

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

Procedures for the Self-Study Document: *Format C*

**Membership Procedures
September 2016 Edition**

**Applicable for Visits:
2016-2017 through 2023-2024**

National Office

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Please note: The *Procedures for the Self-Study Document: Format C* title is shortened and simply referred to as *Format C* throughout the NASM Membership Procedures documents.

In addition to the NASM *Procedures for the Self-Study Document – Format C*, the following are necessary to apply for accredited institutional Membership: (1) NASM *Procedures for Institutions*; (2) *Instructions for Preparing Curricular Tables in the NASM Format*; and (3) the latest edition of the NASM *Handbook*, including any current addenda. These texts are available on the NASM Web site.

Information contained herein concerning programs, procedures, requirements, standards, and fees is subject to change without notice by the appropriate body of NASM.

Permission is hereby granted to copy this document for use in the accreditation process.

Procedures for the Self-Study Document: *Format C*

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Procedures for the Self-Study Document: *Format C*

About *Format C*

PLEASE NOTE: *Format C* is the successor to *Format C* in the 2008 *Membership Procedures*.

A. Eligibility for *Format C*

- Multipurpose and free-standing degree- and non-degree-granting institutions applying for renewal of Membership, only after receipt of advice and consent of the Executive Director.

B. Structure for *Format C*

1. This format begins with informational and evaluative questions regarding each curriculum and area of emphasis.
2. Its core feature poses strategic questions regarding programs within the music unit. These questions may be answered separately or in an integrated way. To determine programs, the unit divides its entire set of offerings into groupings, usually by specialization – composition, performance, music theory, etc. – or also by function – undergraduate musicianship, library, ensembles, etc. These questions provide a means for connecting program futures issues with operational and curricular issues – purposes, size and scope, finances, etc. that are found in the NASM standards.
3. It concludes with a summary list of music unit goals and objectives for future development, based on a synthesis of the findings regarding the programs, and plans and prospects for realizing those goals and objectives.

C. Several considerations among many regarding *Format C*

1. *Format C* may be appropriate if the music unit:
 - a. Has degree programs at more than one degree level in the same area of specialization— e.g., B.M., M.M., Ph.D., in Theory; B.M., M.M., in Music Education, etc.;
 - b. Has specific programs such as undergraduate theory, ensembles, library, outreach, etc. that it wishes to review;
 - c. Wishes to engage the faculty in looking at the future of the programs that constitute their areas of specialization and responsibility;
 - d. Wishes to take an operational or curricular component (sometimes referred to as a “cross-cutting” issue) and have it reviewed from the perspectives of various programs; or
 - e. Seeks to update a Self-Study text written in *Format C* of the 2008 *NASM Membership Procedures*.
2. *Format C* may not be appropriate if the music unit:
 - a. Wishes the music unit as a whole to be the main perspective from which the Self-Study is conducted;

- b. Is concerned that separate program reviews would adversely affect a sense of common purpose or future cooperation;
- c. Wants to conduct the NASM review primarily in terms of standards compliance;
- d. Would be challenged to allocate administrative and faculty time, resources and skills to organizing, coordinating, reporting, and synthesizing the separate program studies; or
- e. Has just completed or has other regular evaluative procedures that accomplish specialized program reviews that focus on strategic futures analysis.

Additional Formats

If you are interested in additional options regarding Self-Study formats, see “[Selecting a Self-Study Format](#)” on the NASM Web site.

About This Document

This set of procedures is comprehensive, as *Format C* is intended for use by a broad range of sizes and types of institutions. Only those sections and procedures applicable to your specific institution should be used. “N/A” may be used in sections that do not apply.

General Instructions—Format C

A. Functions

1. For institutions, the self-study process should be creative, tailored to local needs and conditions, forthright, and illuminating. The resulting Self-Study document should explore possibilities, provide baselines for future efforts, and support aspirations and improvement. Both the self-study process and the resulting document should focus on how well the music unit and the institution develop the knowledge and skills of students.
2. For NASM, the Self-Study document presents the music program and addresses its present and future, all with respect to Standards and Guidelines that appear in the *NASM Handbook*.
3. For the institution and NASM, the Self-Study document describes and evaluates the extent to which the various parts of the music unit work separately and together, not just as an operational system, but in terms of artistic, intellectual, and educational achievement.

B. Time Frame

The Self-Study is usually based on the last completed academic year, with additional information provided for significant developments since the close of that year.

C. Essential Documents

1. [The Standards portion of the current NASM Handbook and any current addendum, including appendices, if applicable to the institution.](#) The *Handbook* (and addenda, when applicable) can be downloaded from the “NASM Handbook” section of the NASM Web site. NASM standards are found only in the current *NASM Handbook*. It is essential to use a current *Handbook* as a reference point when developing the NASM Self-Study document.
2. [NASM Procedures for Institutions,](#) especially the sections regarding Self-Study. This text can be downloaded from the “Procedures for Comprehensive Reviews” section of the NASM Web site.
3. [Procedures for the Self-Study Document: Format C.](#) This text can be downloaded from the “Procedures for Comprehensive Reviews” section of the NASM Web site.
4. [Instructions for Preparing Curricular Tables in the NASM Format.](#) This text can be downloaded from the “Procedures for Comprehensive Reviews” section of the NASM Web site.
5. “Special Instructions for Institutions that Operate Community Education Programs in Music.” These instructions are essential if institutions offer such programs. See page C-xi of this document.
6. [NASM Sourcebook for Futures Planning – Supplement IV: Creating your Self-Study.](#) This planning document is strongly recommended for Self-Study coordinators and writers. This text can be downloaded from the “Assessment and Policy Studies” subsection within “Publications” on the NASM Web site.

D. Important Considerations

1. Existing Institutional Materials

- a. Copies of HEADS Data Surveys are required in the *Management Documents Portfolio* (Section IV). One year of data is required for first-time applicants, three previous years of data for institutions applying for reaccreditation.
- b. Member institutions may wish to update all or part of their previous Self-Study document. Information in each section of the Self-Study outline that follows indicates how this may be done.
- c. The *Management Documents Portfolio* (Section IV of *Format C*) requires many existing institutional texts and publications. Copies of extant planning documents may be included here or in separate Appendices.

2. Cross-Referencing

- a. Cross-referencing among various sections and texts of the Self-Study document is encouraged, especially to avoid redundancy.
- b. All cross-references must be clearly indicated and easy to locate by page and item number.

3. Writing Responsibilities and Timing

- a. It is the institution's prerogative to assign writing responsibilities and to establish a schedule for writing the Self-Study.
- b. Different approaches are appropriate for different institutions. For example, a single writer may produce drafts that faculty, administrators, and others use for evaluation, planning, and developing projections that in turn become the basis for completing the text. In other situations, one or more writing committees may be appropriate. There are many variations between these two extremes.
- c. Many institutions will find it useful to compile the *Management Documents Portfolio* (Section IV) first so that materials in it will be readily available and can be referenced during the self-study process and as other parts of the Self-Study are written. The same may be true of the *Instructional Programs Portfolio* (Section I).

4. Attributes and Style

- a. Determine the scope and depth of the review and the ways results are presented in this format. Choose an appropriate level of detail consistent with your self-study purposes.
- b. Clear, succinct, well-referenced texts are preferred. Given NASM requirements and your goals and objectives for the self-study, make texts as direct as possible. Especially problematic are descriptions without evaluations, information dumping, or public relations rhetoric. Length in and of itself is not an indication of rigor or thoroughness.
- c. Avoid duplication of materials or text. It is not necessary to document an issue in the Self-Study narrative if reference to a specific text elsewhere in the Self-Study will accomplish the same purpose. References must be easy for readers to locate; they may be abstracted from other documents and included following the narrative of an item, or referenced by

page and item number to documents provided in the *Management Documents Portfolio* (Section IV), Appendices, or other parts of the Self-Study.

