MUSI 5305
Administration in Music
Spring 2018

M/W, 3:00 – 4:20 p.m.
School of Music Room 245

INSTRUCTOR: Keith Dye, Ed.D.
OFFICE: Music Office (106) (by appointment)
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Required Materials:

- Hamann, Donald L. - On Staff: A Practical Guide to Starting Your Career in a University Music Department (Amazon Link)


Additional readings and videos will be provided.

Course Content

Study of basic structure of music programs in higher education, including general organizational characteristics related to curriculum, budget, and personnel. Leadership principles and administrative activities will engage student learning through case study assignments.

Course Purpose

This course is designed to provide an in-depth view of administration in the music discipline in higher education. The course will bring sharp focus to the overall course topics 1) curriculum; 2) personnel; 3) budget; 4) administrative leadership. The course will provide students with an understanding of the tenure system, budget system, hiring procedures, fund raising, and faculty/staff evaluation. This course is designed for graduate students in music. The study of administration in music relates directly to the student's understanding of how to engage in the higher education work place. MUSI 5305 may be taken as an elective, or it may fill a requirement on any music graduate program (under “other courses in music” category). For students in the Ph.D. program, it can be one of the courses in the major area of music. DMA students may enroll in this course (MUSI 5305) to replace one of the Fine Arts electives.

Expected learning Outcomes

Upon completion of this course, students will be able to:

- explain basic music curricular structure in higher education;
- discuss basic budget structure, including common sources of funding, management, and development concepts;
- demonstrate an understanding of personnel needs and procedures related to curriculum in a higher education music program;
- explain the fundamental concepts and structures of the tenure system;
- identify guidance techniques with faculty/staff;
- discuss motivation concepts of both adolescents and adults;
- explain basic leadership principles as it relates to both administration and instruction in music.
Methods for Assessment

The expected learning outcomes for the course will be assessed through:

A. Quizzes
B. Presentations
C. Reaction papers
D. Discussion in class
E. Discussion online
F. Additional assignments

Course Outline

A. College/University Systems, Structures & Procedures
   a. College v. University
   b. Public v. Private
   c. Undergraduate, Graduate
   d. 2-year, Community College, Technical Schools
B. Music Curriculum in Higher Education
   a. Accreditation
      i. NASM
      ii. SACSCOC
      iii. Other Accrediting Bodies
   b. Instruction
      i. Applied
      ii. Academic
      iii. Ensemble
      iv. Service Courses
C. Budget
   a. Tuition Models
   b. Program Funding
      i. Area Funding
   c. Personnel Contracts and Salaries
      i. Administration
      ii. Tenure Track Faculty
      iii. Instructors
      iv. Adjunct Faculty
      v. Staff
      vi. Student Employees
   d. Development
D. Personnel
   a. Students
      i. Recruiting
      ii. Retention
   b. Faculty
      i. Evaluation, Tenure & Promotion
      ii. Search Process
   c. Staff
   d. Administrators
E. Leadership
   a. Philosophy
   b. Motivation
   c. Perspective
   d. Empathy
Course Requirements

Class participation is a critical component of learning in this class. Class attendance and adherence to due dates are expected.

Grading

30% - Class Participation
70% - Assignments/Presentations/Papers/Quizzes

_The instructor reserves the right to modify any part of this class as necessary to meet the learning needs of the class._

Class Schedule

(MW, 3:00 – 4:20 p.m.)

Each class will be integrated presentation and discussion of topics within the following main areas:

- A. College/University Systems, Structures & Procedures
- B. Music Curriculum in Higher Education
- C. Budget
- D. Personnel
- E. Leadership

January

22 M
24 W (end at 3:50)
29 M (end at 3:50)
31 W

February

5 M
7 W
12 M
14 W – NO CLASS – TMEA
19 M
21 W (end at 3:50)
26 M
28 W

March

5 M
7 W
12 M
14 W
19 M
21 W (end at 3:50)
26 M
28 W

April

2 M - HOLIDAY
4 W
9 M
11 W
16 M
18 W (end at 3:50)
23 M
25 W
30 M

May

2 W (end at 3:50)
7 M
Academic Integrity

http://www.depts.ttu.edu/opmanual/OP34.12.pdf

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension.

“Scholastic dishonesty” includes, but it not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

a. “Cheating” includes, but is not limited to:
   (1) Copying from another student’s test paper;
   (2) Using during a test materials not authorized by the person giving the test;
   (3) Failing to comply with instructions given by the person administering the test;
   (4) Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed “crib notes.” The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test;
   (5) Using, buying, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test, test key, homework solution, or computer program;
   (6) Collaborating with or seeking aid or receiving assistance from another student or individual during a test or in conjunction with other assignment without authority;
   (7) Discussing the contents of an examination with another student who will take the examination;
   (8) Divulging the contents of an examination for the purpose of preserving questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student;
   (9) Substituting for another person or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
   (10) Paying or offering money or other valuable thing to or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program;
   (11) Falsifying research data, laboratory reports, and/or other academic work offered for credit; and
   (12) Taking, keeping, misplacing, or damaging the property of the university or of another if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.

b. “Plagiarism” includes, but is not limited to, the appropriation of, buying, reusing, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one’s own academic work being offered for credit.

c. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

d. “Falsifying academic records” includes, but is not limited to, altering or assisting in the altering of any official record of the university and/or submitting false information or omitting requested information that is required for or related to any academic record of the university. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

e. “Misrepresenting facts” to the university or an agent of the university includes, but is not limited to, providing false grades or resumes; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; or providing false or misleading information in an effort to injure another student academically or financially.

Last Day to drop a course: The 45th day is the last day to drop a course.

Student Absence for Observance of Religious Holy Day

http://www.depts.ttu.edu/opmanual/OP34.19.pdf

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code § 11.20.

A student who intends to observe a religious holy day shall make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

Absence due to officially approved trips – The Texas Tech University Catalog states that the person responsible for a student missing class due to a trip should notify the instructors of the departure and return schedule in advance of the trip. The student may not be penalized and is responsible for the material missed.

Civility in the Classroom


Students are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, unless otherwise approved by the instructor, students are prohibited from engaging in any other form of distraction. Inappropriate behavior in the classroom shall result, minimally, in a request to leave class.

Student Handbook and Code of Conduct