

Addendum to the NASM *Handbook 2012-13*

National Association of Schools of Music

December 2013

The NASM Membership approved revisions to the *Handbook* set forth below, with the exception of the Rules of Practice and Procedure, during the First General Session – Plenary Business Meeting on Sunday, November 24, 2013. Separately, the Board of Directors ratified revisions to Part I of the Rules of Practice and Procedure, and the Commissions, Part II of the Rules.

BYLAWS

— Action by the NASM Membership —

NASM Handbook 2012-13 – page 6

Bylaws

Article I. Membership

Section 4. Special Statuses

C. Probationary Status

Amend sentence 2 as follows:

The probationary period shall extend not fewer than three months and no more than two years, the specific period to be determined by the appropriate Commission at each time such action is taken.

NASM Handbook 2012-13 – pages 9 - 10

Bylaws

Article III. Government

Section 3. Board of Directors

Revise paragraph 4 as follows:

The Board of Directors shall:

- A. Exercise the various responsibilities of the Board as stipulated in the Bylaws.
- B. Act in an advisory capacity to the Executive Committee in its jurisdiction over and responsibility for the executive functions of the Association.
- C. Review the annual report of the Association's financial position as prepared by the Association's official auditors.
- D. Establish and revise Part I of the Rules of Practice and Procedure in the NASM *Handbook* following consultation with accredited institutional members.
- E. Address the needs of the membership, recognizing the diversity as well as the common basic purposes of all member institutions.
- F. Review and, as appropriate, act on proposals presented by any ad hoc committees established by the Board to address issues that the Bylaws indicate are under the authority of the Board.

Add new paragraph to the end of Section 3 as follows:

Neither the Board of Directors nor the Executive Committee make or otherwise engage or intervene in the accreditation decisions of the Commission on Accreditation or of the Commission on Community/Junior College Accreditation. Each Commission makes accreditation decisions regarding institutions completely independent of the Board and of the Executive Committee. Although the Chair and Associate Chair of the Commission on Accreditation and the Chair of the Commission on Community/Junior College Accreditation are members of the Board, and the Chair and Associate Chair of the Commission on Accreditation are members of the Executive Committee, the Chairs and Associate Chair are not permitted to discuss or otherwise disclose to other members of the Board or Executive Committee any information regarding the institutional accreditation decisions of the Commissions beyond that provided to the membership of the Association and the public at large. The same rule applies to the Executive Director who is the Secretary of the Commission on Accreditation and the Commission on Community/Junior College Accreditation and an *ex officio* member of the Board and Executive Committee.

NASM Handbook 2012-13 – page 10

Bylaws

Article III. Government

Section 4. Executive Committee

Revise list of duties of the Executive Committee as follows:

Delete item C.

Add new item E. as follows:

- E. Maintain the distinctions of functions and responsibilities required in the Bylaws, Article III., Section 3., paragraph 5, and Article IV., Section 1.C. in all aspects of its work.

For reference, the subsequent list of duties would read:

The Executive Committee shall:

- A. Implement the policy recommendations of the Board of Directors.
- B. Exercise the executive policy functions of the Association.
- C. Have control and overall management of the affairs, funds, and properties of the Association not otherwise provided for.
- D. Approve the annual budget and engage in long-range financial planning for the Association.
- E. Maintain the distinctions of functions and responsibilities required in the Bylaws, Article III., Section 3., paragraph 5, and Article IV., Section 1.C. in all aspects of its work.
- F. Appoint the Executive Director and prescribe his or her duties and compensation.

NASM Handbook 2012-13 – page 13

Bylaws

Article IV. Commissions and Committees

Section 1. Commissions

Add new item C. as follows and reletter remaining section:

- C. **Procedural and Policy Authority.** As may be appropriate from time to time, the Commission on Accreditation and the Commission on Community/Junior College Accreditation shall amend Part II of the Rules of Practice and Procedure in the *NASM Handbook* following consultation with accredited institutional members. Part II of the Rules provides overviews and statements of accreditation policies and procedures.

Additional detailed accreditation policies and procedures are published separately from time to time by the NASM National Office after review by the Commissions.

NASM Handbook 2012-13 – page 15

Bylaws

Article V. Elections and Appointments

Section 3. Terms of Office

Insert new sentence three into paragraph four as follows (the entire paragraph is shown for clarity; however, the only change is the new third sentence):

An unexpired term of office shall normally be filled by election by the membership at large at the next Annual Meeting. The President may temporarily fill any vacancy by appointment until the next Annual Meeting. An unexpired term in the office of President shall be filled by the Vice President (see also Bylaws, Article III., Section 2.). When necessary, temporary replacements or consultants for a Commission meeting may be appointed by the Executive Director from among individuals previously elected to the Commission by the membership.