- d. Provide information regarding specific or unique conditions or ways of doing or wording things at your institution. Outside reviewers need such orientation and guidance.
- e. When addressing NASM standards, remember that they describe functions rather than methods. Explanations and references to appropriate preexisting documents need to show how the institution fulfills the function required by the Standard. For example, when writing about or documenting student work and achievement, emphasize the knowledge and skills that are being learned.

E. Self-Study Text Specifications

1. **Title page.** Specific title page instructions are provided below in Text Outline – Format C. This section contains sample title pages for Baccalaureate and Graduate Degree-Granting Institutions on page C-2, Community Colleges on page C-3, and Postsecondary, Pre-Professional Non-Degree-Granting Institutions on page C-4.
2. **Table of Contents.** Indicate the page on which each major section of the Self-Study begins, including each heading, subheading, and Appendix. If an outline is used that varies significantly from the NASM *Format C* Outline, an index must be provided that correlates information to the NASM *Format C* Outline. This is especially important for institutions preparing Self-Studies for joint evaluations. Users need to be able to locate information.
3. **Content.** Place your texts in the *Format C* outline that follows or a recognizable version thereof. All music curricula offered by the institution must be addressed, including a curricular chart and discussion of each curricular program’s compliance with applicable standards.
4. **Tabs.** Separate major sections and appendices with a tab.
5. **Consistency.** Use identical terms for degree and program titles on the title page, throughout the Self-Study, and in curricular tables. Degree titles must be consistent with and reflect degree content.
6. **Page Numbering.** Number each page of all documents consecutively, especially the main body of the Self-Study text. It is not necessary to renumber catalogs or other bound published documents.
7. **Citations.** Referenced documents must be cited by page number(s), and any applicable section(s) or paragraph(s). This applies to all references to institutional publications, whether required by NASM standards or otherwise provided by the institution. Alternatively, it is also appropriate to provide copies of cited paragraphs or pages with the source indicated immediately with or following the response to an item or the discussion of an issue.
8. **Form.** For the Self-Study and other material submitted in hard copy, standard 8½ x 11-inch paper, punched to fit in a standard three-ring (i.e., center of holes should measure 1¼, 5½, and 9¾ inches from the bottom of the page). Please include any hard copy supporting materials (e.g., handbook, promotional materials), including oversized or undersized items in a separate re-closable envelope labeled with the institution’s name and the envelope’s general contents. Any/all supplemental materials may be submitted electronically. Such information must be organized in clear fashion for easy access.

F. Binding and Sending Instructions

1. National Office Copies

- a. **Number.** Three (3) for all institutions.
- b. **Due Date.** At least four (4) weeks before the NASM visit.
- c. **Content.** Each of the NASM National Office copies of the Self-Study (see requirements for Sections I – IV) must include all applicable appendices, along with a copy of all applicable institutional catalogs, supportive documentation, and the institution’s NASM application form.
- d. **Binding**
 - (1) Each copy of the completed, punched Self-Study sent to the National Office should be unbound and held together in a manner that secures all pages.
 - (2) Please do not send the Self-Study document to the NASM National Office in three-ring notebook binders, sheathed in plastic sheet protectors, or stapled.
- e. **Application Fee.** Institutions applying for the first time must enclose the application fee. Existing members will be invoiced during the month of August immediately prior to the academic year of scheduled review.
- f. **Send to:**

National Association of Schools of Music
11250 Roger Bacon Drive, Suite 21
Reston, VA 20190-5248

2. Visitors’ Copies

- a. **Number.** One (1) for each visitor.
- b. **Due Date.** At least four (4) weeks before the NASM visit.
- c. **Content.** Each of the NASM visitors’ copies of the Self-Study (see requirements for Sections I – IV) must include all applicable appendices, along with a copy of all applicable institutional catalogs, and supportive documentation. With the exception of the NASM application form, these are identical to those sent to the National Office.
- d. **Binding.** Each of the NASM visitors’ copies of the completed Self-Study should be bound or hole-punched and inserted in a three ring notebook binder or similar packaging.
- e. **Fee.** No fees are to be paid to the visiting evaluators.
- f. **Send to each visitor directly.** Please confirm that each visiting evaluator has received materials sent by the institution.

Please Note: Visits may be postponed or canceled by the Executive Director of NASM if adequate materials are not available to the visiting evaluators at least four (4) weeks before the visit.

G. Special Instructions for Postsecondary Institutions that Operate Community Education Programs in Music

Many music units or their institutions offer non-degree-granting programs of study for children, youth, and adults in their communities. These range from private lessons with collegiate instructors to large, institutionalized programs with specialized professional faculty and administration. *Community music school, preparatory program, laboratory school, and community division* are among the many titles used to designate such programs when they have a specific published identity.

1. If the institution's community education program does not (a) serve individuals in their communities in a pre-professional or avocational context, (b) have a separate published identity, (c) have at least one specifically designated administrator, and (d) operate on an academic year or year-round basis, comment on the program only in Sections II, III, and IV-MDP I.J. as applicable. Do not provide information in Section I or in Section IV-MDP I.L.
2. If the institution's community education program (a) serves individuals in their community in a pre-professional or avocational context, (b) has a separate identity, (c) has at least one specifically designated administrator, and (d) operates on an academic year or year-round basis, and you are not seeking separate listing of its curricular offerings in the NASM *Directory List*, provide documents requested in Section IV-MDP I.L., and comment on the program in Section I.C., item CMP: Non-Degree-Granting Programs for the Community, Section III and other parts of Section IV, as applicable. Provide information on your community education program in Section II only if you designate it as a specific program area for futures review in the Self-Study you are now preparing. Please do not provide information on this program in Section IV-MDP I.J.
3. If the institution's community education program meets the four eligibility criteria outlined above and seeks separate listing of its curricular offerings in the NASM *Directory List*, the program should be discussed in every section of the Self-Study or in a separate Self-Study, with the exception of Section I.C., item CMP.

For further clarification, see NASM *Handbook*, Rules of Practice and Procedure, Part II. Accreditation, Article I. Institutional Membership, Section 3. Curricular Requirements.

For assistance in interpreting these instructions, please call the NASM National Office.

H. Optional Supplemental Questions

NASM provides optional sets of questions for self-study that can be used to orient any self-study process, format, document, or section in particular ways. For more information, see "Aids to Self-Study" below and available on the NASM Web site. The Association encourages institutions to develop sets of questions that meet their needs for self-evaluation.

I. Aids to Self-Study

1. The [Sourcebook for Futures Planning – Supplement IV: Creating your Self-Study](#) is especially recommended. This text can be downloaded at no charge from the "Assessment and Policy Studies" subsection of "Publications" on the NASM Web site."
2. NASM holds workshops on self-study at each Annual Meeting.
3. The following documents contain sets of assessment or planning questions and may be useful:
 - Optional Supplemental Questions for Self-Study
 - Resources for Local Considerations of Music and Music Education Degrees

- Assessment of Undergraduate Programs in Music
- Assessment of Graduate Programs in Music
- Assessment of Community Education Programs in Music
- Development and Assessment of Undergraduate Programs Combining Studies in Music, Business, Music Industry
- Local Assessment of Music Libraries and Information Services: The Present and the Future
- Local Assessment of Evaluation and Reward Systems for Arts Faculties in Higher Education
- NASM Sourcebook for Futures Planning

All titles above are available for download from the NASM Web site; see “Publications,” [“Assessment and Policy Studies.”](#)

4. The [Achievement and Quality](#) page located within “Publications” at the NASM Web site has additional resources and sets of questions concerning evaluation of individual and institutional work.

