Course Material Submission Form
OAN Match Definition Form

Today’s Date: 1/31/08

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 ☒ OAH052
Number (OAN)
(Use a separate form for each OAN.):

Number of courses in the match: 8 (up to 10)

Current status of match: ☑ First time submission
☐ Approved ☐ Error ☐ Error with enrollment ☐ Submitted ☐ Resubmitted ☐ Disapproved ☐ Pending ☐ 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.):

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS1210</td>
<td>Music Theory I</td>
</tr>
<tr>
<td>MUS1220</td>
<td></td>
</tr>
<tr>
<td>MUS1240</td>
<td></td>
</tr>
<tr>
<td>MUS1250</td>
<td></td>
</tr>
<tr>
<td>MUS2210</td>
<td></td>
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<tr>
<td>MUS2220</td>
<td></td>
</tr>
<tr>
<td>MUS2240</td>
<td></td>
</tr>
<tr>
<td>MUS2250</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course Number.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Course Numbers must be exactly what will appear on a student’s transcript.):</td>
</tr>
<tr>
<td>MUS1210</td>
</tr>
</tbody>
</table>

Course Title: Music Theory I

Hours (be sure that the hours for this course matches the hours in the OAN.)

<table>
<thead>
<tr>
<th>Total Credit Hours</th>
<th>Lecture Hours</th>
<th>Laboratory Hours (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
<td>☑ Major Requirement ☐ Major Elective ☐ Major Not Offered ☐ Other</td>
</tr>
</tbody>
</table>

Course Placement in Major:

Pre-Requisite Course work (if applicable) (Be sure this is consistent with the OAN definition):

Co-requisite(s): MUS 1240 – AURAL SKILLS I
MUS 1410 – CLASS PIANO I

Catalog/Course Description:

MUS1210 - This course begin an intensive study of the structure of music of the Common Practice period. Examines, through analysis and composition, the musical practice of the 17th and 18th Centuries. Begins with studies in fundamental music notation and concludes with analysis and basic harmonization techniques.
Texts/Outside Readings/Ancillary Materials (Be sure that the text meets performance expectations):
- Staff Paper Note Book
- 3 ring binder (for handouts, assignments, etc.)
- Pencils ONLY

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.)

Course Learning Outcomes:
From Chapters 1-7 of the text, course lectures and materials, labs, readings, and outside class preparation, students should be able to identify and understand the following course concepts and apply them to their musical studies at the end of the semester. These outcomes will be assessed through quizzes, tests, final exam, and semester project.

1.) Identify and use fundamental music notation which includes elements of pitch, rhythm, major and minor scales, intervals, key signatures, and meter signatures.
2.) Identify all diatonic triad and seventh chords, with inversions and figured bass symbols, and apply them to basic harmonic analysis and compositional writing.
3.) Identify and use chord (lead sheet) symbols and apply them to the keyboard and basic contemporary compositional techniques.
4.) Construct basic melody lines and harmonic progressions with application of basic four-voice writing methods.
5.) Construct a composition using methods practiced in this course. (See Semester Project).

