

# Draft II: Proposed *Handbook* Changes

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

October 20, 2017

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**OFFICIAL NOTICE.** This constitutes the official notice of proposed *Handbook* changes forwarded in advance of the Annual Meeting as required by the NASM Bylaws.

**VOTE SCHEDULED.** A final text of these proposed amendments will be presented to the membership for a vote on Sunday, November 19, 2017 during the NASM Annual Meeting.

Rationales for these changes are provided at the end of the document on pages 8-9.

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**COMMENT PERIOD II**  
**October 20 – November 17, 2017**

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## CONSTITUTION

— Action by the NASM Membership —

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**Constitution**  
**Article XII, Amendments**

***Amend Article XII. as follows:***

The Constitution of the Association may be amended by a two-thirds vote of the membership ~~hip 1)~~ present and voting at any Annual Meeting at which a quorum is present, or 2) voting at a meeting or in a poll conducted through electronic means when the same quorum requirements are met, provided a written notice of any proposed amendment, with Board review and recommendation, be sent with opportunity to comment to all accredited institutional members at least two weeks prior to said meeting.

# BYLAWS

— Action by the NASM Membership —

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## Bylaws

### Article VI, Meetings and Voting

#### Sections 3.-11.

*Amend as follows and add a new Section 3. to Article VI and renumber as follows:*

Section 3. Attendance at the Annual Meeting is strongly encouraged for designated institutional representatives of accredited institutional members. Accredited institutional members may send multiple representatives; however, only the designated institutional representative of an accredited institutional member may vote on Association business (see Constitution, Article IV). Representatives from applicant institutions and those interested in the work of NASM are welcome to attend the Annual Meeting.

**Section 34.** The Annual Meeting of the Board of Directors shall take place prior to the Annual Meeting of the Association.

**Section 45.** A special meeting of the Board of Directors may be called at any time and place by the President, or on the request of four members of the Board upon not less than two weeks' notice to each member thereof.

**Section 56.** The Executive Committee of the Board of Directors shall meet twice annually and, in addition, may meet at the request of the President or at the request of two members of the Executive Committee.

**Section 67.** At special meetings of the Board of Directors, Commissions, or Committees, only such business may be transacted as has been stated in the call for the meeting.

**Section 78.** A majority of the members of the Board of Directors or of any Commission or Committee shall constitute a quorum thereof.

**Section 89.** A quorum at any regular meeting of the Association shall consist of forty percent of the membership.

**Section 910.** 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, Commissions, 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 1011.** A meeting by telephone conference or other form of electronic communication may be recognized as an approved meeting of the Board of Directors, Executive Committee, the Commission on Accreditation, the Commission on Community College Accreditation, and other committees of the Association.

**Section 1112.** 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.

**NASM Handbook 2016-17 – Pages 18-19**

**Bylaws**

**Article X, Council of Arts Accrediting Associations  
Section 3.**

***Amend Section 3. as follows:***

**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 Chair and public member of ACCPAS, and ratifies the voting member appointments to ACCPAS made by the Presidents of the member associations.

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**Bylaws**

**Article XIII, Amendments**

***Amend Article XIII as follows:***

These Bylaws may be amended by a two-thirds vote of the membership 1) present and voting at any Annual Meeting at which a quorum is present, or 2) voting at a meeting or in a poll conducted through electronic means when the same quorum requirements are met, provided a written notice of any proposed amendment, with Board review and recommendation, be sent with opportunity to comment to all accredited institutional members at least two weeks prior to said meeting.

## **CODE OF ETHICS**

**— Action by the NASM Membership —**

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**Code of Ethics**

**Article VII, Amendments**

***Amend Article VII as follows:***

The Code of Ethics may be amended by a two-thirds vote of the membership 1) present and voting at any Annual Meeting at which a quorum is present, or 2) voting at a meeting or in a poll conducted through electronic means when the same quorum requirements are met, provided a written notice of any proposed amendment, with Board review and recommendation, be sent with opportunity to comment to all accredited institutional members at least two weeks prior to said meeting.

# RULES OF PRACTICE AND PROCEDURE, PART I

— Action by the NASM Board of Directors —

## NASM Handbook 2016-17 – Page 25

### Rules of Practice and Procedure, Part I

#### Article I. Association Policies

#### Section 6. Orientation and Training of Personnel

##### *Amend Section 6. as follows:*

**Section 6. Orientation and Training of Personnel.** Prior to or at the beginning of service, and as appropriate as service continues, the Association orients or trains members of the Board of Directors, Commission on Accreditation, Commission on Community College Accreditation, Committee on Ethics, visiting evaluators, and National Office staff in a manner consistent with the nature and scope of their respective duties and responsibilities. For individuals involved in accreditation reviews, orientation and training includes the Association's responsibilities regarding distance education. Orientation and training is conducted through written materials and through various interactive means. The requirements of this section also apply to the members of any Appeals Committee established for a specific review as provided for in Part II., Article VIII.

