages those tents of “Best Practices” to guide the procedures which govern credit hour assignments for its courses and programs across the curriculum. These procedures are applicable to all programs and are vested in the work of the university curriculum committee. The procedure begins with the individual units /departments within the colleges of the university. The departments in structuring their curriculums decide on the value of the unit of work (credit hour) that should be assigned for each course to be taught. This decision is predicated by the best practices and curriculum models used within the discipline (s) of the unit/department. The acceptable and normal consensus of best practices in the area of curriculum development suggest that 1 credit hour represents a satisfactory completion of the course work required for a one-time 50 minute class meeting per week. According to the acceptable norm across the given curriculum practices, the rigor of the course expectation, the course content, curriculum, course outcomes, and expected student learning outcomes , a credit hour value is given to each course to be offered. A rigorous discussion and evaluation of best practices related to curriculum/course development, courses with suggestive credit hours are arranged in a systematic order indicating specific semesters by academic level, when students would be allowed to take said courses. This unit of the procedure creates the bases for the general curriculum to be follow by the student major in the department. The course (s) is present to a standing curriculum committed of the college for approval and when that approval is given, the propose courses are presented to the university committee for approval. The university committee invites the department head to present the courses and or new curriculums to the committee. The department head is present to answer any question relevant to the course structure, credit hours assigned, personal availability, expect student-teach ratio and cost effectives of the new course and/or new curricular program. Course additions to existing

curriculums require approval by the university curriculum committee. Curriculums for new proposed programs require both university and the state regents' board approval. (Procedures Manuel, College of Arts and Sciences)