

# NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

## Optional Internal Communications Worksheet: Membership / Renewal of Membership

Music units volunteer to participate in the accreditation process and, as a first step, develop a Self-Study process involving music faculty, administration, and students that results in a Self-Study document. The document compares institutional practices against NASM standards and the unit's purposes and goals for quality. It identifies strengths, areas for improvement, and aspirations for future development.

A team of trained evaluators gives careful consideration to the Self-Study and then visits the unit. The visitors prepare a report of their findings for the Commission on Accreditation regarding consistency with Association standards, areas for improvement, and futures issues. Prior to Commission action, the institution has the option to respond to the Visitors' Report regarding errors of fact, conclusion based on errors of fact, or any documented changes made to the program since the team left campus.

The Commission reviews the institution's Self-Study, the Visitors' Report, and any Optional Response. It then renders a decision about accreditation status based on the standards and guidelines of the Association. It communicates with the institution until the accreditation review is completed.

All official communications from the Commission regarding actions involving the institution are addressed to the official institutional representative(s) and copied to the CEO of the institution (usually the president or chancellor), to the CAO (usually the provost), and to the dean with responsibility for the music unit (unless the dean is the institutional representative). Because the primary institutional representative is the initial point of contact between the institution and the Association, it is important to establish an effective internal system of communication and assignment of responsibilities prior to the commencement of any accreditation process.

**NOTE: IR signifies the official institutional representative.**

Accreditation Event	Person(s) Involved	Responsibilities of Each
Submit "Notice of Intention to Apply" Form		
Receive Slate of Nominations for Evaluators	IR	
Return Evaluator Preference		
Finalize Evaluation Team		
Finalize Visitation Dates with the Evaluators		
Notify NASM National Office of the Visitation Dates		
Create, Review, and Approve Self-Study Document		
Receive and Distribute Visitors' Report	IR	
Create, Review, and Approve Optional Response		
Receive and Distribute Commission Action Report	IR; cc: CEO / CAO / Dean	
Create, Review, and Approve Responses or Progress Reports		
Receive and Distribute Subsequent Commission Action Report(s)	IR; cc: CEO / CAO / Dean	