

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC
Optional Internal Communications Worksheet:
New Curricula

From time to time, institutions add curricula or make other major changes in the period between regularly scheduled accreditation visits. Member institutions are obligated to present such additions and changes for Commission review and approval prior to admitting students into new programs. Normally, the procedure involves the institution's providing written materials and submission of publications appropriate to the nature of the change and consequent Commission action.

Institutions may seek a "consultative review" by Commission personnel on any proposal regarding curricula. The result will be advisory only.

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).

The initial point of contact between the institution and the Association is the institutional representative. It is imperative to maintain regular and accurate communication within the institution and as such, the person(s) involved and their responsibilities for the events in the following table should be considered.

NOTE: IR signifies the official institutional representative.

Event	Person(s) Involved	Responsibilities of Each
Create, Review, and Approve Application for Plan Approval		
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	