Wilkes University Curriculum Committee

PROPOSAL SUBMITTAL FORM

Directions:
- Use this set of forms for all proposals sent to the Curriculum Committee.
- Pages 1-3 of this document are required. Any unnecessary forms should be deleted from the packet before submissions. If multiple forms are needed (course addition, course deletion, etc), simply copy and paste additional forms into this packet.
- Note that all new programs (majors and minors), program eliminations, significant program revisions and all general education core revisions must be reviewed and approved by the Provost and Academic Planning Committee (APC) prior to submission to the Curriculum Committee. The Provost will make the decision if a program revision requires APC review.
- Completed and signed forms are due no later than the first Tuesday of every month. Submit one signed original hard copy and a scanned electronic copy with all signatures to the Chair of the Curriculum Committee.

1. Originator: Steven Thomas
   Division of Performing Arts
   408-4434, steven.thomas@wilkes.edu

2. Proposal Title: Changes to MUS course numbering

3. Check only one type of proposal: (double click on the appropriate check box and change default value to “checked”).
   - [ ] New Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
   - [ ] Elimination of Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and APC.
   - [ ] Program Revision. Significant revisions to a program require review and approval by the Provost. The Provost determines if review and approval by APC is necessary.
   - [ ] General Education Revision. Submissions only accepted from the General Education Committee (GEC). Must be reviewed and approved by the Provost.
   - [x] Creation of new departments, elimination of existing department. This requires prior review and approval by the Provost and APC.
   - [ ] Course additions or deletions not affecting programs (such as elective courses, transition of “topics” courses to permanent courses).
   - [ ] Change in course credit or classroom hours.
   - [ ] Incidental Changes. Includes changes in course/program title, course descriptions, and course prerequisites. (Although these changes do require approval by the Curriculum Committee, they do not go before the full faculty for approval).
   - [ ] Other (Specify)
4. Indicate the number of course modification forms that apply to this proposal:

- [ ] Course Addition Form (plus syllabi)
- [ ] Course Deletion Form
- [ ] Course Change Form

5. Executive Summary of Proposal.

Briefly summarize this proposal. The breadth and depth of this executive summary should reflect the complexity and significance of the proposal. Include an overview of the proposal, background and reasoning behind the proposal and a description of how the proposal relates to the mission and strategic long-range plan of the unit and/or university. For incidental changes a one or two sentence explanation is adequate.

The current numbering scheme for a number of the music ensembles is a relic of the former music major, and no longer fits current practice. Several unrelated classes currently share a single number (they are listed as different sections of MUS 128), and this proposal assigns them each unique numbers. Course addition forms are used (rather than course change forms) because the course change forms expressly state that they may not be used for renumbering courses. No other significant changes are being made to the courses.

6. Other specific information. (Not applicable for incidental changes.)

What other programs, if any, will be affected by this proposal? Describe what resources are available for this proposal. Are they adequate? What would be the effect on the curriculum of all potentially affected programs if this proposal were adopted? Include any potential effects to the curriculum of current programs, departments and courses.

No additional resources are required and there are no significant effects on the curriculum.

7. Program Outline. (Not applicable for incidental changes).

A semester-by-semester program outline as it would appear in the bulletin for a new program or any modified program with all changes clearly indicated.
8. Signatures and Recommendations. (please date)
   - Signatures of involved Department chair(s) and Dean(s) indicate agreement with the proposal and that adequate resources (library, faculty, technology) are available to support proposal.
   - If a potential signatory disagrees with a proposal he/she should write “I disagree with this proposal” and a signed statement should be attached to this submission.

   Steven Thomas  
   Print Name/Title:  
   Department chair(s) of all potentially affected programs

   Steven Thomas  
   Signature

   3/13/14  
   Date

   Thomas J. Baldwin  
   Print Name/Title
   Dean(s) of any potentially affected College/School.

   Thomas Baldwin
   Signature

   3/14/15
   Date

   Susan Hritzak  
   Print Name
   Registrar

   Susan Hritzak
   Signature

   3/17/14
   Date

   Print Name
   Signature
   Date
   Provost (For new programs, significant revisions and revisions to the General Education Program revisions only).
   Provost should check here if this proposal is a program revision AND the significance of the revision requires review and approval by APC prior to Curriculum Committee.

   Print Name
   Signature
   Date
   Chair, Academic Planning Committee. For new programs, program revisions sent via the provost. Signature indicates that the proposal has been reviewed and approved by APC.