## NASM Handbook 2016-17 – Page 26

### Rules of Practice and Procedure, Part I

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

#### Section 3. Procedures for Petition

##### *Amend 3 E. as follows:*

- E. If the above procedure fails to reach a resolution of the matter, the Executive Director, with approval of the other officers, shall have the power to appoint a review panel comprising three persons, none of whom shall be members of the body against whose decision the petition is filed.

The work of the review panel shall be conducted in such a manner to minimize costs to the petitioner and to the Association. If necessary, the review panel may conduct hearings either in person, ~~or~~ by conference telephone call, or by other forms of electronic communication. All work of the review panel shall be conducted in accordance with due process and according to the Constitution, Bylaws, Code of Ethics, and Rules of Practice and Procedure of NASM.

If circumstances require the review panel to meet at a time other than the NASM Annual Meeting, the Finance Committee of NASM shall designate a procedure for equitable distribution between the petitioning institution or individual and NASM of all costs for such a meeting or hearing.

The review panel may either recommend affirming the decision, or recommend that the body in question reconsider the decision, giving reasons in either case.

# RULES OF PRACTICE AND PROCEDURE, PART II

— Action by the NASM Commission on Accreditation —

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Rules of Practice and Procedure, Part II

Article XII. Printed Recognition of Membership

Section 1. Accredited Membership

*Amend Section 1. as follows:*

**Section 1. Accredited Membership**

- A. When an accredited member institution publishes a composite list of agencies that accredit it, NASM must be included.
- B. Clear distinctions must be made between NASM accreditation and other organizational memberships or affiliations or approvals. Only NASM approves music curricula.
- C. Statements regarding accredited institutional membership must be present in the institution's catalog or other publications. These statements shall be factual, not editorial, and brief—such as:

“(Name of Institution) is an accredited institutional member of the National Association of Schools of Music (or of NASM)”; or

“(Name of Institution) is accredited by NASM”; or

“(Name of Institution) has been accredited by NASM since [date]”.

- D. The institution shall publish in one or more official documents concerning its music program, the name, address, and telephone number of NASM.

Note: NASM accreditation is granted to the institution, not the unit(s) in which the music program resides.

## STANDARDS FOR ACCREDITATION

— Action by the NASM Membership —

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Standards for Accreditation

Section I. Basic Criteria for Membership

B. Community Colleges

*Amend letter B. as follows and amend and reorder numbers 1.-5. as follows:*

**B. Community Colleges**

The National Association of Schools of Music recognizes several distinct types of programs in community colleges. Normally, these are subsumed under Terminal Degree Programs and Music Major Transfer and Two-Year Vocational Programs. The primary purpose of all institutions, whatever types of program they offer, should be to provide the best possible environment for musical training. Such an environment should foster an understanding of the arts and an attitude of respect for their potential contribution to society.

A community college may be granted accreditation in the Association when its curricula and resources are equivalent to the first two years of a four-year member institution as outlined by NASM.

Community colleges shall meet the following basic criteria for membership:

1. The institution shall offer regular classes in such areas as theory, history, and appropriate repertoires of music, as well as instruction in performance.
- ~~42.~~ The institution shall maintain a curricular program in musicianship skills at various levels appropriate to the needs of its students.
- ~~23.~~ The institution shall offer instruction in and opportunities for ensemble performance.
- ~~34.~~ The institution shall offer at least one complete program of study structured to provide transfer to a baccalaureate program in music that meets all applicable standards.
5. ~~The institution's music program shall have been in operation for at least three consecutive years. One music major class shall have graduated.~~ The institution shall have graduated from at least one curricular program that meets all applicable standards, at least one class with a minimum of three students and another shall be in readiness subject to examination.

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**Standards for Accreditation**

**Section II. Purposes and Operations**

**B. Size and Scope**

**1. Standards**

***Amend 1.b.as follows:***

- b. An institution shall not be considered for Membership unless there is in residence a minimum number of candidates for the curriculum or composite curricula on the basis of which the school is applying for Membership. For four-year colleges, including those and with graduate schools, programs if applicable, the number is 25; for community colleges, 20 associate degree candidates; for institutions offering graduate work only, 15 degree or program candidates; and for non-degree-granting institutions, 15 students in curricular programs that meet NASM membership eligibility requirements (see Standards for Accreditation, I.C.4.).

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**Standards for Accreditation**

**Section VI. Two-Year Degree-Granting Programs**

**B. Standards for the Music Major Transfer Program**

***Amend B.6. as follows:***

6. **General Studies.** The liberal arts component of a student's program shall be selected according to the requirements of each state for the specific colleges to which students will transfer, taking into consideration the NASM guidelines and recommendations for general studies listed under the standards for the various baccalaureate degrees in music.

