

Course Material Submission Form OAN Match Definition Form

Today's Date: 4/18/08

Use this table to specify institutional data	
College/University:	Terra State Community College
Name and title of individual submitting on behalf of the college/university	
Name:	Lyn Sullivan
Title:	Director, Institutional Research
Address:	2830 Napoleon Rd. Fremont, OH 43420
Email:	lsullivan@terra.edu
Phone:	419-559-2391
Fax:	419-334-3719

Indicate the reason for this submission:

New Course Match
 Course Renumbering Only (do not use for calendar changes)
 Revised Materials - Faculty review panel requested clarification
 Revised Materials - Institution submitting additional information
 Revised Materials - Course content revised by institution, including situations of both content and credit hour change
 Revised Materials - Other

Describe specific revisions being made for "Revised Materials" submissions:

Institutional Notes to Faculty Panel (the institution is encouraged to add any additional clarifications for this submission):

Table 1 – Use this table to describe the course match for which materials are being submitted for the first time or revised.

Proposed effective year and term of match (Final effective date will depend on actual approval of match by faculty panel. Effective Year and Term is the first term in which students taking the course will receive matching credit.)

Semester institutions complete this row:
 2008 Academic Year Summer Autumn Spring

Quarter institutions complete this row:
 20 Academic Year Summer Autumn Winter Spring

Ohio Articulation	OAH020
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Number (OAN) (Use a separate form for each OAN.):	
Number of courses in the match:	2 (up to 10)
Current status of match:	<input checked="" type="checkbox"/> First time submission
	<input type="checkbox"/> Approved <input type="checkbox"/> Submitted <input type="checkbox"/> Disapproved <input type="checkbox"/> Error <input type="checkbox"/> Resubmitted <input type="checkbox"/> Pending <input type="checkbox"/> Error with enrollment <input type="checkbox"/> Not submitted
Course or Courses being matched to or currently matched to the OAN listed above. (Course Numbers must be exactly what will appear on a student's transcript.):	Course Number
	1. MUS1710
	2. MUS2710
	3.
	4.
	5.
	6.
	7.
	8.
	9.
10.	

Table 2 - Use this table to submit course materials for the first time or to revise previously submitted course materials. You must submit each course in a separate form, repeating the match definition information in Table 1 above for each form submitted.

Course Number. (Course Numbers must be exactly what will appear on a student's transcript.):	MUS2710	Course Title:	Applied Voice
Hours (be sure that the hours for this course matches the hours in the OAN.)			
<input checked="" type="checkbox"/> Semester Hours		<input type="checkbox"/> Quarter Hours	
Total Credit Hours	2	Lecture Hours	2
		Laboratory Hours (if applicable)	
Course Placement in Major:		<input checked="" type="checkbox"/> Major Requirement <input type="checkbox"/> Major Elective <input type="checkbox"/> Major Not Offered <input type="checkbox"/> Other	
Pre-Requisite Course work (if applicable) (Be sure this is consistent with the OAN definition):			
Prerequisite(s): MUS 1710 (Spring Semester)			
Co-requisite(s): None			
Ensemble Requirement(s): MUS 1300 – Choral Society or MUS 1380 – Arts Chorale			
Catalog/Course Description:			
MUS2710: Fundamentals of vocal technique and tone production, basic musicianship, and sight-reading skills will be taught in weekly private lessons.			

Texts/Outside Readings/Ancillary Materials (**Be sure that the text meets performance expectations**): **Required Texts, Supplies and Equipment:**

The Singing Book by Meribeth Bunch & Cynthia Vaughn (Book & CD Available in the bookstore)

Additional books and materials will be assigned during the semester.

Course Objectives and/or Plan of Work:

(Provide a clear indication of how the course objectives align with the matched OAN's learning outcomes. This will facilitate the faculty panel course review process.)

Learning Outcomes:

General Education – A minimum of six-eight selections will be studied per semester with a minimum of four memorized selections being performed with an accompanist in a jury at the end of the semester. Faculty members will evaluate the student's progress through assessment and juries.

Technical – The student will develop a healthy vocal technique that utilizes well-controlled breath support, relaxed throat and jaw, open vowels, and clear diction. Musical expressiveness will also be emphasized. Language requirements include a minimum of two selections in two foreign languages.