   Print Name
   Signature
   Date
   Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).
1. Course Title: Chamber Winds

2. Course Number: MUS 122
   Coordinate with Registrar to insure course number is available

3. Course Credit Hours:
   Classroom Hours 1   Lab Hours  Other

4. Course Prerequisites:
   Permission of the instructor.

5. Course Description (as proposed for the Bulletin):
   Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.

   Students will study, rehearse and perform a variety of large and small ensemble works for chamber wind ensemble.

6. Required Documentation:
   Proposed Syllabus    Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) information, required texts (or other things such as tools, software, etc), pertinent policies and a proposed schedule of topics.
INSTRUCTOR: Dr. Philip G. Simon
OFFICE: Darte Center, Room 309
OFFICE PHONE: 408-4437
CELL PHONE: 570-574-7216
E-MAIL: philip.simon@wilkes.edu
OFFICE HOURS: Tuesday and Thursday, 4:00-5:00 PM
REHEARSALS:
Chamber Winds, Monday 4:00-5:30 pm

CREDIT: one credit

COURSE DESCRIPTION:
Chamber Winds offers University students an opportunity to perform chamber music for winds. The pieces studied and performed are frequently one or two on a part. Literature is chosen from the standard chamber winds repertoire. Members must commit to perform in a minimum of two formal concerts per year and to attend all rehearsals.

COURSE OBJECTIVES: All students shall:
1. Acquire, refine, and demonstrate in performance an advanced level of skill in musicianship, music reading, tone quality, rhythmic precision, note accuracy and intonation,
2. Develop critical thinking skills in the areas of listening and adjusting for dynamics, balance, blend, phrasing, intonation, solo playing, and watching the conductor,
3. Participate in all rehearsals and concert performances,
4. Develop an understanding of music performance as a professional level artistic endeavor,
5. Acquire a broad knowledge of wind band repertoire.

TEACHING METHODS:
Instruction will focus on progressively developing advanced instrumental performance skills. A variety of rehearsal techniques and teaching strategies are employed to progressively develop the tone, technique and musicianship of the ensemble. Teaching strategies include:

• full rehearsals
• sectionals
• individual and section practice during rehearsals
• listening to recordings of pieces
• recording of rehearsals for study by the conductor
• testing of playing competency for a grade

SUGGESTED TEXTS AND MATERIALS:
• Teaching Music Through Performance In Band, Volumes I-5, Miles, Richard et al. GIA Publications
• Score and recording to any piece in the performance repertoire

GRADING CRITERIA:
Successful completion of MUS 122 includes attendance at all rehearsals and performances and excellent preparation of all parts. Students will be tested on performance material a minimum of twice during the
semester. The grade for each test will be determined by the conductor who will evaluate and rate the student’s performance. See the attendance policy for specific information on grade penalties for attendance infractions.

**Ensemble Policies:**
The goal of any musical ensemble policy is to preserve and enhance the quality of the music making experience. All the efforts of the conductor and ensemble members must be focused on the goal of producing a musically exemplary performance.

**Attendance:**
Attendance is mandatory at all rehearsals and performance. Any absence that remains unexcused will lower the member’s grade by .5. Absence from a dress rehearsal or performance may result in a failing grade for the class. Events that are beyond the student’s control, such as serious illness or family emergency, are always excused. Only the instructor can excuse an absence. It is the student’s responsibility to inform the conductor as soon as possible, preferably before the rehearsal or performance, of any situation that will prevent the student from attending a rehearsal.

**Music Preparation:**
Musicians, whether amateurs or professionals, understand that practice is what one does individually that qualifies them to attend rehearsal. We rehearse in order to learn everyone else’s part. The rehearsal is the place where we do things together that we cannot do alone. Come to rehearsals prepared to play your parts to the best of your ability.

**Concert Attire:**
Concert dress for women is a black, floor length formal dress, or black floor length skirt or pants, and a black formal blouse. Black hose and black dress shoes, flats or pumps, are required. Sweaters and casual pants are not considered formal attire. Concert dress for men includes a tuxedo jacket and pants, white tuxedo shirt, black cummerbund, black bow tie, black socks and black dress shoes.

**Music:**
Each member will be issued a folder with a full compliment of music at the beginning of the semester. It is the responsibility of each member to keep this folder and music in good condition. The music folders, with all music intact, must be returned to the librarian at the end of the semester. In sections where separate parts are played, each member will be assigned first, second or third parts on a rotating basis by the conductor. Each player is considered a “first chair” player and will be expected to know all their parts for each rehearsal once parts are assigned.