Studies in foreign languages are essential for students ~~whose major area is~~ majoring in voice performance or in music history and literature (see IX.A.3.b. and IX.D.3.c.).

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**Standards for Accreditation**

**Section VIII. All Professional Baccalaureate Degrees in Music and All Undergraduate Degrees Leading to Teacher Certification**

**D. Recommendations**

***Amend D.2. as follows:***

2. Acquire the skills necessary to assist in the development and advancement of their careers, normally including basic competency development in communication, presentation, business, and leadership, all with particular regard to professional practices in their major field.

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**Standards for Accreditation**

**Section X. Graduate Programs in Music**

**C. General Degree Requirements and Procedures**

**1. Credits**

***Amend 1.c. as follows:***

- c. A course may enroll an undergraduate student and maintain its status as being intended for graduate students only if, in the context of that course, the undergraduate student is expected to meet the same standards, do the same work, and otherwise perform as a graduate-level student.

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**Standards for Accreditation**

**Section XI. Admission to Graduate Study**

**D. Institutional Entrance Examinations**

***Amend D.2. as follows:***

2. **Basic Language Competencies.** All students admitted to graduate degree study in music shall demonstrate sufficient knowledge of, and skill in, and understanding of English to pursue the required studies.

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**Standards for Accreditation**

**Section XIV. Specific Master's Degrees**

**F. The Master's Degree in Music Therapy**

**2. Other Studies**

***Amend 2.a.(1) as follows:***

- a. **Discipline-Centered Degrees.** For music therapy degrees focused primarily on practice and research in the field of music therapy:
  - (1) Studies in music, related to the objectives of the degree, shall comprise at least one-third of the curriculum except as otherwise specified in XIV.F.6.a. These studies may include coursework in diverse areas (e.g., performance, ethnomusicology, advanced musicianship, analysis).

**Standards for Accreditation**

**Section XIV. Specific Master's Degrees**

**F. The Master's Degree in Music Therapy**

***Amend F.6.as follows by indenting and lettering subsequent paragraphs as follows:***

6. Master's degree programs in music therapy may carry the title Master of Arts in Music Therapy, Master of Science in Music Therapy, Master of Music in Music Therapy, Master of Music Education in Music Therapy, or Master of Music Therapy.

**a.** Degree programs titled Master of Music Therapy require that at least one-half of the coursework be in music therapy studies.

**b.** Degree programs titled the Master of Music in Music Therapy require that at least one-third of the coursework be in music studies as indicated in F.2.a.(1) above., including Master of Music in Music Therapy degrees with a multidisciplinary format (see F.2.b.(3) above).

NASM acknowledges that music therapy study at the graduate level can be placed within various contexts, including music, research, music therapy practice, expressive therapies, psychology, counseling, education, medicine, allied health, etc.

The context of study for the music therapy graduate degree must be clearly outlined in the program purposes, and must be reflected in the overall content, curricular structure, and degree title of the program.

**Standards for Accreditation**

**Section XX. Community Education and Precollegiate Non-Degree-Granting Programs**

**C. Pre-Professional Certificate Programs**

**2. Essential Competencies, Experiences, and Opportunities**

***Amend 2.c.as follows:***

- c. Final Project.** A final project, completed prior to the award of a certificate, before certification is essential. Although most students will choose to perform a public recital in fulfillment of this requirement, students who show exceptional promise and inclination toward composition or music history may undertake other appropriate projects in lieu of the recital.

**NOTE: Rationale for Changes**

The rationale for the changes proposed above are as follows:

1. *Constitution.* To expand acceptable modes of communication.
2. *Bylaws.* a) to clarify Annual Meeting attendance requirements, b) to clarify the role of the Council trustees, and c) to expand acceptable modes of communication.
3. *Code of Ethics.* To expand acceptable modes of communication.
4. *Rules of Practice and Procedure, Part I.* a) to align text with current practice, b) to expand acceptable modes of communication.
5. *Rules of Practice and Procedure, Part II.* To clarify that it is an institution that gains/holds institutional accreditation rather than a unit, program, or individual within an institution.
6. *Standards of Accreditation.* a) to clarify the intent of eligibility criteria language, b) to clarify eligibility requirements, c) to align with standards language pertaining to undergraduate degrees in voice performance and music history and literature, d) to expand existing language, e) to add further clarify to the intention of the text, f) to add further clarity to the intention of the text, g) to clarify the scope and application of the standards, h) to clarify the scope and application of the standards, and i) to clarify eligibility requirements.



Please note: Upon receipt of an affirmative vote, editorial changes will be made as appropriate to existing *Handbook* language to ensure consistency throughout the document.

DRAFT