

## **Helpful Hints/Recommendations from the Music TAG Panel**

### **Calendar Conversion of Music TAGS (amended)**

The music TAG panel will conduct partial reviews of schools whose TAGS were previously approved in whole (all four OAN's), and full reviews of all others.

When resubmitting coursework for partial review of TAGS undergoing calendar conversion, please provide together with an old syllabus, a new syllabus indicating text(s), learning outcomes and course calendar. Also provide a memo indicating changes beyond changing scheduling of course content from quarters to semesters to expedite the review process.

Please make sure to include the following in your master syllabi, a reflection of all categories of the sample working syllabi:

- attendance policy
- materials, especially texts
- course content
- course objectives
- course description
- sample assignments
- objective evaluation/assessment (grading) policy

### **OAH 020 (Applied Music) and OAH 022 (Large Ensemble)**

Since many institutions have submitted and been approved for multiple applied music and large ensemble courses with similar objectives and learning outcomes, the Music Panel will accept a master syllabus that covers various topics, which means that institutions can attach one master syllabus for many different applied music/large ensemble courses respectively.