**Rehearsal Schedule:** A schedule of specific pieces to be rehearsed will be sent to everyone by e-mail the weekend before each rehearsal. Please be sure to check your e-mail for this information and practice those specific pieces for the rehearsal.
Wilkes University Curriculum Committee
COURSE ADDITION FORM – page 1

1. Course Title: Chamber Orchestra

2. Course Number: MUS 132
Coordinate with Registrar to insure course number is available

3. Course Credit Hours:
   Classroom Hours 0/3     Lab Hours      Other

4. Course Prerequisites:
   Permission of the instructor.

5. Course Description (as proposed for the Bulletin):
   Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.

   Students will study, rehearse and perform a variety of large and small ensemble works for chamber orchestra.

6. Required Documentation:
   Proposed Syllabus
   Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) information, required texts (or other things such as tools, software, etc), pertinent policies and a proposed schedule of topics.
DIVISION OF PERFORMING ARTS

MUS 132
Chamber Orchestra
Syllabus

Instructor
Dr. Philip G. Simon
Associate Professor of Music, Orchestra Director

Office-DDD 309
E-mail: philip.simon@wilkes.edu
Office phone-570-408-4437
Rehearsals: Monday, 6:30-9:00 p.m.

Credit: three credits-MUS 132 A1, 0 credits-MUS 132 A2

Course Description:
The Wilkes Chamber Orchestra provides a small orchestra ensemble experience for the University student community, and qualified local community members. The pieces studied and performed are a combination of the standard chamber orchestra repertoire and music that provides the ensemble and its audience with a global and multicultural perspective on music.

Membership Requirements:
Membership in Chamber Orchestra is open by audition to all qualified University students and community members. Members must commit to perform in a minimum of one formal concert per semester and to attend all rehearsals.

Course Objectives: All students and community members shall:
1. Acquire, refine, and demonstrate in performance an advanced level of skill in musicianship, music reading, tone quality, rhythmic precision, note accuracy and intonation;
2. Refine the critical thinking skills of listening and adjusting for dynamics, balance, blend, phrasing and intonation in ensemble playing;
3. Participate in all rehearsals and concert performances;
4. Develop an understanding of music performance at the advanced level;
5. Acquire a broad knowledge of chamber orchestra repertoire.

Teaching Methods:
Rehearsals help members to develop and share a sense of pride in the ensemble. Instruction encourages advanced instrumental performance skills. The director utilizes a variety of rehearsal techniques and teaching strategies to develop the tone, technique and musicianship of the ensemble. They include:
- Emphasis on individual home practice that qualifies the members to participate in ensemble rehearsals
- Sectionals that solidify the intonation, technical facility and sound of each section
- Individual and section practice during rehearsals
- Listening to recordings of pieces
- Recording of rehearsals for study by the conductor and members
- Individual and group performance of passages during rehearsals

Grading Criteria:
Successful completion of MUS 132 includes attendance at all rehearsals and performances and excellent preparation of all parts. Enrolled students may be tested on performance material during rehearsals and in private sessions with the director. The director evaluates and rates the student's performance for a grade.

Attendance:
Attendance is mandatory at all rehearsals and performances. Any absence from a rehearsal that remains unexcused will lower a student's grade by .5. Absence from a dress rehearsal or performance may result in a failing grade for the class. Late arrival to a rehearsal compromises the group's ability to warm-up, tune and begin rehearsal. Members of the ensemble should plan to arrive for all rehearsals at least ten minutes before rehearsal begins. Rehearsals begin promptly at 6:30 p.m., and end at 9:00 p.m. A pattern of late arrival to rehearsals may cause a .5-drop in an enrolled student's semester grade. Events that are beyond the student's control, such as a class that overlaps with rehearsal, a serious illness or family emergency, may be considered as excused absences by the Director.
It is the member's responsibility to inform the Director as soon as possible, preferably before the rehearsal or performance, of any situation that prevents them from attending.

Community members who are not enrolled in the class will be evaluated for continued participation in the group based on their attendance and ability to play their parts.

Music Preparation:
Musicians, whether amateurs or professionals, understand that practice is what one does individually that qualifies them to attend rehearsal. We rehearse in order to learn everyone else's part. The rehearsal is the place where we do things together that we cannot do alone. Come to rehearsals prepared to play your parts to the best of your ability.