J. *Handbook* Order and Self-Study Format Order

Important document organization information for Self-Study writers:

1. When writing the Self-Study document, it is essential to follow the order of the format you have chosen, not the order of the *Handbook*. Applicable portions of the *Handbook* should be used primarily as reference texts to ensure that you are addressing NASM standards and requirements. Each section of each Self-Study format indicates where the principal standards statements for that section can be found. Following the format outline you have chosen will save time, reduce redundancy, and be clearest to visitors and Commissioners.

Standards statements in the NASM *Handbook* begin with the “Basic Criteria for Membership” and follow with general issues of purpose and operations. They then proceed to curricular programs of various levels and types, and continue on to various kinds of institutional and programmatic specializations. The ordering and numbering of these *Handbook* statements reflect their comprehensiveness; the standards address a wide variety of institutions, programs, and possibilities.

Not all *Handbook* statements are applicable to every institution, and thus not all *Handbook* statements will need to be addressed in every Self-Study.

2. For these and other reasons, the ordering and numbering of the standards in the *Handbook* are not the same as the ordering of items in the Self-Study outline for any format, or the outline in any institutional Self-Study. In some instances, there is parallel ordering, but there is never an exact correlation throughout.

Example: As noted above, Standards for Accreditation I. in the *Handbook* presents “Basic Criteria for Membership.” However, if an institution provides all the information requested in any Self-Study format outline, the standards listed as “Basic Criteria” should be addressed automatically. Therefore, to avoid redundancy, no Self-Study format asks for a separate response to the “Basic Criteria”; item I in each Self-Study format addresses another portion of the standards.

3. Consistency of ordering and numbering between the *Handbook* and the Self-Study document is not possible, required, or expected. Please follow the outline order of the format that has

been chosen and use it to demonstrate compliance with or fulfillment of published NASM standards applicable to the specific programs of your institution.

4. The content outline for *Format C* follows.

Text Outline—Format C

Title Page

- A. Use one of the following title page specifications:
1. Baccalaureate and Graduate Degree-Granting (page C-2)
 2. Community College (page C-3)
 3. Non-Degree-Granting (page C-4)
- B. The title page presents the definitive list of all music programs offered by level, major, and track/concentration/area of emphasis (if designated).
1. Please ensure that the title of each program is identical on the title page and in the body of the Self-Study, including the curricular table.
 2. Each curricular offering should be listed within a submission category. Please use the following to determine the title page category for each program offered.
 - a. Institutions applying to NASM for the first time:
 - Programs that have been in existence and that have requisite transcript evidence (two transcripts for graduate programs, and three transcripts for all other types of programs) are to be submitted for **Plan Approval and Final Approval for Listing**.
 - Programs approved by the institution that either have not yet begun enrolling students or have not met the requisite transcript evidence as stated above are to be submitted for **Plan Approval**.
 - b. Accredited Member Institutions:
 - Programs that have previous Final Approval for Listing from NASM are to be submitted for **Renewal of Plan Approval and Final Approval for Listing**.
 - Programs having Plan Approval that do not yet have requisite transcript evidence (two transcripts for graduate programs, and three transcripts for all other types of programs) are to be submitted for **Renewal of Plan Approval**.
 - Programs in existence that have requisite transcript evidence (two transcripts for graduate programs, and three transcripts for all other types of programs) but that have not been reviewed by NASM are to be submitted for **Plan Approval and Final Approval for Listing**.
 - Programs approved by the institution that have not been reviewed by NASM and are not yet enrolling students are to be submitted for **Plan Approval**.
 - Programs approved by the institution that have begun enrolling students, but that have not been reviewed by NASM and do not yet have requisite transcript evidence (two transcripts for graduate programs, and three transcripts for all other types of programs) are to be submitted for **Plan Approval**.
 - Programs having Plan Approval that now have requisite transcript evidence (two transcripts for graduate programs, and three transcripts for all other types of programs) are to be submitted for **Final Approval for Listing**.

TITLE PAGE SPECIFICATIONS

For Baccalaureate and Graduate Degree-Granting Institutions

National Association of Schools of Music

SELF-STUDY

in [choose one: *Format C* or Custom Format]

Presented for consideration by the
NASM Commission on Accreditation

by

(NAME OF INSTITUTION)
(ADDRESS OF INSTITUTION INCLUDING ZIP CODE)
(TELEPHONE NUMBER INCLUDING AREA CODE)
(WEB ADDRESS OF MUSIC UNIT)

List by specific title **all degrees and/or programs offered.*** Specify fields as applicable. Degrees and/or programs (including all emphases) must be listed under appropriate headings and subheadings as follows. *For definitions of “Final Approval for Listing” and “Plan Approval,” see page C-1 of this document.*

FOR INSTITUTIONS SEEKING MEMBERSHIP FOR THE FIRST TIME

Degrees and/or programs for which Plan Approval and Final Approval for Listing are sought.

Degrees and/or programs for which Plan Approval is sought.

FOR INSTITUTIONS WITH MEMBERSHIP OR ASSOCIATE MEMBERSHIP

Degrees and/or programs for which renewal of Plan Approval and Final Approval for Listing are sought.

Degrees and/or programs for which Plan Approval and Final Approval for Listing are sought at the same time.

Degrees and/or programs for which Plan Approval is sought.

Degrees and/or programs for which Final Approval for Listing is sought.

Degrees and/or programs for which renewal of Plan Approval is sought.

The data submitted herewith are certified correct to the best of my knowledge and belief.

(Date)

(Signature of Reporting Officer)

(Name and Title of Reporting Officer)

***Degree and/or program listings must be consistent among the institution’s published materials, the title page of the institution’s Self-Study, and the curriculum documentation presented in the body of the Self-Study.**

TITLE PAGE SPECIFICATIONS

For Community Colleges

National Association of Schools of Music

SELF-STUDY

in [choose one: *Format C* or Custom Format]

Presented for consideration by the
NASM Commission on Community College Accreditation

by

(NAME OF INSTITUTION)
(ADDRESS OF INSTITUTION INCLUDING ZIP CODE)
(TELEPHONE NUMBER INCLUDING AREA CODE)
(WEB ADDRESS OF MUSIC UNIT)

List by specific title **all degrees and/or programs offered.*** Specify fields as applicable. Degrees and/or programs (including all emphases) must be listed under appropriate headings and subheadings as follows. *For definitions of “Final Approval for Listing” and “Plan Approval,” see page C-1 of this document.*

FOR INSTITUTIONS SEEKING MEMBERSHIP FOR THE FIRST TIME

Degrees and/or programs for which Plan Approval and Final Approval for Listing are sought.

Degrees and/or programs for which Plan Approval is sought.

FOR INSTITUTIONS WITH MEMBERSHIP OR ASSOCIATE MEMBERSHIP

Degrees and/or programs for which renewal of Plan Approval and Final Approval for Listing are sought.

Degrees and/or programs for which Plan Approval and Final Approval for Listing are sought at the same time.

Degrees and/or programs for which Plan Approval is sought.

Degrees and/or programs for which Final Approval for Listing is sought.