NASM Handbook 2012-13 – page 15

Bylaws

Article VI. Meetings

Change title of Article VI. to “Meetings and Voting.”

NASM Handbook 2012-13 – page 15

Bylaws

Article VI. Meetings

Amend Section 1., last sentence, as follows:

The amount shall be approved by the Board of Directors and shall reflect costs at the meeting headquarters hotel.

NASM Handbook 2012-13 – page 16

Bylaws

Article VI. Meetings

Add new Sections 9. and 10. as follows:

Section 9. Notices of meetings and notices of proposals regarding votes or other actions may be sent by various available means, including electronic communications, to member institutions and to members of the Board, Commission, Committees, and other groups consistent with responsibilities and voting powers designated and authorized for each specific group by the Bylaws or other procedural documents of the Association.

Section 10. Votes may be taken during meetings and through electronic communication as long as any requirements for a quorum and notice required in the Bylaws or other procedural documents of the Association applicable to the vote have been met. Votes on specific proposals are conclusive and self-ratifying irrespective of the manner of voting.

Bylaws

Article X. Council of Arts Accrediting Associations

Revise Article as follows. (Please note: [a] no changes are proposed for current Section 1., which is included below to provide context; [b] the text of current Section 2. is unchanged, but divided into proposed Sections 2. and 3; [c] Section 4. is a proposed addition to Article X.; [d] current Sections 3. and 4. become Sections 5. and 6., with no change to text.)

Section 1. NASM shall be a member of the Council of Arts Accrediting Associations, a not-for-profit Virginia corporation. The other members are the National Association of Schools of Art and Design, the National Association of Schools of Dance, and the National Association of Schools of Theatre.

The President and Vice President of NASM shall be NASM's voting delegates to the Council's Board of Trustees. The Executive Director of NASM shall be an officer of the Council, the Executive Director of the Council, and a non-voting Trustee.

Section 2. The Council facilitates cooperative efforts among the four member associations on matters of common concern.

Section 3. The Council operates the Accrediting Commission for Community and Precollegiate Arts Schools (ACCPAS) to review institutions and programs that offer arts study for children, youth, and adults not associated with postsecondary degrees or credentials. Normally, these institutions offer programs in more than one arts discipline. ACCPAS accredits schools but is not a membership organization. The Council establishes the standards used by ACCPAS consistent with standards for non-degree-granting institutions approved by the NASM membership and by the other member associations for their respective disciplines. The Council also appoints the voting members of ACCPAS.

Section 4. The Council convenes, operates, and oversees the work of a Commission on Creative Multidisciplinary Convergence (CMC Commission). This Commission has an analytical and advisory role and no accreditation-granting authority. It responds to requests for analyses, information, and advice from the CAAA Trustees. It includes at least one member from among the institutional members of NASM with expertise in music and at least one member from each of the other three CAAA member organizations. Through the National Office for Arts Accreditation, NASM and its members and accrediting commission, other member associations of CAAA and their members and accrediting commissions, and higher education and other constituencies have access to the CMC Commission's work and advice.

The CMC Commission focuses on professional education issues, programs, and developments where convergences in the production of specific kinds of creative work involve a fusion of multiple disciplines within the several arts and design fields with multiple forms of technology and other media. It does not focus on the use of technologies within a specific individual arts or design field.

Through procedures published by each CAAA member organization that are implemented and managed by the National Office for Arts Accreditation, the CMC Commission may provide analysis and consultative advice or an advisory program review (a) to institutions directly upon request, or (b) to an institution and the NASM Commission on Accreditation in the course of a specific institution's accreditation review.

An advisory program review by the Commission on Creative Multidisciplinary Convergence can occur in an accreditation procedure only if (a) an institution is a member or potential member of NASM, and (b) one or more curricular programs are eligible for such a review as determined by provisions in the NASM Standards for Accreditation approved by the NASM membership. See Appendix I.I. "Creative Multidisciplinary Convergence and Technologies." Such reviews are based on NASM standards, provide for institutional engagement and response prior to any accreditation decision by the NASM Commission on Accreditation, and are structured and conducted according to published NASM procedures.

Section 5. The Council and its Board of Trustees shall have the authority to carry out the purposes of the Council, but no authority to compel the internal decisions of any of its organizational members or the accrediting commission(s) or other entities thereof. Each organizational member retains its own authority as an autonomous organization.

Section 6. Schools with music programs accredited by ACCPAS are eligible to become accredited institutional members of NASM upon application and confirmation of their ACCPAS accreditation by the NASM Commission on Accreditation. Continuation of membership is contingent upon meeting NASM requirements including payment of annual dues.

NASM Handbook 2012-13 – page 18

Bylaws

Article XIII. Amendments

Revise as follows.