Concert Attire:
Concert dress for women is a black, floor-length formal dress, or black floor-length skirt or pants, and black formal blouse. Black hose and black dress shoes, flats or pumps, complete the ensemble. Sweaters and casual pants are not considered formal attire. Short skirts or dresses are unacceptable for concerts. Concert dress for men includes a tuxedo jacket and pants or black suit, white shirt, black cummerbund, black bow tie, black socks and black dress shoes. SNEAKERS, SKECHERS, FLIP FLOPS, ETC. ARE NOT FORMAL FOOTWEAR AND ARE NOT ACCEPTABLE FOR CONCERT PERFORMANCE FOR MEN OR WOMEN.

Music:
Members are issued a folder with a full compliment of music at the beginning of the semester. It is the responsibility of each member to keep this folder and music in good condition. The music folders, with all music intact, must be returned to the librarian at the end of the semester. In sections where parts are split, the director assigns parts on a rotating basis. Each person is considered a "first chair" player and is expected to know their parts for each rehearsal.

Instruments and Lockers:
The University has a large collection of very good string instruments. You may borrow an instrument if you do not own one (especially viola, cello or bass), or if we can provide a better quality instrument than the one you own. Storage lockers are available for all instruments.

Parts:
Winds and violins frequently are divided into two or more parts. Except for the concertmaster position, which remains constant, all wind and violin players will rotate between parts.
Wilkes University Curriculum Committee  
COURSE ADDITION FORM – page 1

7. Course Title: Flute Ensemble

8. Course Number: MUS 135  
Coordinate with Registrar to insure course number is available

9. Course Credit Hours:  
   Classroom Hours 1    Lab Hours    Other    

10. Course Prerequisites:  
    Permission of the instructor.

11. Course Description (as proposed for the Bulletin):  
    Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.

    Students will study, rehearse and perform a variety of large and small ensemble works for flute ensemble.

12. Required Documentation:  
    Proposed Syllabus  
    Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs of the Curriculum Committee (such as extensive rubrics, etc). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the following information: Course Title, Course Number, Credit hours, Faculty Information (name contact information, office hours), Course Description, Course Outcomes or Objectives, Assessment (grading) information, required texts (or other things such as tools, software, etc), pertinent policies and a proposed schedule of topics.
Wilkes University Flute Studio  
Division of Performing Arts  
Flute Ensemble Spring 2014 Syllabus

Director: Alicia "Lish" Lindsey                  MUS 135  
Email: Lish_lindsey@hotmail.com                 Darte Center Room 219  
Cell: 609.220.3937 Studio: 570.408.4435        Coaching Time: 5-7 PM (Monday)  
Office Hours: 2-4:45 PM, 7:15-8:30 PM (Monday) and by Appointment in Darte 209

Course Description
Flute Ensemble is an opportunity to perform music of various genres and styles composed for two or more flutes or in combination with other instruments. Interested flutists have the opportunity to perform on other members of the flute family, including piccolo, alto, and bass flute depending on the requirements of the selected music. Members are required to prepare assigned parts and perform at an exceptional level during each coaching and the semester recital. Individual and extra rehearsal time is required in addition to the regular appointed class time. The conclusion of each coaching allows for group discussion to set goals for the next meeting.

Course Objectives
1) To contribute to the whole by successfully preparing individual parts.
2) To distinguish and understand the various positions within the ensemble (leading role versus a supporting role) depending upon the assigned parts and the needs of the music.
3) To listen and blend with each other.
4) To develop a positive and supportive attitude towards the rehearsal and performance process.

Required Equipment
1) Flute in excellent working order
2) Metronome
3) Tuner
4) Music Stand

Required Materials
Music is assigned to each ensemble member and parts distributed during rehearsals. Members are responsible for bringing parts to each rehearsal/performance and for returning them after the semester recital.

Scheduling
Every effort is made to hold an introductory reading during the first week of class. Scheduling of that reading is conducted via email or phone. Members must bring a copy of his or her class schedule to the first reading; however, schedules may be submitted via email prior to the first week if classes are already known. Auditions may be held to assess strengths of individual players.
Rehearsal Preparation
Time spent during group rehearsal focuses on balance, breathing, group intonation, interpretation, musicality, and phrasing; therefore, ensemble members must prepare all assigned music thoroughly outside of rehearsal. Basic elements such as articulation, counting, fingerings, individual intonation, note reading, and rhythm, are expected to be practiced to the best of his or her ability. Small groups (duets, trios, quartets) are expected to rehearse at a time convenient for all members, though members of the large ensemble are encouraged to meet as well.