Degrees and/or programs for which renewal of Plan Approval is sought.

The data submitted herewith are certified correct to the best of my knowledge and belief.

(Date)

(Signature of Reporting Officer)

(Name and Title of Reporting Officer)

***Degree and/or program listings must be consistent among the institution’s published materials, the title page of the institution’s Self-Study, and the curriculum documentation presented in the body of the Self-Study.**

TITLE PAGE SPECIFICATIONS

Postsecondary, Professional Non-Degree-Granting Institutions

National Association of Schools of Music

SELF-STUDY

in [choose one: *Format C* or Custom Format]

Presented for consideration by the
NASM Commission on Accreditation

by

(NAME OF INSTITUTION)
(ADDRESS OF INSTITUTION INCLUDING ZIP CODE)
(TELEPHONE NUMBER INCLUDING AREA CODE)
(WEB ADDRESS OF MUSIC UNIT)

List by specific title all programs offered.^{*} Specify fields as applicable. Programs (including all emphases) must be listed under appropriate headings and subheadings as follows. *For definitions of “Final Approval for Listing” and “Plan Approval,” see page C-1 of this document.*

FOR INSTITUTIONS SEEKING MEMBERSHIP FOR THE FIRST TIME

Programs for which Plan Approval and Final Approval for Listing are sought.

Programs for which Plan Approval is sought.

FOR INSTITUTIONS WITH MEMBERSHIP OR ASSOCIATE MEMBERSHIP

Programs for which renewal of Plan Approval and Final Approval for Listing are sought.

Programs for which Plan Approval and Final Approval for Listing are sought at the same time.

Programs for which Plan Approval is sought.

Programs for which Final Approval for Listing is sought.

Programs for which renewal of Plan Approval is sought.

The data submitted herewith are certified correct to the best of my knowledge and belief.

(Date)

(Signature of Reporting Officer)

(Name and Title of Reporting Officer)

***Program listings must be consistent among the institution’s published materials, the title page of the institution’s Self-Study, and the curriculum documentation presented in the body of the Self-Study.**

Table of Contents

A table of contents must be provided corresponding to the principal items in the Self-Study document, including each heading, subheading, and each appendix.

If an outline is used that varies significantly from the NASM *Format C* Outline, an index must also be provided that correlates information to the NASM *Format C* Outline. (This is especially important for institutions preparing Self-Studies for joint evaluations.) Users need to be able to locate information.

Tabs

Separate major sections and appendices with a tab.

Preface

If the institution so wishes, a preface may provide information about context, specific situations within or beyond the institution, specific purposes and goals for the self-study process and for the review, acknowledgements, and so forth. The preface should contain information that will orient the reader to the materials that follow.

Content Outline

SECTION I. INSTRUCTIONAL PROGRAMS PORTFOLIO

Before proceeding with Section I, please review the following 7 notes:

- The following “Content Outline” will dictate the structure of a *Format C* Self-Study. The “Outline” provides a general guide regarding section content. As each institution must demonstrate compliance with current standards, the actual standards found in the NASM *Handbook* should be reviewed and addressed in the Self-Study. General *Handbook* references have been provided.
- Not all sections of the *Handbook* apply to all institutions. Institutions are asked to review carefully applicable standards and to address all that apply. As an example, if an institution does not offer graduate programs, it need not address Standards for Accreditation X., XI., XII., XIII., XIV., XV. and XVI., and appendices applicable to graduate study.
- The *Handbook* contains Standards, Guidelines, Benchmarks, Norms, Recommendations, and the like. Each institution must demonstrate compliance with all applicable standards in the *Handbook*, which are indicated by words such as “must,” “shall,” “standard,” and/or “essential competency.” Attention to Guidelines, Benchmarks, Norms, and Recommendations is required. Helpful information regarding language use and interpretation may be found in the NASM *Handbook* (Standards and Guidelines for Accredited Institutional Membership, III.). *Handbook* users should be aware of these important distinctions.
- To complete a current *Instructional Programs Portfolio*, the following three items are needed:
 - The latest edition of the NASM *Handbook* and all current addenda;
 - NASM *Procedures for the Self-Study Document – Format C* (this document); and
 - Instructions for Preparing Curricular Tables in the NASM Format*.
- Institutions are asked to focus on knowledge, skills, and levels of achievement.

NASM standards outlined in the *Handbook* discuss curricula primarily in terms of student competencies. Effective Self-Studies demonstrate how an institution’s curricula, processes, and evaluation systems ensure the development of these competencies for all students enrolled in a specific program.

Over many decades, certain norms have evolved concerning the time-on-task required to develop competencies expected of students graduating with particular degrees or credentials. These are often summarized as percentages of curricular time. Meeting percentage norms represents a certain benchmark, but it is not a substitute for demonstrating how competencies are developed or how required levels of achievement are being met. Institutions should not equate attention to percentage benchmarks as indicators of the demonstration of compliance with standards.

Competencies may be nurtured and confirmed through or within courses, tutorials, lessons, ensembles, independent projects, and other forms of artistic and academic work and experience, or by examination. Each competency does not require a separate course. The Commission requires documentation that demonstrates competency development. The major issues include:

- a. What do the NASM standards require?
 - b. What does the institution require and expect, particularly in terms of levels of achievement?
 - c. What elements of the program are designed to produce each competency?
 - d. What evaluation mechanisms are in place?
- Institutions are asked to explain or document clearly and concisely levels of proficiency requested in Section I. Examples include course syllabi, examinations or examination requirements, institutional levels of performance proficiency, graduation requirements, etc., or summaries of these. Syllabi are particularly useful if specific content is contained in one or several courses, and that content is not obvious from the course title or catalog description.
 - Section I contains three major subsections:
 - I.A. requests general information about certain particular types of degree programs. Not all types of degree programs are included. For example, undergraduate degrees in music with liberal arts structures and content are not addressed in this subsection. Address items in I.A. only if they are applicable to your institution.
 - I.B. requests information about each and every discrete degree- and non-degree-granting program in music. All institutions are required to address I.B. From the NASM review perspective, I.B. contains the most important information in the entire Self-Study.
 - I.C. requests information about programmatic offerings associated with the instructional program of the music unit. Address items in I.C. as applicable to your institution.

Section I.A. Certain Curriculum Categories – Introductory Information

Before proceeding to the text outlines for Section I.A., please review the following 3 notes:

- All institutions must address the issue of Credit and Time Requirements in Section I.A. Certain Curriculum Categories – Text Outline below.
- If the institution does not offer programs in any of the categories outlined in I.A. below, please address Credit and Time Requirements, then proceed to Section I.B. Specific Curricula – Introductory Information.
- If the institution offers programs in any of the categories outlined in I.A. below, the institution should provide only the general information requested for that category in Section I.A., and discuss each specific discrete program offered within that category in Section I.B.

Section I.A. Certain Curriculum Categories – Text Outline

Credit and Time Requirements (refer to NASM *Handbook*, Standards for Accreditation III.A.2., 3., 4., and 6.)

The Self-Study must include (1) the institution's definition of a semester- or quarter-hour of credit, including calculations for determining credit hours in lecture, studio, ensemble, independent study, and other types of courses and the institution's policies for granting course credit to transfer students at undergraduate and graduate levels, and the location(s) of where this information is published; (2) the procedures the institution uses to make credit hour assignments for courses, programs, and other requirements consistent with its credit hour policies applicable to its

offerings; and (3) the means employed by the institution to ensure accurate and reliable application of its credit hour policies and procedures.