These Bylaws may be amended by a two-thirds vote of the membership present and voting at any Annual Meeting, provided a written notice of the proposed amendment with opportunity to comment is sent to all members of the Board of Directors and Commission on Accreditation and to all accredited institutional members at least four weeks prior to said meeting.

CODE OF ETHICS

— Action by the NASM Membership —

NASM Handbook 2012-13 – page 22

Code of Ethics

Article VII. Amendments

Revise as follows:

The Code of Ethics may be amended by a two-thirds vote of the membership present and voting at any Annual Meeting, provided a written notice of the proposed amendment with opportunity to comment is sent to all members of the Board of Directors and Commission on Accreditation and to all accredited institutional members at least four weeks prior to said meeting.

RULES OF PRACTICE AND PROCEDURE

**— Action by the NASM Board of Directors, Part I; Commission on Accreditation and
Commission on Community/Junior College Accreditation, Part II —**

NASM Handbook 2012-13 – page 23ff

Rules of Practice and Procedure

Divide the current Rules of Practice and Procedure into two separate sets of Association- and Accreditation-related provisions to be consistent with revised USDE requirements.

PART I: ASSOCIATION

Article I. Association Policies

***Sections 1 through 6 are the texts of current Article IV. Association Procedures, Sections 1 through 6.
The titles of these sections are:***

Section 1. Association Policies and the Public Interest

Section 2. Conflict of Interest

Section 3. Bonding

Section 4. Nondiscrimination Policy

Section 5. Consulting Service

Section 6. Orientation and Training of Personnel

Article II. Procedures Regarding Petition for Review of Non-Accreditation Decisions

Text is current Article XI. Procedures Regarding Petition for Review of Decisions

Article III. Amendments to Part I.

This article is proposed to read as follows:

Part I of the Rules of Practice and Procedure may be amended by majority vote of the Board of Directors, provided a written notice of the proposed amendment with opportunity to comment is sent to all accredited institutional members and all members of the Board at least two weeks before the vote.

PART II: ACCREDITATION

Article I. Institutional Membership — *No change, with one exception:*

Section 1. Accreditation

Amend the last item under “The basic goals of accreditation” in paragraph 8 as follows:

- § To endeavor to protect institutions against encroachments which might jeopardize their educational effectiveness or their freedom to make academic and associated decisions.

Article II. Application for Membership and Renewal of Membership — *No change*

Article III. Institutional Procedures

Proposed Section 1. Annual Reports to NASM, same text as current Section 8. of Article III.

Proposed Section 2. Closing an Institution or Program, same text as current Section 9. of Article III.

Current Section 1. Delete. Provisions are already covered elsewhere in the Handbook.

Current Section 2. Delete and move degree titles provision to Standards and Guidelines (becoming Section II.I.2.c.).

Current Section 3. Delete. Provisions are already covered in Article IV., Section 1., and elsewhere in the Handbook.

Current Section 4. Delete. Provision on Honorary Degrees is outmoded.

Current Section 5. Delete. Provision on Disclosure of Professional Certification, Registration, and Licensure Requirements is duplicated in the Standards.

Current Section 6. Delete and move provision on Catalogs into a statement within the Standards (becoming Section II.I.1.b.(11) and then renumbering remaining items).

Current Section 7. Delete and move provision on short-term workshops to the standards (becoming Section III.A.2.f.)

Article IV. Commission Policies

Sections 7. through 12. become Sections 1. through 6. of Part II., Article IV. . The titles of these sections are:

Section 1. Third-Party Comment

Section 2. Information Reviews and Requests

Section 3. Commission Policy Concerning Continuous Deferrals

Section 4. Policies and Rules Concerning USDE Title IV

Section 5. Procedures if an Institution Closes

Section 6. Commission Procedures in Extreme Matters of Institutional Ethics and Integrity

Article V. Substantive Change — *No change*

Article VI. New Curricula: Plan Approval and Final Approval for Listing — *No change*

Article VII. Teach-Out Plans and Agreements — *No change*

Article VIII. Procedures for Reviewing Complaints Directed against Member Institutions of the National Association of Schools of Music — *No change*

Article IX. Requests for Reconsideration of Actions by an Accrediting Commission — *No change*

Article X. Appeals of Adverse Decisions Concerning Accredited Institutional Membership — *No change, with one exception:*

Amend Article X., Section 2 as follows:

Section 2. Procedural Authority. Consistent with Article IV., Section I.C. (proposed), of the Bylaws, the Commissions shall adopt written procedures the Association will use to consider the appeal of an adverse decision as defined in Section 1. above. These procedures shall be consistent with and supportive of all sections of Part II., Article X. of the Rules of Practice and Procedure.