Plan of Work:

Session	Activities (<i>Lessons should be scheduled with instructor by the end of first week.</i>)
Week 1	Lesson 1 Choral & Vocal Studies Meeting, E110, 5:00pm
Week 2	Lesson 2
Week 3	Lesson 3
Week 4	Lesson 4
Week 5	Lesson 5 & Vocal Seminar, 5:30-6:30pm, E110, Monday (Shirtz)
Week 6	Lesson 6
Week 7	Lesson 7
Week 8	Lesson 8
Week 9	Lesson 9 & Vocal Seminar, 5:30-6:30pm, E110, Monday (Eckermann)
Week 10	Lesson 10
Week 11	Lesson 11
Week 12	Lesson 12
Week 13	Lesson 13 & Vocal Seminar, 5:30-6:30pm, E110, Monday (Gruetter)
Week 14	Lesson 14
Week 15	Lesson 15 (<i>Jury forms distributed in lessons and sign up sheets posted at D100</i>)
Week 16	Juries – December 12

Description of Assessment and/or Evaluation of Student Learning (The assessment plan needs to be appropriate for the expected rigor of the course) :

Assessment of Student Learning:

This applied course includes a semester-end jury, required performances for Recital Attendance and vocal and performance seminars, and a project that is used by faculty to assess student academic performance in the program. The vocal faculty will review all performances, projects and activities to assess and summarize the academic performance of students at this point in the

program. The results of this assessment will be shared among the department faculty, used to identify needed changes or improvements, and submitted to the Student Academic Assessment Committee as part of the college's overall student academic assessment effort.

Assessment grades for Applied Voice based on the following scale:

- **A:** Students demonstrating 90-100% accuracy of vocal proficiency in area.
- **B:** Students demonstrating 80-89% accuracy of vocal proficiency in area.
- **C:** Students demonstrating 70-79% accuracy of vocal proficiency in area.
- **D:** Students demonstrating 60-69% accuracy of vocal proficiency in area.
- **F:** Students demonstrating 0-59% accuracy of vocal proficiency in area.

Grading: Based on average of attendance and grades on song preparation and performance. This includes assessment of weekly studies, assignments, memorization, and general development of vocal technique. Juries count as 20% of the overall semester grade.

Grade Scale: A=4.0 B=3.0 C=2.0 D=1.0 F=0.0

Juries: Juries are the final performance/exam for student's semester studies in voice. Jury requirements will vary depending on the level and area of study. Specific jury requirements and repertoire will be assigned by the student's instructor. Students will be given jury forms to fill out and turn into the vocal faculty. Four jury forms along with four copies of the music must be submitted to faculty at student's jury.



Working Syllabi (if both are used):

FALL Course Syllabus

MUS 2710: APPLIED VOICE

VOCAL PERFORMANCE / MUSIC EDUCATION / MAJOR

Choral & Vocal Studies Program ~ Department of Music & Performing Arts

Arts and Sciences Division

Class Days: TBA w/ instructor
instructor

Class Time: TBA w/

Location: D110, D116, D118, E110

Credit Hours: 2
seminars

Contact Hours: 50 minute lessons &

Instructor: Michael Shirtz

Office Location: None

Phone: (419) 559-2147

Email Address: mshirtz@terra.edu

Office Hours: By Appointment

Division Office/Location: D100

Division Fax: (419) 355-1248

Area Contact Person: Michael Shirtz

Phone: (419) 559-2147

Course Description:

Fundamentals of vocal technique and tone production, basic musicianship, and sight-reading skills will be taught in weekly private lessons.

Prerequisite(s): MUS 1710 (Spring Semester)

Co-requisite(s): None

Ensemble Requirement(s): MUS 1300 – Choral Society or MUS 1380 – Arts Chorale

Entry Level Skills and Knowledge: None

Required Texts, Supplies and Equipment:

The Singing Book by Meribeth Bunch & Cynthia Vaughn (Book & CD Available in the bookstore)

Additional books and materials will be assigned during the semester.

Grading: Based on average of attendance and grades on song preparation and performance. This includes assessment of weekly studies, assignments, memorization, and general development of vocal technique. Juries count as 20% of the overall semester grade.

Grade Scale: A=4.0 B=3.0 C=2.0 D=1.0 F=0.0

Learning Outcomes:

General Education – A minimum of six-eight selections will be studied per semester with a minimum of four memorized selections being performed with an accompanist in a jury at the end of the semester. Faculty members will evaluate the student's progress through assessment and juries.

Technical – The student will develop a healthy vocal technique that utilizes well-controlled breath support, relaxed throat and jaw, open vowels, and clear diction. Musical expressiveness will also be emphasized. Language requirements include a minimum of two selections in two foreign languages.

Juries: Juries are the final performance/exam for student's semester studies in voice. Jury requirements will vary depending on the level and area of study. Specific jury requirements and repertoire will be assigned by the student's instructor. Students will be given jury forms to fill out and turn into the vocal faculty. Four jury forms along with four copies of the music must be submitted to faculty at student's jury.

Fall Jury Date: December 12 (Sign up times available on D100 week before.)

Accompanist Requirement & Fees: An accompanist is required for vocal major's jury performance. Students will pay a \$20 fee to the accompanist for one 30-minute rehearsal, lesson with instructor, and the student's jury performance. Students must pay the accompanist before the jury, or the accompanist has the right to not play for singers. It is the student's responsibility to schedule their own accompanist.

Assessment of Student Learning:

This applied course includes a semester-end jury, required performances for Recital Attendance

and vocal and performance seminars, and a project that is used by faculty to assess student academic performance in the program. The vocal faculty will review all performances, projects and activities to assess and summarize the academic performance of students at this point in the program. The results of this assessment will be shared among the department faculty, used to identify needed changes or improvements, and submitted to the Student Academic Assessment Committee as part of the college's overall student academic assessment effort.