Associate Degrees—Standards for the Music Major Transfer Program (refer to NASM Handbook, Standards for Accreditation VI.B.)

Note: The information provided should present the music unit's approach to undergraduate study for music majors who intend to transfer. This summary provides a conceptual foundation for discussion of specific curricula later in items I.B. and I.C.

Document the extent to which the music unit's overall objectives and practices for transfer programs meet NASM standards regarding the following areas. For each item, describe the levels of competency or proficiency required for graduation, and for admission to sophomore status, if applicable:

1. Basic musicianship;
2. Performance;
3. Basic analysis;
4. Music education; and
5. General studies.

All Professional Baccalaureate Degrees in Music—Common Body of Knowledge and Skills (refer to NASM Handbook, Standards for Accreditation VIII.)

Note: This section applies only if the institution offers one of the following:

- (a) A Bachelor of Music degree,
- (b) Programs with equivalent professional objectives and content under another title, or
- (d) A degree that leads to certification as a music therapist.

Provide a succinct text that documents the extent to which the music unit's overall objectives, practices, and levels of expectation meet NASM standards for developing the common body of knowledge and skills for all professional undergraduate degree/music education/music therapy students in the following areas. For each item, describe the level of competency or proficiency required for graduation:

1. Performance*;
2. Musicianship Skills and Analysis;
3. Composition/Improvisation*;
4. History and Repertory*;
5. Synthesis.

* For advisory information, see [Advisories for Music Faculty and Administrators](#) for (1) Composition/Improvisation; (2) History and Repertory; (3) Performance; and (4) Notes for Music Faculty and Administrators: Standards for Composition/Improvisation and History/Repertory in Undergraduate Professional Degrees in Music. These texts can be downloaded from the NASM Web site within the "[Brochures and Advisory Papers](#)" subsection of "Publications."

Teacher Preparation (Music Education) Programs (refer to NASM Handbook, Standards for Accreditation IX.O.)

Note: The information should be provided only if the institution offers a complete music education curriculum (undergraduate or graduate) that leads to initial certification.

With regard to all curricula (undergraduate or graduate) that leads to initial certification as a specialist music teacher:

1. Describe and evaluate your intern teaching program with specific reference to credit allotment, quality and variety of cooperating schools, process for selecting supervising teachers and sites, and concurrent enrollment other than intern teaching.
2. Describe any special requirements for certification mandated by your state as these affect the teacher training program in music education.

Graduate Programs

Note: The information should be provided only if the institution offers graduate degrees in dance.

1. Provide a list of the titles of graduate theses in all music specializations—including music education—completed at the institution within the last three years.
2. Describe and evaluate the institution's approaches to the development of breadth of competence for students in all graduate degree programs.
3. Describe and evaluate the institution's approaches to the development of teaching and other professionally-related skills for students in all graduate degree programs.

Section I.B. Specific Curricula – Introductory Information

Before proceeding with Section I.B., please review the following 3 notes:

- Use the following information and address the following numbered questions for each program, major, or distinct emphasis in every:

Non-Degree-Granting instructional program, normally only at the postsecondary level.

Associate Degree curriculum (e.g., Associate of Arts in Music; Associate of Arts in Music [with an emphasis in Music History]; Associate of Arts in Music Education, etc.).

Undergraduate curriculum (e.g., Bachelor of Arts in Music; Bachelor of Arts in Music [with an emphasis in Music History]; Bachelor of Music in Performance; Bachelor of Music in Music Education, etc.).

Graduate curriculum (e.g., Master of Arts in Music; Master of Music in Performance; Master of Music in Performance [with an emphasis in Pedagogy]; Doctor of Musical Arts in Composition; Doctor of Philosophy in Musicology; etc.).

- Determine the application category for each program offered:

Institutions applying to NASM for the first time:

Programs that have been in existence and that have requisite transcript evidence (two transcripts for graduate programs, and three transcripts for all other types of programs) are to be submitted for **Plan Approval and Final Approval for Listing**.

Programs approved by the institution that either have not yet begun enrolling students or have not met the requisite transcript evidence as stated above are to be submitted for **Plan Approval**.

Accredited Member Institutions:

Programs that have previous Final Approval for Listing from NASM are to be submitted for **Renewal of Plan Approval and Final Approval for Listing**.

Programs having Plan Approval that do not yet have requisite transcript evidence (two transcripts for graduate programs, and three transcripts for all other types of programs) are to be submitted for **Renewal of Plan Approval**.

Programs in existence that have requisite transcript evidence (two transcripts for graduate programs, and three transcripts for all other types of programs) but that have not been reviewed by NASM are to be submitted for **Plan Approval and Final Approval for Listing**.

Programs approved by the institution that have not been reviewed by NASM and are not yet enrolling students are to be submitted for **Plan Approval**.

Programs approved by the institution that have begun enrolling students, but that have not been reviewed by NASM and do not yet have requisite transcript evidence (two transcripts for graduate programs, and three transcripts for all other types of programs) are to be submitted for **Plan Approval**.

Programs having Plan Approval that now have requisite transcript evidence (two transcripts for graduate programs, and three transcripts for all other types of programs) are to be submitted for **Final Approval for Listing**.

- Please assist the visitors and Commission members by indicating sections for non-degree-granting programs, associate degrees, baccalaureate degrees, and graduate degrees with tabs if you have more than one of these program types.

Section I.B. Specific Curricula – Text Outline (refer to NASM *Handbook*, Standards for Accreditation and Appendices regarding curricular programs)

Applications for:

Renewal of Plan Approval and Final Approval for Listing (*renewal applications only*)

Renewal of Plan Approval (*renewal applications only*)

Plan Approval and Final Approval for Listing (*first-time applications only*)

Address items 1. through 8. inclusive for each distinct curriculum. A “distinct curriculum” is defined as (1) every area of emphasis within each major offered on-site, and (2) every area of emphasis within each major offered via distance learning where at least 40% of the program is offered via distance means.

1. The program or degree title, with emphasis if applicable, followed by a statement of purposes as published by the institution; for example, for whom the program or degree is intended, its preparational emphasis, its aspirations for student achievement, etc.

Please ensure that the title used here is identical to the one used on the title page of the Self-Study, and throughout all current or projected institutional documents.

2. A curricular table in the NASM format. Refer to the NASM document titled *Instructions for Preparing Curricular Tables in the NASM Format*.

Please call the NASM National Office for assistance if needed.

Please ensure that the title used in the curricular table is identical to that used on the title page of the Self-Study, and throughout all current or projected institutional documents.