Article XI. *(same text as current Articles XII.)* Publication of NASM Accreditation Actions

Article XII. *(same text as current Articles XIII.)* Printed Recognition of Membership

Article XIII. *(same text as current Articles XIV.)* Disclosure and Confidentiality

Article XIV. Amendments to Part II.

This article is proposed to read as follows:

Part II of the Rules of Practice and Procedure may be amended by majority vote of the Commission on Accreditation and the Commission on Junior/Community College Accreditation, provided a written notice of the proposed amendment with opportunity to comment is sent to all accredited institutional members and all members of both Commissions at least two weeks before the vote.

STANDARDS FOR ACCREDITATION

— Action by the NASM Membership —

NASM Handbook 2012-13 – page 71

II. Purposes and Operations

H. Recruitment, Admission-Retention, Record Keeping, and Advisement

1. Standards

Add new first sentence to item j. as follows:

Advising must address program content, program completion requirements, potential careers or future studies, and music-specific student services consistent with the natures and purposes of music degrees and programs being offered.

NASM Handbook 2012-13 – page 72

II. Purposes and Operations

I. Published Materials and Web Sites

1. Standards

Move from Rules of Practice and Procedure. Insert new item b.(11) as follows:

(11) descriptions for each course offered;

Renumber current items b.(11) through (13) to b.(12) through (14).

NASM Handbook 2012-13 – page 73

II. Purposes and Operations

I. Published Materials and Web Sites

2. Guidelines

Move from Rules of Practice and Procedure. Insert new item 2.c. as follows:

- c. The practices of member institutions support the system of academic currency that allows degrees to be broadly understood and widely accepted. Member institutions serve students, higher education, and the public by ensuring that degree and program titles are consistent with content. Standard academic degree rubrics and titles of degrees and emphases should be used unless the degree or program has a significant emphasis on unique content. Enrollment levels, public relations, and resource availability are important elements in determining an institution's program offerings, but they are not appropriate criteria for assigning degree titles.

NASM Handbook 2012-13 – page 76

III. Music Program Components

A. Credit and Time Requirements

2. Awarding Credit

Move from Rules of Practice and Procedure. Add new item 2.f. as follows:

- f. Any credit awarded for short-term workshops should be computed on the same basis as other coursework during the academic year. Institutional members of NASM should not award credit for short-term workshops or attendance at meetings sponsored by themselves, other institutions, or organizations unless such credit is acceptable toward specific undergraduate or graduate programs, or non-degree-granting professional programs at their own institutions.

NASM Handbook 2012-13 – page 81

III. Music Program Components

H. Distance or Correspondence Learning

Add new item 5. as follows:

5. **Notification Rule.** A special notification rule applies to institutions that participate in the USDE Title IV program for which NASM is the designated institutional accreditor. See *Standards for Accreditation*, item XXI, Section 2.D.

NASM Handbook 2012-13 – pages 83-84

III. Music Program Components

K. Non-Degree-Granting Programs for the Community

1. Standards Applicability

Revise second paragraph of item 1. as follows:

When a postsecondary institution offers non-degree-granting music programs that a) serve individuals in their communities in a pre-professional or avocational context; b) have a specific published identity; c) have at least one specifically designated administrator; and d) operate on an academic year or year round basis, the part of the music unit or other entity so designated and the programs it offers must meet the following standards in order to protect the institution's name and its accreditation status as a music unit.

NASM Handbook 2012-13 – page 127

XI. Admission to Graduate Study

Replace item D.1. as follows:

Through auditions, portfolio reviews, transcript documentation, music major degree completion, and/or other means determined by the institution, all students admitted initially to graduate study in music shall demonstrate prior achievement of baccalaureate-level competence in those areas considered common to all undergraduate study in music, particularly in terms of their readiness to undertake graduate studies in their major field. See *Standards for Accreditation*, Section VII. or VIII.

NASM Handbook 2012-13 – page 149

**XXI. Specific Operational Standards for All Institutions of Higher Education
for which NASM is the Designated Institutional Accreditor**

Section 2. Procedural Requirements

Insert new item D. as follows:

- D. **Notification Rule.** As a USDE recognized accrediting agency, NASM is required to report to the U.S. Secretary of Education enrollment information under the following circumstances if the institution offers distance or correspondence education: an increase in headcount enrollment for the institution of fifty percent or more within the HEADS Data Survey, compiled by NASM. If the fifty-percent threshold is reached or exceeded, this fact is provided to the Secretary within thirty days of the close of the HEADS project each year. The institution will also be notified at the same time NASM notifies the Secretary, except in cases where provisions of Article IV., Section 10. (will become Part II., Article IV., Section 4.) of the *Rules of Practice and Procedure* are applicable.

Reletter remaining items.