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
2.) 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 course includes a semester project that is one of several that will be used by faculty to assess student academic performance in Music Theory I-IV. The music theory faculty will review all 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.
<table>
<thead>
<tr>
<th>Session</th>
<th>Activities</th>
</tr>
</thead>
</table>
| Week 1  | Introduction to Classes / Information / Unity & Varsity Discussion  
          Chapter 1  
          Notation on the Staff / Major Scale / Minor Scales / Sharps & Flats  
          Clefs & Staff |
| Week 2  | **Chapter 1**  
          *Major Key Signatures / Minor Key Signatures / Circle of Fifths*  
          *Scale Degrees / Intervals* |
| Week 3  | Chapter 1  
          Interval Inversion / Consonant & Dissonant  
          Key Signature Chart |
| Week 4  | **Chapter 2**  
          *Duration / Rhythm Chart / Beat & Tempo / Meters / Beat Duration*  
          *Simple & Compound Time Signatures / Rhythm Notation / Rhythm Chart* |
| Week 5  | Review over Chapter 1 & 2  
          • Exam 1 |
| Week 6  | Chapter 3  
          Triads & Seventh Chords / Chord Inversions / Figured Bass Symbols |
| Week 7  | Chapter 3  
          Chord Symbols / Keyboard Identification  
          **Chapter 4**  
          Diatonic Triads & Seventh Chords |
| Week 8  | **Chapter 4**  
          *Diatonic Triads & Seventh Chords / Chord Symbol Chart*  
          • Exam 2 |
| Week 9  | Chapter 5  
          *Melodic Line / Notating Chords / Harmonic Progressions* |
| Week 10 | Chapter 5  
          *Parallel Motion / Composing Techniques / Composition using Melodic Lines & Harmony / Root Position Part Writing / 3-part & 4-part Textures* |
| Week 11 | Chapter 6  
          Root Positions Writing (Bass 4ths/5ths) (Bass 3rds/6ths) (Bass 2nds/7ths) |
| Week 12 | Chapter 6  
          Instrumental Ranges & Transpositions / Part Writing Project |
<table>
<thead>
<tr>
<th>Week</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 13</td>
<td>Chapter 7</td>
</tr>
<tr>
<td></td>
<td>I &amp; V Chords / IV Chords</td>
</tr>
<tr>
<td></td>
<td>II / VI / III / VII Chords</td>
</tr>
<tr>
<td>Week 14</td>
<td>Chapter 7</td>
</tr>
<tr>
<td></td>
<td>Harmonizing Simple Melodies / Progression Review</td>
</tr>
<tr>
<td></td>
<td>Sequences</td>
</tr>
<tr>
<td>Week 15</td>
<td>Semester Projects &amp; Review (In Class Work)</td>
</tr>
<tr>
<td>Week 16</td>
<td>Review</td>
</tr>
<tr>
<td></td>
<td>Semester Project Due &amp; Performed</td>
</tr>
<tr>
<td>FINALS</td>
<td>FINAL EXAM</td>
</tr>
</tbody>
</table>

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

**Grading:**
This course is graded on a point system. Students are encouraged and may be asked to schedule one-on-one appointments with the instructor or to seek a tutor’s assistance. Tutoring is available at no cost through Terra Student Support Services. Contact your instructor for more information. The grading scale for this course follows that set by the college in the student handbook.

- **ASSIGNMENTS:** 20%
- **TESTS:** 20%
- **PROJECT:** 20%
- **QUIZZES:** 20%
- **PARTICIPATION:** 20%

**Assessment of Student Learning:**
This course includes a semester project that is one of several that will be used by faculty to assess student academic performance in Music Theory I-IV. The music theory faculty will review all 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.

**Master Syllabi and Working Syllabi (if both are used):**

**MUS 1210: MUSIC THEORY I**

Department of Music & Performing Arts

Arts and Sciences Division

Class Days: MWF  Class Time: 10:00am –
10:50am  
**Location:** E110  
**Laboratory:** E110A  
**Credit Hours:** 3  
**Contact Hours:** 3  
**Lab Hours:** 0  
**Lecture Hours:** 3  
**************************************************************************  
**Instructor:** Michael Shirtz  
**Office Location:** D100  
**Phone:** (419) 559-2147  
**Email Address:** mshirtz@terra.edu  
**Office Hours:** MWF, 8:00a – 10:00a or by appointment  
**Division Office/Location:** Arts & Science - A 202  
**Division Fax:** (419) 355-1248  
**Full-time Contact Person:** Michael Shirtz  
**Phone(s):** (419) 559-2147  
**************************************************************************  
**Course Description:**  
This course begin an intensive study of the structure of music of the Common Practice period. Examines, through analysis and composition, the musical practice of the 17th and 18th Centuries. Begins with studies in fundamental music notation and concludes with analysis and basic harmonization techniques.