3. An assessment of compliance with NASM standards applicable to the program. Refer to the NASM *Handbook* sections for two-year, undergraduate, graduate, and non-degree granting programs, and applicable appendices.
 - a. This assessment must address the competencies required by applicable standards in terms of specific content, expectations for knowledge and skills development, and levels of achievement required for graduation as determined by the institution.
 - b. Required levels of achievement may be documented in many ways, including but not limited to admission criteria, program expectations, course syllabi, graduation regulations, examination guidelines, grade level requirements, and so forth.
 - c. If a program involves *distance learning*, it must be thoroughly analyzed with respect to all NASM standards under that title in the NASM *Handbook*, Standards for Accreditation III.H. Information provided in this section and supported in the Management Documents Portfolio of the Self-Study (MDP II.C.) must include documentation of the processes used to (1) establish that the student who registers in a distance education course or program is the same

- student who participates in and completes the course or program and receives academic credit; and (2) protect student privacy and notify students of any additional charges associated with the verification of student identity at the time of registration or enrollment.
- d. If the program is explicitly designed as a *multi- or interdisciplinary combination*, and in which the discipline of music is either the primary or home discipline or constitutes over 25% of the requirements to complete the program, it must be thoroughly analyzed taking into account specific NASM standards for disciplines in combination. Refer to the *NASM Handbook, Standards for Accreditation III.I*.
 - e. If the program is focused on *electronic media*, it must be thoroughly analyzed taking into account specific NASM standards in this area. Refer to the *NASM Handbook, Standards for Accreditation III.J*.
4. Institutions offering graduate degrees must include a discussion of the following:
(If not applicable, please proceed to item 5. below.)
 - a. Proficiencies required for entrance to the program (for example, keyboard, diction, aural skills, theoretical skills, etc.); when these must be achieved and how they are tested; and whether credit toward the degree is permitted for study directed toward completion of these proficiencies.
 - b. Research and professional tools required in the program (for example, languages, statistics, computer science, etc.); when these must be achieved and how they are tested; and whether credit toward the degree is permitted for study directed toward completion of these proficiencies.
 - c. The institution's policy for conducting a comprehensive review at or near the conclusion of degree study of (a) master's degree candidates, or (b) doctoral degree candidates by using such methods as written or oral comprehensive examinations, seminars providing summary evaluation, or a cumulative series of reviews.
 - d. Candidacy and final project requirements for the program; for example, requirements for dissertations, recitals, research projects, etc. Discuss the purpose of these requirements and how they serve the objectives of the program.
 5. Results of the program related to its purposes, including means for evaluating these results and assuring that requisite student competencies and levels of achievement discussed in items 3. and 4. above are being developed. Means for using such evaluations as the basis for program improvement are considered in item 6. immediately below and/or in Section II and/or in Section III according to the self-study plan of the institution.
 6. An assessment of strengths, areas for improvement, challenges and opportunities, including an assessment of the extent to which the program is meeting institution-wide or music unit aspirations for excellence.
 7. A rationale for continuation of the program if it has had no graduates during the past five years.
 8. Plans for addressing weaknesses and improving results.

NOTE: Items 6., 7., and 8. above are not required here in Format C, Section I, IF this information about the specific curriculum is provided in Programs Futures Analysis – Section II.

Applications for:

Plan Approval (*first-time and renewal applications*)

Address items 1., 2. and 3. above. Address item 4. above if a graduate program. Also address the following items:

9. Indicate the means for assuring that requisite student competencies and levels of achievement will be developed.
10. Identify each member of the current music faculty, full-time and part-time, concerned with the new program. If faculty have not been recruited, specify the number of new positions with qualifications and ranks for each.
11. Describe the present and projected fiscal resources relevant to the new curriculum. For example, specify a budgetary commitment that states sources of revenue as well as expenditures for all aspects of the program, including personnel, financial aid for students, physical plant, library, and equipment.
12. Describe available and/or projected facilities relevant to the new curriculum.
13. Provide a description (or listing) of current and/or projected library holdings and learning resources (including electronic access) relevant to the new curriculum.
14. Submit a detailed rationale for the new curriculum including the following points:
 - a. Reasons for adding this program;
 - b. Unique aspects of this program as distinguished from other degrees or options presently offered;
 - c. Number of students expected to be served; and
 - d. Expectations for placement of graduates.
15. Describe the relationship between the new program and ongoing programs with special attention to the effects on existing academic, financial, or physical resources. Note whether the proposed program will replace any existing program(s).

Applications for:

Final Approval for Listing after Plan Approval (*renewal applications only*)

Address items 1., 2., 3., 5., 6., and 8. above. Address item 4. above if a graduate program. Also address the following item:

16. Provide a minimum of three transcripts of graduates for each new non-degree-granting, associate, or baccalaureate program, and a minimum of two transcripts of graduates for each new graduate program. Include a specific designation of the degree conferred (i.e., concentration, major, option), and a coding by number, letter, or color of each course according to the categories of the curricular table previously submitted for Plan Approval (e.g., all studies in the major area marked "C" and so forth). These coded transcripts must be a part of the Self-Study document.

Applications for:

Concurrent Plan Approval and Final Approval for Listing (*renewal applications only*)

Address items 1. through 16. above, except item 6. Omit item 4. unless the degree is a graduate program.

Section I.C. Programmatic Areas – Introductory Information

Before proceeding to the text outlines for Section I.C., please review the following 3 notes:

- The information requested is intended to complete the composite picture of programmatic offerings and activities. Answers should be summary and brief unless the institution determines otherwise.
- *Performance* in this section refers to the overall performance program. Please do not repeat information provided elsewhere regarding performance requirements for specific degree programs (primarily Section I.B.) or types of degrees (primarily Section I.A.)
- If the information requested is available in documents provided in the *Management Documents Portfolio* (Section IV) or in an Appendix, please reference the location, providing in this section only the introductions or explanations necessary.

Section I.C. Programmatic Areas – Text Outline

Music Studies in General Education (refer to NASM *Handbook, Standards for Accreditation III.P. and Appendix II.A.*)

Note: Music units have important responsibilities for the development of musical knowledge and skills in the general population. The most immediate of these responsibilities in multipurpose postsecondary institutions is with non-major students. However, attention to music studies in general education extends into many other aspects of professional education and training. It is expected that each music unit will have specific objectives, policies, and programs to address this area. This portion of the Self-Study should assess the appropriateness and the effectiveness of these objectives, policies, and programs.

Briefly describe objectives, policies, and programs concerning music studies in general education. As applicable, the statement should address such issues as:

1. The general college student;
2. Preparation of the professional musician;
3. Faculty and administrative involvement;
4. The local community;
5. The media; and
6. Arts and arts education policy development.

Non-Degree-Granting Programs for the Community

- *Note: If the institution offers a non-degree-granting program for the community that meets all four eligibility criteria in the NASM Handbook, Standards for Accreditation III.K., and is being submitted for Basic Listing, the institution is asked to address this section. Programs approved for Basic Listing will be indicated with an ♦ in the NASM Directory List.*
- *Note: The issues below may be addressed in Section II if the institution designates the community education program as a specific program area for futures review.*

- *Note: Futures issues and plans for improvement may be addressed here and/or in Section II and/or in Section III according to the self-study plan of the institution.*
- *Note: Institutions interested in seeking Full Listing of non-degree-granting programs are required to submit comprehensive information within this Self-Study or to provide a comprehensive and separate Self-Study addressing its non-degree-granting programs for the community.*

Describe and evaluate briefly how the community education program and the postsecondary programs operate in relationship to each other, especially with regard to finances, governance and administration, faculty and staff, facilities and equipment, and if applicable, any curricular relationships among community and postsecondary programs.

Curricular relationships mean that the operation of one program is essential to the delivery of curricular instruction or provides required opportunities or experiences for another.

Performance

Note: This portion of the portfolio should present the music unit's general philosophy and specific objectives for its performance program. Relationships among the objectives of the music unit, the scope and objectives of curricular programs, and resources for performance should be evident.

Briefly describe:

1. The music unit's goals and objectives for performance and the administrative, curricular, programmatic, qualitative, and evaluative approaches used to achieve these goals and objectives;
2. Policies and procedures regarding student performance, faculty performance, touring practices, and access to other professional and student performances, both on- and off-campus.

Other Programmatic Activities

Note: This portion of the Self-Study should discuss any programmatic activities related to the instructional program that have not already been covered. These include but are not limited to instructional, performance, research, and policy-development activities.

Briefly describe any goals, objectives, and activities of the music unit involving educational or research institutes, festivals, special service activities, policy studies, special liaisons with other institutions or organizations, etc.

