

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
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Number (OAN) (Use a separate form for each OAN.):	
Number of courses in the match:	8 (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. MUS1210
	2. MUS1220
	3. MUS1240
	4. MUS1250
	5. MUS2210
	6. MUS2220
	7. MUS2240
	8. MUS2250
	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.):	MUS1220	Course Title:	Music Theory II		
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	3	Lecture Hours	3	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 1210 – Music Theory I / MUS 1240 – Aural Skills I					
Co-requisite(s): MUS 1250 – Aural Skills II MUS 1420 – Class Piano II					
Entry Level Skills and Knowledge: MUS 1210 – Music Theory I / MUS 1240 – Aural Skills I					
Catalog/Course Description:					

MUS1220 - This course continues an intensive study of the structure of music of the Common Practice period. Examines, through analysis and composition, the musical practice of the Baroque and Classical periods. Begins with harmonic progressions and concludes with an intro to secondary dominants.

Texts/Outside Readings/Ancillary Materials (Be sure that the text meets performance expectations):

- Tonal Harmony; Kostka & Payne; (Fifth Edition) McGraw Hill, 2004.
- Tonal Harmony Workbook; Kostka & Payne (CD's INCLUDED), McGraw Hill, 2004.
- Staff Paper Book
- Notebook (3 ring binder)
- 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 8-15 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 practice of first and second inversion triads, dominant seventh chords, and diatonic seventh chords.
- 2.) Identify musical forms and compositional design, phrases, periods, and cadences.
- 3.) Continue development of harmonic progressions with application of four-part and three-part writing methods.
- 4.) Analyze musical scores and identify diatonic harmonic progressions, phrase structures, cadences and non-chord tones.
- 5.) Complete a chorale composition that involves instrumental part transposition and performance. (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
- 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:

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.

Plan of Work:

Session	Activities
Week 1	<i>Chapter 1-7 Review</i>
Week 2	<i>Chapter 8</i> Triads in First Inversion Substituted First Inversion Chord / Parallel Sixth Chords
Week 3	Chapter 8 Part Writing First Inversion Triad – Four-part / three-part Counterpoint
Week 4	Chapter 9 Triads in Second Inversion Cadential Six-Four / Passing Six-Four / Pedal Six-Four Part Writing for Six-Four Chords
Week 5	Chapter 10 Musical Forms / Cadences / Harmonic Rhythms Motives / Phrases / Periods
Week 6	Chapter 11 & 12 Non-Chord Tones / Passing Tones / Neighboring Tones Suspensions & Retardations Score Analysis
Week 7	Chapter 11 & 12 Appoggiaturas / Escape Tones / Neighboring Group / Anticipations / Pedal Point Score Analysis Exam
Week 8	<i>(Spring Break)</i>
Week 9	Chapter 13 Diatonic Seventh Chords V ⁷ Chord – Root Position / 1 st Inversion / 2 nd Inversion / 3 rd Inversion Score Analysis
Week 10	Chapter 13 V ⁷ in three-parts / Approach of the 7 th / V ⁷ Resolutions Score Analysis
Week 11	Chapter 14 II ⁷ & VII ⁷ Chords – Major & Minor functions Score Analysis

Week 12	Chapter 15 Continuing Diatonic Seventh Chords IV ⁷ Chord / VI ⁷ Chord / I ⁷ Chords / III ⁷ Chords
Week 13	Chorale Writing Chapter 14 & 15 Review Chorale Analysis
Week 14	Chapter Catch –Up and Review Chapter 8-15 Score Analysis
Week 15	Semester Chorale Projects (In Class Work)
Week 16	Review & Chorale Composition Performances
FINALS	FINAL EXAM

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%

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

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Course Syllabus

MUS 1220: MUSIC THEORY II

Department of Music & Performing Arts

Arts and Sciences Division

Class Days: MWF
10:50am

Class Time: 10:00am –

Location: Choir Room, E110

Laboratory: NA

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: 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 continues an intensive study of the structure of music of the Common Practice period. Examines, through analysis and composition, the musical practice of the Baroque and Classical periods. Begins with harmonic progressions and concludes with an intro to secondary dominants.

Prerequisite(s): [MUS 1210 – Music Theory I / MUS 1240 – Aural Skills I](#)

Co-requisite(s): MUS 1250 – Aural Skills II
MUS 1420 – Class Piano II

Entry Level Skills and Knowledge: [MUS 1210 – Music Theory I / MUS 1240 – Aural Skills I](#)

Required Texts, Supplies and Equipment:

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Course Learning Outcomes:

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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 upcoming 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 a Bach Chorale style composition. Constructed using *Finale* software, students must develop their composition and transpose and create instrumental parts for a brass quartet. Member of the Terra Brass Choir will perform student compositions during the last week of classes. Detailed instructions will be discussed in class.

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) 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