**Prerequisite(s):** None  
**Co-requisite(s):** MUS 1240 – AURAL SKILLS I  
MUS 1410 – CLASS PIANO I  
**Entry Level Skills and Knowledge:** None

**Required Texts, Supplies and Equipment:**  
- **Staff Paper Note Book**  
- **3 ring binder (for handouts, assignments, etc.)**  
- **Pencils ONLY**

**Grading:**  
This course is graded on a point system. Students are encouraged and may be asked to schedule one-on-one appointments with the instructor or to seek a tutor’s assistance. Tutoring is available at no cost through Terra Student Support Services. Contact your instructor for more information. The grading scale for this course follows that set by the college in the student handbook.  
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<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>0-59%</td>
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**Course Learning Outcomes:**
From Chapters 1-7 of the text, course lectures and materials, labs, readings, and outside class preparation, students should be able to identify and understand the following course concepts and apply them to their musical studies at the end of the semester. These outcomes will be assessed through quizzes, tests, final exam, and semester project.

6.) Identify and use fundamental music notation which includes elements of pitch, rhythm, major and minor scales, intervals, key signatures, and meter signatures.
7.) Identify all diatonic triad and seventh chords, with inversions and figured bass symbols, and apply them to basic harmonic analysis and compositional writing.
8.) Identify and use chord (lead sheet) symbols and apply them to the keyboard and basic contemporary compositional techniques.
9.) Construct basic melody lines and harmonic progressions with application of basic four-voice writing methods.
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**Plan of Work:**

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| Week 14 | Chapter 7  
|        | Harmonizing Simple Melodies / Progression Review  
|        | Sequences  
| Week 15 | Semester Projects & Review (In Class Work)  

**Major Key Signatures / Minor Key Signatures / Circle of Fifths**

**Scale Degrees / Intervals**
Course Requirements:

Participation
It is the student’s responsibility to participate in every class. If a student is unable to participate in an activity or specific class, they must inform the instructor 24 hours prior to that class. Students may not make up lost participation points. Only with illness or emergency situations will exceptions be allotted to this policy. Students should attend each class with required text, notebook, assigned handouts and materials, and pencil. The usage of cell phones, pagers, and any electronic devices are prohibited in class (points will be taken away for consistent use of named devices). Students not participating in regular class activities will reflect in the lowering of their final grade.

Assignments
Students will be given assignments to prepare and review before up coming classes. It is the student’s responsibility to prepare assignments before coming to class. Assignments may include exercises and readings from their text, handouts, analysis activities, and assigned listening examples and projects. Students may be quizzed on assignments with out notice. All assignments must be completed by dates announced in class or no credit will be awarded. Students are required to keep a notebook that includes all handouts, assignments, materials, projects, past quizzes and tests, and all class notes. These notebooks will be checked during all quizzes and exams. Any late or missing work will not be accepted unless arrangements have been made with the instructor due to illness or special circumstances.

Semester Project: At the end of the semester students are required to compose an eight measure example using the concepts discussed in the course. Constructed using Finale software, students must compose a melody to an assigned harmonic progression and demonstrate good four-part writing techniques. Project will be performed in class by the faculty.

Quizzes & Exams
Students will be graded on both written, verbal, and aural quizzes and exams conducted in class, small assigned groups, or one-on-one appointments with instructor. Students may be given study materials for examinations and should review text examples as preparation to all quizzes and exams. Students that miss a quiz or an exam with out notifying the instructor 24 hours prior to class will not be allowed to make up their missed test. Arrangements may be made with the instructor due to illness or special circumstances.
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:

<table>
<thead>
<tr>
<th>OBR Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved-Effective Date</td>
</tr>
<tr>
<td>Pending (i.e. Additional Information Requested)</td>
</tr>
<tr>
<td>Disapproved</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Course Approval Sample Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter Institutions</strong></td>
</tr>
<tr>
<td><strong>Course Material Submitted for Review</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Faculty Panel Reviews Completed</strong></td>
</tr>
<tr>
<td><strong>Semester Institutions</strong></td>
</tr>
<tr>
<td><strong>Course Material Submitted for Review</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Faculty Panel Reviews Completed</strong></td>
</tr>
</tbody>
</table>

8. 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.

9. 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.

10. This form should be used for all submissions or resubmissions starting immediately.

11. 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 ssstoddard@regents.state.oh.us
   Candice Grant (614) 644-0642 cgrant@regents.state.oh.us