



Academic Program Review: June 1, 2004–May 31, 2005

Unit: Department of Music

Part III Academic Program Review

Instructions:

1. Complete this section if the review of one or more programs in your department was completed during 2004-2005 **OR** if one or more of your programs did not address recommendations received in previous years.
2. Copy and paste to add another program and table or additional rows for recommendations.
3. Insert additional rows or delete extra rows in tables as needed.

Undergraduate Program:

Music

Program Review Committee Recommendations	Responses to Recommendations (Describe changes or improvements.)
1. Ensure that all information in the <i>Undergraduate Catalog</i> for the Undergraduate Music Program is current and complete, including information about the courses offered by the program and course requirements. (2)	The Undergraduate Catalog is current and complete.
2. Develop and implement a formal process for periodically evaluating the curriculum in the Undergraduate Music Program and documenting any changes to improve the curriculum. (6c)	Program learning outcomes assessment in the Music Major was implemented in May 2005. A committee has been appointed to review assessment changes.
3. Develop, implement and evaluate regularly an orientation program for majors and minors that will enhance the recruitment and retention efforts of the Undergraduate Music Program. (11c)	An undergraduate advisor (along with several other faculty members) has been appointed to advise the majors and minors. A meeting time for advising of all music majors is set up for several Thursday activity periods. Music is working with the URAP advisors for better advising.
4. Develop and implement procedures for the training of advisers in the Undergraduate Music Program. (12a)	The undergraduate advisor is trained by the previous advisor and the Chair. The Music advisor also meets with the Department of Education advisors for collaboration and clarification of certification requirements.
5. Collaborate with the Academic Advisement Center to improve the advisement of entering freshmen and transfer students who are interested in majoring in music. (12a)	Music faculty and advisors are present at the orientations of entering freshmen and transfer students.
6. Systematically evaluate the advisement process for the Undergraduate	Entering freshmen are monitored by the advisors in the MUS 1313 Theory Class

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Program Review Committee Recommendations	Responses to Recommendations (Describe changes or improvements.)
Music Program and document how the results of the evaluations are used to improve the process. (12c)	to see if proper advisement took place and to ensure that all the majors are following degree requirements. Music and the URAP staff meet at least once a semester to update program requirements and evaluate the process.
7. Address the issue of the availability and utility of space in its strategic planning process. (31d)	The problem of a lack of space has been addressed. Administration is looking into a portable building for Music. All space in the department has been evaluated and is being used to its ultimate potential.
8. Disseminate the mission statement and goals of the Undergraduate Music Program on the web, in the <i>Undergraduate Catalog</i> , and in future departmental publications. (39d)	The Music web page is current. A Music calendar has been added to information on degree requirements.
9. Develop and implement a formal planning and evaluation process. (40)	Strategic planning has been in place for several years. Program learning outcomes assessment in the Music Major was implemented in May 2005. A committee has been appointed to review assessment changes.
10. Systematically assess and document the progress of the Undergraduate Music Program in achieving its goals. (41)	Program learning outcomes assessment in the Music Major was implemented in May 2005. A committee has been appointed to review assessment changes.

Graduate Program:

(The **graduate music program** did not meet the criteria in the Academic Program Review Policy for review in the first cycle.)