Additional Expectations
1) Coaching begins on time. Students are encouraged to arrive early to assemble flutes and tune if they are not coming directly from class.
2) Students taking lessons may seek assistance with ensemble music during lessons, email, or phone.
3) Students not taking lessons may seek assistance during office hours, email, or phone.
4) Cell phones should be silenced during rehearsals.

Recital Information
Recital location: Dorothy Dickson Darte Theater Upper Lobby
Dress rehearsal: TBA
Recital: TBA
Attire: Concert Black. Additional details to be determined.

Attendance
Wilkes University Bulletin states, “Attendance at all classes is expected and required. Repeated absences are a sufficient cause for failure.” 24 hour notice via cell phone AND email and/or text prior to scheduled coaching time are required to avoid penalty. Members are expected to arrive on time, if not slightly earlier, to set up. Severe illness, personal or family emergencies, or mandatory University sponsored activities are considered excused absences, though the scheduled coaching will not be rescheduled. Two unexcused absences will result in lowering of the final grade (ex. A to B). Providing a substitute flutist is encouraged if a member must be absent from a coaching. Students will be notified in a timely manner if the director will be absent due to illness, emergency, or professional obligation. Coaching may be rescheduled at a time convenient to the members and director. Attendance at the dress rehearsal and recital is mandatory.

Grading
Grades are based on attendance, preparation of music, and level of musicianship acquired. If the dress rehearsal or recital is missed, the semester grade will be significantly lowered and is grounds for failure of the course. Unexcused absences or chronic lateness will also affect final grades negatively, yet exceptional effort and an outstanding attitude can affect grades positively.
Wilkes University Curriculum Committee
COURSE ADDITION FORM – page 1

13. Course Title: Percussion Ensemble

14. Course Number: MUS 138
   Coordinate with Registrar to insure course number is available

15. Course Credit Hours:
    Classroom Hours 1      Lab Hours      Other

16. Course Prerequisites:
    Permission of the instructor.

17. Course Description (as proposed for the Bulletin):
   Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other
   year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.

   Students will study, rehearse and perform a variety of large and small ensemble works for percussion ensemble.

18. Required Documentation:
    Proposed Syllabus
    Attach proposed syllabus immediately after this document. In some situations the official syllabus may contain information which is beyond the review needs
    of the Curriculum Committee (such as extensive rubrics, etc). It is permissible to attach an abbreviated syllabus. In general, syllabi (whether full or abbreviated) should contain the
    following information: Course Title, Course Number, Credit hours, Faculty Information
    (name contact information, office hours), Course Description, Course Outcomes or Objectives,
    Assessment (grading) information, required texts (or other things such as tools, software, etc),
    pertinent policies and a proposed schedule of topics.
Wilkes University Division of Performing Arts

SYLLABUS

**Course number:** MUS 138
**Course title:** Percussion Ensemble
**Time:** MWF 11-11:50 am
**Location:** Darte Room 21

**Course Description**

The Wilkes University Percussion Ensemble provides students an opportunity to practice advanced ensemble skills through the regular rehearsal and performance of a wide variety of percussion ensemble repertoire. Through the rehearsals students will achieve mastery of their part and will learn to play it sensitively as part of a small ensemble. The regular class time will be used for coachings. During the coachings, the instructor will give advice on ensemble, balance, expression, musicality, phrasing, etc. Note issues should be addressed in personal practice time, not during ensemble rehearsals.

At the end of each coaching, the ensemble will decide upon goals for the next week, in consultation with the instructor. These goals may include work on certain sections, work toward certain tempos, etc. This will allow students to prepare appropriately for each rehearsal. Post-performance discussions will serve to evaluate group progress and set goals for the future.

**Absences**

An absence is excused only if a reasonable excuse is given in writing or via email to the instructor prior to the absence. Voicemail messages will be accepted only in cases of emergency. Excuses delivered via word-of-mouth or after the fact will not be accepted. Reasonable excuses include being seriously ill or having a family emergency.

**Grading**

Grades will be based on attendance and preparation of the music. Attendance at the performance and all dress rehearsals is mandatory. If a student misses a performance or a dress rehearsal, the student will fail the class. Unexcused absences or tardies will also result in a lowered grade.

**Extra help**

Those students taking private lessons should feel free to ask for help with Percussion Ensemble music in lessons. Those who do not take lessons may contact the instructor to request extra help.

**Concert Dress**

Concert dress is formal: tuxedo/black bowtie/white tux shirt for men, long formal black (uniform) for women.