SECTION II. PROGRAM FUTURES ANALYSES

Before proceeding with Section II, please review the following 5 notes:

- Program Futures Analysis (Section II) connects futures considerations with operational and contextual issues.

Detailed analyses of curricular content and student achievement are provided in the *Instructional Programs Portfolio* (Section I) of *Format C*.

The two sections complement but do not duplicate each other.

The text of Section II provides a succinct analysis of strengths, opportunities, challenges, areas for improvement, and plans for *each* curricular program area in which the institution offers a major.

- If only one program is offered in an area, then respond with respect to that degree or program.

Program Area Examples:

Bachelor of Arts in Music
Bachelor of Music Education
Diploma in Recording Technology
Master of Music in Musicology
Etc.

- If the institution offers more than one degree, program, or level in an area, it is recommended that all be considered together.

Program Area Examples:

Liberal Arts Majors (i.e., B.A., B.S.)
Performance Majors (i.e., Dip., B.M., M.M., D.M.A., as applicable)
Composition Majors (i.e., B.M., M.M., D.M.A., Ph.D., as applicable)
Music Education Majors (i.e., B.A., B.S., B.M.E., M.M., Ph.D., Ed.D., as applicable) [may be divided into general, choral, instrumental]
Community Education Programs
Etc.

However, if the institution finds it useful to respond for each degree program in any or all program areas, please do so.

- Doctoral degree-granting institutions or institutions with large, separately managed music libraries are encouraged to evaluate the library as a separate program area.
- Any program such as musicianship, basic theory, undergraduate history, ensembles, etc., may also be considered as a program area if the institution wishes.

SECTION II. PROGRAM FUTURES ANALYSES (continued)

Complete the following analysis for each curricular program area in which the institution offers a major and any other programs the institution wishes to include. Indicate the specific degree or program area being considered. Indicate all degrees or programs included in the program area.

For each curricular program area,

Please write a brief essay that considers:

- Strengths
- Opportunities
- Challenges
- Specific areas for improvement
- Plans for addressing or completing improvements, taking advantage of opportunities, meeting challenges

Please Note:

- Indicate in your response under “Challenges” and/or “Specific areas for improvement” any concern about present or continuing compliance with NASM operational standards regarding items A. through N. and P. to the right.
- If you choose to address specific curriculum issues under “Challenges,” “Specific areas for improvement,” or “Plans for addressing or completing improvements...,” please reference, but do not duplicate, information provided in the *Instructional Programs Portfolio*.
- See the current NASM *Handbook* for all standards, including those regarding A. through N. and P. to the right.
- For optional sets of questions that may be useful for your review and/or written presentation, see “Optional Supplemental Questions” in the “General Instructions” section of this document.

Refer to the following issues, as applicable:

- A. Purposes of the Institution and Music Unit
- B. Size and Scope
- C. Finances
- D. Governance and Administration
- E. Faculty and Staff
- F. Facilities, Equipment, Technology, Health, and Safety
- G. Library and Learning Resources
- H. Recruitment, Admission–Retention, Record Keeping, and Advisement
- I. Credit and Time Requirements
- J. Published Materials and Web Sites
- K. Branch Campuses, External Programs, Use of the Institution’s Name for Educational Activities Operated Apart from the Main Campus or the Primary Educational Program
- L. Community Involvement
- M. Articulation with Other Institutions
- N. Evaluation, Planning, and Projections
- O. Potential change-producing factors such as ideas and values; information and knowledge; economic conditions; technology; demographics; political, institutional, and cultural climates
- P. Degree or program content issues
- Q. Other issues as determined by the institution.

- ♦ Regarding Facilities, Equipment, Technology, Health, and Safety, please ensure that Section II and/or Section IV., MDP I.F. give particular attention to the following: adequacy and continuing effectiveness in terms of goals for student learning expectations; size and scope, especially regarding the relationship of specific programs to music unit resources; acoustical treatments; health and safety information and injury prevention; equipment maintenance; technology and/or equipment availability, and capacity to remain current, especially if the music unit offers disciplines and specializations that require continuous upgrading.

SECTION III. SUMMARY (refer to NASM *Handbook, Standards for Accreditation II.L.*)

Before proceeding, please review the following note:

- If the information necessary to demonstrate compliance with applicable standards is available in documents provided in one or more items of the *Management Documents Portfolio* (Section IV) or in an Appendix, please reference the location, providing in this section only the introductions or explanations necessary.

Based on the results of your self-study and other institutional efforts, provide a succinct statement regarding the music unit as a whole.

- A. Goals and objectives for the next five to ten years, beginning with instructional and programmatic excellence, particularly in terms of student achievement, and also including operational issues.
- B. Overall plans and prospects for reaching these goals and objectives.

SECTION IV. MANAGEMENT DOCUMENTS PORTFOLIO (MDP)

Before proceeding, please review the following 10 notes:

- NASM reviews are based significantly on information provided in Sections I., II., and III. of the Self-Study plus information provided in Section IV., the Management Documents Portfolio. As applicable, institutions may provide additional information in Section V. Appendices. When all sections are compiled in one document, material in each of the four or five sections must produce aggregate documentation of compliance with all standards applicable to the institution no matter how the Self-Study is structured by the institution. Various sections of the Management Documents Portfolio may serve a number of different functions: provide information specifically requested in the Management Documents Portfolio outline below; present information not provided in Sections I., II., or III.; provide documentation regarding issues addressed or referenced previously in the Self-Study; and so forth.
- This portfolio provides a set of reference material. It presents documents, publications, collected data, and resources used by the music unit. Normally, it requires compilation of existing documents, not new writing. These documents include institutional catalogs or portions thereof, HEADS Data Surveys, Web site resources, Standard statements or policy documents, plans, and so forth. Documents may be referenced but should not be duplicated or submitted multiple times.
- The order of the *Management Documents Portfolio* (Section IV) tracks the order of previous Sections I, II, and III.
- To save time, if the institution has previously prepared an NASM Self-Study, please locate and review either a previous *Management Documents Portfolio* or similar sections of a previous Self-Study, and update it to produce the items requested. Compare the information requested below to previous responses to ensure that your documents address current content requirements.
- To complete a current *Management Documents Portfolio*, the following are needed:
 1. The latest edition of the NASM *Handbook* and all current addenda; and
 2. NASM *Procedures for the Self-Study Document: Format C* (this document).
- With the exception of institutional catalogs, please provide only those portions of larger documents that apply to the music unit.
- Excerpts from Web sites and information providing citations of Web sites must be clear and accurate. Citations must be easy to find.
- In previous sections of the Self-Study, as appropriate, refer to items in the *Management Documents Portfolio*.
- The information provided in Section IV must be included in the table of contents that precedes the main text of the Self-Study, or have its own table of contents, or be tabbed, or otherwise be formatted for easy reference.
- Electronic copies of documents may be submitted; however, the Self-Study must include a reference to where the materials may be found and how they are labeled. Any URL provided should be in complete address form.

MDP I—PURPOSES AND OPERATIONS

A. Purposes

1. Institutional catalogs (undergraduate, graduate, community education, etc., as applicable). The required catalog(s) may be supplied in one of the following ways: (a) print copy sent in addition to the Self-Study, (b) an electronic version stored on accessible media, or (c) the web address (complete URL) at which the catalog(s) may be accessed. If catalog information does not contain a catalog publication schedule, please provide it. Only one catalog or set of catalogs for each copy of the Self-Study should be provided.
2. Statement of purposes and specific aims—usually, mission, goals, and objectives for the music unit, and if applicable, for the entire institution.
3. Definitions of the institution’s terminology for designating wholes and parts of curricula such as: major, minor, concentration, track, emphasis, etc.