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Week 16	Juries – December 12

Course Requirements:

The student will be responsible for the preparation and memorization of vocal works assigned by the instructor. Students are expected to come to lessons with notes, rhythms, dynamic, and tempo variations learned so that instruction time can be spent on technique, language diction and expression. Each lesson will include vocal warm-ups and developmental voice exercises followed by extensive work on assigned selections. Techniques on vocalism and performance will be further enhanced through the required seminars and vocal master classes.

Participation/Attendance: Students are responsible for attending weekly sessions at the designated time. If a student must be absent due to illness or emergency, it is the student's

responsibility to notify the instructor prior to the scheduled session. Excessive absences and absences without prior notification will result in the lowering of the student's grade (i.e. Every missed lesson with out an excuse will result in the lowering of the student's grade). Instructors will not make up missed lesson times. Lesson will be made up as long as prior notification is given to all lesson and vocal events. All attendance policies apply to vocal master classes and seminar events.

Policies

Course Withdrawing: If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic "F." Please follow official College procedure for withdrawing from this or any course.

College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.

Support Services: The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.

Tutoring services are available to students beginning the second week of every quarter. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).

Additional Documentation:

OBR Use

Approved-Effective Date	
Pending (i.e. Additional Information Requested)	
Disapproved	
Today's Date	

Course Material Submission Form

Instructions and notes

1. Submit completed forms to atpanels@regents.state.oh.us.
2. Use this form to define course matches and to submit new or revised course materials for faculty panel review. Please do not submit a form for multiple OANs or Courses.
3. For course renumbering and credit hour revision, remember to withdraw the old match.
4. For course renumbering and credit hour revision, you may want to include information about how the new numbers relate to the old in the Institutional Notes to the Faculty Panel.
5. Click check boxes to check the item. Text fields will expand as you enter information. Press tab to move forward through form. Press Shift-tab to move backward. Note that these tables are implemented as MS Word tables. Keep that in mind as you are copying and pasting between your syllabi and this form. It is possible to paste tables as nested tables. Use the Edit Menu "Paste as Nested Tables" selection.
6. Once you are done entering your information, save the data file. Under the File menu, choose "Save as" and then enter the name (no spaces!) of the file using the following naming conventions:
 - a. For course material submissions: **Institution-OAN-Course Number-Sequence-Version. Institution** is the 4 character HEI institution designation. **OAN** is the Ohio Articulation Number whose match is being defined or revised. **Course Number** is the **transcript** course number. **Sequence** is an indication of which course of a multi-course match is addressed in this form. The sequence is of the form (n of m) for an m-course match. For example, 1 of 1 for a single course match or 1 of 2 and 2 of 2 for a 2 course match. **Version** is a number indicating the revision number of this submission. Start with "Ver1" for the first time submission and include the "Ver".

Example:

If you are submitting course materials for Rhodes Community College MATH110 for OMT005 the name of the file would be LMTC-OMT005-MATH110-(1 of 1)-Ver1.

If you are submitting course materials for Rhodes Community College MATH111 and MATH112 for OMT006 the name of the files would be LMTC-OMT006-MATH111-(1 of 2)-Ver1 and LMTC-OMT006-MATH112-(2 of 2)-Ver1.

7. Course materials must be submitted according to timelines below:

Considering the submissions of **new** courses for TAG matches, our goal is to work toward a timeline as follows:

Submit Course Material:	Start of Term 1
Faculty Panels Review Submitted Courses:	During Term 1
Approved course is effective:	Start of Term 2
Approved course is matched for transcript processing:	Term 3

A new match will have to be approved according to the timeframes below:

Course Approval Sample Timelines

Quarter Institutions

	Summer	Autumn	Winter	Spring
Course Material Submitted for Review	By 6/1	By 8/15	By 1/1	By 3/1
Faculty Panel Reviews Completed	By 8/1	By 12/31	By 2/28	By 5/31

Semester Institutions

	Summer	Autumn	Spring
Course Material Submitted for Review	By 6/1	By 8/15	By 1/1
Faculty Panel Reviews Completed	By 8/1	By 12/31	By 5/31

- If you want to submit supplementary supporting documentation, you may do that. Simply send the file along with this form and name the supplementary file **Institution-OAN-Course Number-Supplement. Institution, OAN, and Course Number** are as described in Number 6 above. Include the word **"Supplement"**. Just be sure to reference the supplement from the appropriate spot in this document.
- Remember that all institutions are required to have at least one course match for each OAN in all TAGs for which they have corresponding programs.
- This form should be used for all submissions or resubmissions starting immediately.
- If you encounter problems or have questions, please contact any of the individuals listed below:

Jim Ginzer (614) 752-9486 jginzer@regents.state.oh.us
 Sam Stoddard (614) 752-9532 sstoddard@regents.state.oh.us
 Candice Grant (614) 644-0642 cgrant@regents.state.oh.us