

Course Material Submission Form OAN Match Definition Form

Today's Date: 4/30/08

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	OAH022
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Number (OAN) (Use a separate form for each OAN.):	
Number of courses in the match:	1 (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. MUS1300
	2.
	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.):	MUS1300	Course Title:	Chorale Society
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	1	Lecture Hours	
		Laboratory Hours (if applicable)	2
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):			
Co-requisite(s): (Recommended or required courses in for music majors.)			
Entry Level Skills and Knowledge: Open to student and community singers, ages 14 through adult, and of all levels of musical experience.			
Catalog/Course Description: MUS1300: Rehearsal and public performances of choral literature from a variety of musical periods and styles. Ensemble open to student and community singers presenting large combined choral/symphonic works, themed programs and festivals, and other concerts and musical events arranged by the college and surrounding communities.			

Texts/Outside Readings/Ancillary Materials (Be sure that the text meets performance expectations): • Music Folder & Assigned Music

• Pencil ONLY

(Choir members receive assigned folder with semester repertoire. Folders not returned at the end of each semester will be charged a replacement fee and could result in the holding of student's grade.)

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:

The Choral Society is an ensemble to promote student's development in their application of vocal music. After participating in this ensemble, students should develop the following:

- 1.) Participate and perform in an ensemble with attention focused on development of general musicianship and applied skills.
- 2.) Discover the principles and understanding of effective choral/vocal rehearsal techniques.
- 3.) Perform a variety of literature and develop an understanding of historic musical periods, styles, and repertoire.
- 4.) Develop basic vocabulary used in expressively interpreting music.
- 5.) Work with others collaboratively and enhance leadership skills.

General Education Outcomes:

General education learning outcomes reflect "the knowledge, perspective, and skills which are a part of the educational experience of all students." The faculty of Terra have identified the following general education outcomes for this course.

- 1.) Communicate Effectively
- 3.) Demonstrate an understanding of culture and knowledge of how to work effectively in a global and diverse culture and society.
- 4.) Employ methods of inquiry characteristics of natural sciences, social sciences, mathematics, and the arts and humanities.

Course Requirements:

Participation

It is the student's responsibility to participate in every rehearsal and performance. If students are unable to participate in an activity or specific event, they must inform their instructor 24 hours prior to that activity. Student must report in writing an absence from a concert at the beginning of the semester or immediately to the director. Excusal or substitutions from a concert or performance absence will be determined by the music faculty. Only in emergency situations will exceptions be given to this policy.

Students must attend each rehearsal with required music, assigned handouts, and pencil. The usage of cell phones, pagers, and any electronic devices are prohibited in rehearsals and concerts (points will be taken away for any use of named devices after a one-time warning). Students not participating in regular ensemble activities will reflect in the lowering of their final grade (See Assessment of Student Learning).

Rehearsals & Music Preparation

Rehearsals are required for students and community members. It is important that students attend rehearsals with necessary materials and a positive attitude as this ensemble helps to develop student's application skills on their main instrument and improve stronger musicianship and understanding of vocal and choral music. Students may be given memorization assignments to be prepared for specified rehearsals and performances. It is the student's responsibility to prepare all tasks assigned for this ensemble.

Performances

It is imperative that students attend all concerts and performances required of this ensemble.

Performances of any nature are considered the students' exams and are graded as such. Students that miss a concert or performance with out notifying the instructor prior to the event will not be allowed to make up their absence and may result in failure from this course. Items such as attire and performance schedules will be addressed at the beginning of each semester.

Description of Assessment and/or Evaluation of Student Learning (The

assessment plan needs to be appropriate for the expected rigor of the course) :

Assessment grades for the Choral Society are based on the following scale:

- **A:** Students demonstrating strong participation in rehearsals and performances, always prepared with an enthusiastic attitude, and demonstrates clear leadership qualities among students and the community members. Exercises good attendance.
- **B:** Students demonstrating good participation, relatively prepared for rehearsals and performances with good attitude, and demonstrates leadership among students and community members. May have one unexcused absence or some tardiness.
- **C:** Students demonstrating relatively good attitude in rehearsals and performances, usually prepared, and works well among students and community members. An automatic grade of a "C" is granted for students with two unexcused absences or occasional tardiness from rehearsals.
- **D:** Students demonstrating an average attitude in rehearsals and performances, often unprepared, and makes little effort to work with fellow students and community members. An automatic grade of a "D" is granted for students with three unexcused absences from rehearsals or consistent pattern of tardiness.
- **F:** Students demonstrating little or no effort in rehearsals and performances. More than three (3) unexcused absences from rehearsals. An automatic failing grade will be received for one or more unexcused absences from a performance.

Grading:

This course is graded on a student's participation in rehearsals, performances, and any special sessions. This includes student's attendance, enthusiasm, and knowledge of their music. The grading scale for this course follows that set by the college in the student handbook.

90-100% A 70-79% C 0-59% F

80-89% B 60-69% D



Master Syllabi and Course Syllabus

MUS 1300: CHORAL SOCIETY

Department of Music & Performing Arts

Arts and Sciences Division

Class Days: Tuesdays

Class Time: 6:15-8:45pm

Location: E110

Laboratory: None

Credit Hours: 1 **Contact Hours:** 3 **Lab Hours:** 2

Lecture Hours: 0

Instructor: Michael Shirtz

Office Location: D100

Phone: (419) 559-2147

Email Address:

mshirtz@terra.edu

Office Hours: By Appointment

Division Office/Location: Arts & Science - A 202
1248

Division Fax: (419) 355-

Full-time Contact Person: Michael Shirtz

Phone(s): (419) 559-2233

Course Description:

Rehearsal and public performances of choral literature from a variety of musical periods and styles. Ensemble open to student and community singers presenting large combined choral/symphonic works, themed programs and festivals, and other concerts and musical events arranged by the college and surrounding communities.

Prerequisite(s): None

Co-requisite(s): (Recommended or required courses in for music majors.)

Entry Level Skills and Knowledge:

Open to student and community singers, ages 14 through adult, and of all levels of musical experience.

Required Texts, Supplies and Equipment:

- Music Folder & Assigned Music
- Pencil ONLY

(Choir members receive assigned folder with semester repertoire. Folders not returned at the end of each semester will be charged a replacement fee and could result in the holding of student's grade.)

Grading:

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90-100% A	70-79% C	0-59% F
80-89% B	60-69% D	

Learning Outcomes:

The Choral Society is an ensemble to promote student's development in their application of vocal music. After participating in this ensemble, students should develop the following:

- 6.) Participate and perform in an ensemble with attention focused on development of general musicianship and applied skills.
- 7.) Discover the principles and understanding of effective choral/vocal rehearsal techniques.
- 8.) Perform a variety of literature and develop an understanding of historic musical periods, styles, and repertoire.
- 9.) Develop basic vocabulary used in expressively interpreting music.
- 10.) Work with others collaboratively and enhance leadership skills.

General Education Outcomes:

General education learning outcomes reflect "the knowledge, perspective, and skills which are a part of the educational experience of all students." The faculty of Terra have identified the following general education outcomes for this course.

- 2.) Communicate Effectively
- 4.) Demonstrate an understanding of culture and knowledge of how to work effectively in a global and diverse culture and society.
- 4.) Employ methods of inquiry characteristics of natural sciences, social sciences, mathematics, and the arts and humanities.

Assessment of Student Learning:

This ensemble includes semester performances (two-five per semester) to be used by faculty to assess the progression of student's skills in the choral/vocal ensemble. The director will review the student's participation and activities to assess and summarize their applied studies 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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Semester Schedule:

Insert Semester Schedule

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) 559-2208 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