# Course Form (revised 5/1/12)

(Instructions: [http://www.umt.edu/facultysenate/documents/forms/courseform_instructionsX.aspx](http://www.umt.edu/facultysenate/documents/forms/courseform_instructionsX.aspx))

## I. Summary of Proposed Changes

<table>
<thead>
<tr>
<th>Dept / Program</th>
<th>Music Education</th>
<th>Prefix and Course #</th>
<th>MUSE 333</th>
</tr>
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</table>

<table>
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<tr>
<th>Course Title</th>
<th>General Music Methods and Materials I</th>
</tr>
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</table>

Please check one or more of the following:

- [ ] New course
- [ ] Delete course

- [x] Course Changes
  - [ ] Course Title
  - [ ] Description
  - [ ] Learning Outcomes
  - [ ] Prerequisites
  - [ ] Cross-listing
  - [ ] Other

- [ ] Credits from 3 to 2
- [ ] Number / Level from to
- [ ] Repeatability from to

**Justification / explanation** (required for ALL proposals) For new courses please provide rationale for why the course is needed, how it fits with exiting curriculum and whether there are curricular adjustments.

This change addresses the concern expressed by N.A.S.M. (National Association of Schools of Music), our accrediting agency, during the April, 2011 visit to our UM School of Music. The agency noted an imbalance of credits between the General Music Methods courses and other methods courses in the BME degree. The agency recommended the General Music Methods courses be reduced from three credits each to two credits each.

Has the Department gone through common course Review?  
- [x] Yes  
- [ ] No  
- [ ] In process

## II. Syllabus/Assessment Information

Required for new courses, learning outcome changes and course change from U to UG.

**Important:** please spell out learning goals and learning outcomes clearly in the syllabus.

**Learning Goals** are a list of what students should know, understand, or be able to do at the end of the course, including essential information and knowledge or skills relevant to the subject area.

**Learning Outcomes** are measures of performance or behavior that indicate, to the teacher and the students, that students understand the material, and what criteria differentiates among different levels of understanding. **Attach syllabus at the end of the document.**

## III. Endorsement/Approvals

Complete the form and obtain signatures before submitting to Faculty Senate Office

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<thead>
<tr>
<th>Please type / print name</th>
<th>Signature</th>
<th>Date</th>
<th>Approve</th>
</tr>
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<tbody>
<tr>
<td>Requestor:</td>
<td>Lori Gray</td>
<td>9/10/12</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Music Education</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Program Chair(s)/Director: | SOM director Maxine Ramey | 7/10/12 | Yes |

| Dean(s):                   | CVPA Dean Stephen Kalm    | 9/12/12 | Yes |

| All other affected programs: |                             |          | |

Are other departments/programs affected by this modification because of:

(a) required courses incl. prerequisites or corequisites,
(b) perceived overlap in content areas
(c) cross-listing of coursework

Signatory Comments (required for disapproval):

Please obtain signature(s) from the Chair/Director of any such department/ program (above) before submission
## IV: To Add a New Course

Syllabus and assessment information is required *(paste syllabus into section V or attach). Course should have internal coherence and clear focus.*

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<tr>
<th>Common Course Numbering Review (Department Chair Must Initial):</th>
<th>YES</th>
<th>NO</th>
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<tr>
<td>Does an equivalent course exist elsewhere in the MUS? Check all relevant disciplines if course is interdisciplinary. (<a href="http://www.mus.edu/Otools/CCN/ccn_default.asp">http://www.mus.edu/Otools/CCN/ccn_default.asp</a>)</td>
<td></td>
<td></td>
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<td>If YES: Do the proposed abbreviation, number, title and credits align with existing course(s)? Please indicate equivalent course/campus. ¶</td>
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<td>If NO: Course may be unique, but is subject to common course review. The course number may be changed at the system level.</td>
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**Short Title** (max. 26 characters incl. spaces)

**Exact entry** to appear in the next catalog *(Specify course abbreviation, level, number, title, credits, repeatability (if applicable), frequency of offering, prerequisites, and a brief description.)* ¶

**Complete for UG courses** *(UG courses should be assigned a 400 number).*

Describe graduate increment - see procedure 301.30

[http://www.umt.edu/facultysenate/procedures/default.aspx](http://www.umt.edu/facultysenate/procedures/default.aspx)

**Complete for Co-convened courses**

Companion course number, title, and description *(include syllabus of companion course in section V)*

See procedure 301.20 [http://www.umt.edu/facultysenate/procedures/default.aspx](http://www.umt.edu/facultysenate/procedures/default.aspx)

New fees and changes to existing fees are only approved once each biennium by the Board of Regents. The coordination of fee submission is administered by Administration and Finance. Fees may be requested only for courses meeting specific conditions according to Policy 940.12.1 [http://mus.edu/borpol/bor900/940-12-1.pdf](http://mus.edu/borpol/bor900/940-12-1.pdf).

Please indicate whether this course will be considered for a fee.

If YES, what is the proposed amount of the fee?

*Justification:*

## V. Change an Existing Course

1. Current course information at it appears in catalog ([http://www.umt.edu/catalog](http://www.umt.edu/catalog)) ¶

2. Full and exact entry (as proposed) ¶

### U 333 (MUS 322) General Music Methods and Materials I 3 cr.

Offered autumn. Prereq., upper-division standing in music and C&I 200.

Development of practical knowledge to effectively instruct and administer general music classes in the public schools, grades K-12.

### U 333 (MUS 322) General Music Methods and Materials I 2 cr.

Offered autumn. Prereq., upper-division standing in music and C&I 200. Development of practical knowledge to effectively instruct and administer general music classes in the public schools, grades K-12.

3. If cross-listed course: secondary program & course number


If yes, please explain below whether the change will eliminate the common course status.

This will remain a common course. The only change is to the number of credits.

5. If co-convened course: companion course number, title, and description *(include syllabus of companion course in section V)* See procedure 301.20 [http://www.umt.edu/facultysenate/procedures/default.aspx](http://www.umt.edu/facultysenate/procedures/default.aspx)
6. Graduate increment if level of course is changed to UG. 
   Reference procedure 301.30: 
   http://www.umt.edu/facultysenate/procedures/default.aspx 
   (syllabus must be attached) 
   Have you reviewed the graduate increment guidelines? Please check (X) space provided. 

7. Other programs affected by the change 
   none 

8. Is there a fee associated with the course? 
   no 

**VI Department Summary** (Required if several forms are submitted) In a separate document list course number, title, and proposed change for all proposals.

**VII Copies and Electronic Submission.** After approval, submit original, one copy, summary of proposals and electronic file to the Faculty Senate Office, UH 221, camie.foos@mso.umt.edu.
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<td>[Signature]</td>
<td>9/10/12</td>
<td>Yes</td>
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<tr>
<td>Phone/ email: 243-2865</td>
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