B. Size and Scope and C. Finances

HEADS Data Survey(s) containing factual information on enrollment and finances. First-time applicants must provide a completed Data Survey current to the year of self-study. Institutions holding Associate Membership or Membership in NASM applying for renewal of accreditation must provide HEADS Data Surveys for three academic years—the year in which the on-site visit occurs plus those for the previous two years.

C. Finances

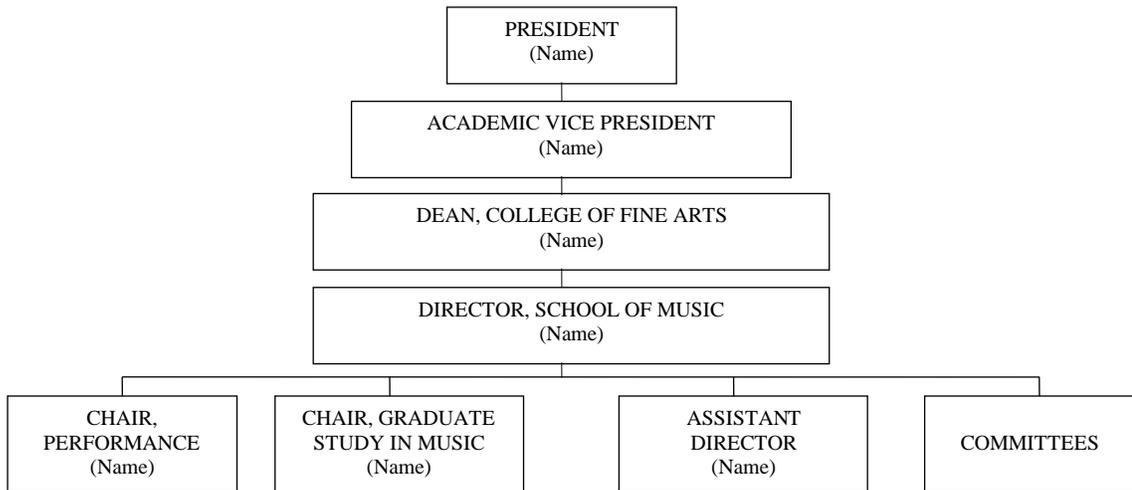
1. Financial statements or data providing a composite picture of music unit finances for the past three years. Independent music schools of all types must also provide audited financial statements with opinion for the past three years.
2. Proprietary (for profit) institutions must indicate net worth or equity and net income for the past three years. Indicate the distribution to stockholders through the past three years in dollar amounts, percentage of total institutional revenue, and percentage of return on equity or net worth. Provide copies of corporate income tax returns, both state and federal, for the past three years, and a list of officers, employees, and board members who have a significant equity relationship.

D. Governance and Administration

1. A table clearly outlining the internal organization of the music unit. If applicable, outline the administrative and operational relationships of the music unit to the parent institution. Include names as well as titles of individuals.

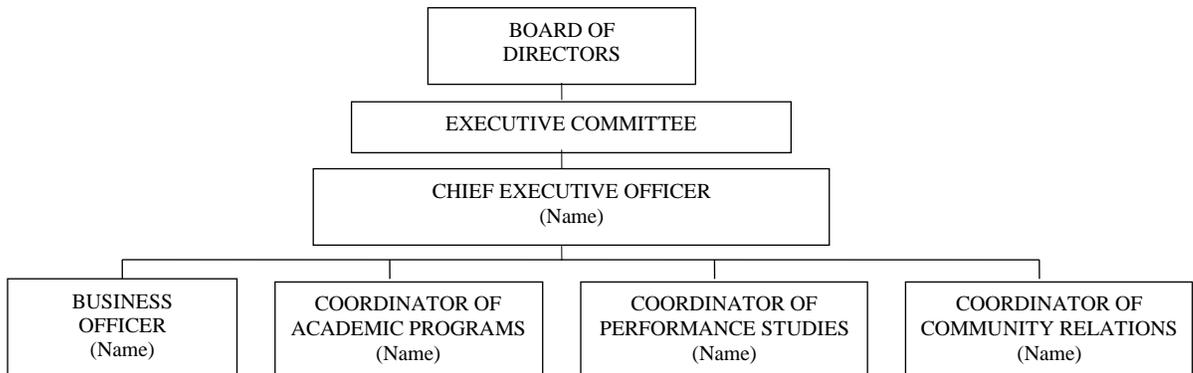
EXAMPLE 1:

**Sample Table of Organization
for Baccalaureate and Graduate Degree-Granting Institutions
and Community Colleges**



EXAMPLE 2:

**Sample Table of Organization
for Non-Degree-Granting Institutions**



2. For free-standing schools of music, the table must include a profile of the Board of Directors that includes the names, business affiliations, and lengths of service. The table of organization should also include the Artistic Director, if applicable.
3. Description or outline of the music executive's responsibilities and authority including teaching, creative work and research, performing, and community service, as well as administration.
4. Outline the governance and administrative responsibilities and relationships among faculty, staff, and administration.
5. Present policies regarding the term of the chief music executive and reviews of the chief music executive.
6. Description or outline of communication policies and patterns within the music unit.
7. Description or outline of the extent of clerical, professional, and technical support containing the names of staff positions and a brief overview of principal responsibilities.
8. List of programs offered that are jointly administered with other units—for example, music education programs, graduate programs, multidisciplinary programs, etc.

E. Faculty and Staff

1. Policies and procedures: (a) for calculating faculty loads, including credit for the direction of graduate dissertations, projects, ensembles, etc.; (b) for evaluating teaching effectiveness of music faculty; (c) regarding faculty development; (d) regarding the number of technical and support staff.
2. A chart or other format providing the following for each faculty member: (a) name; (b) year hired; (c) rank; (d) tenure status; (e) degrees or credentials earned with institution, majors, and emphases; (f) a short biographical summary – if this information is published in the catalog or on the institution's Web site, please provide a citation here; and (g) if music education faculty, Pre-K–12 teaching experience.

Please separate and indicate full-time and part-time faculty.

Curriculum vitae for each full-time and part-time member of the music faculty may be included in the institution's *Management Documents Portfolio* for ease of compiling the above information, but a full curriculum vita for each faculty member is not necessary for the final submittal of the Self-Study.

3. A list of current faculty teaching assignments, including, if applicable, the number of classroom/lecture, applied lessons, and/or ensembles per week per semester.
4. Duties performed by graduate assistants.

Note: Factual information concerning full-time and part-time faculty is provided in the HEADS Data Survey(s) listed earlier in the portfolio (Section IV, MDP-I.B., page C-20). Do not duplicate this information here, but rather reference it as necessary.

F. Facilities, Equipment, Technology, Health, and Safety

1. A list of facilities for music and related activities.
2. An inventory of equipment for music as required by the institution.
3. An inventory of technology for music as required by the institution.
4. Plans and/or schedules for maintenance and replacement of facilities, equipment, and technology.
5. Policies and means for informing students and others regarding health and safety issues, hazards, and procedures inherent to practice, performance, teaching, and listening both in general and as applicable to their specialization, including but not limited to hearing, vocal, and musculoskeletal health and injury prevention. Please include the text or indicate the Web location of any basic information used by the institution for this purpose.
6. In addition to item 5., with regard to injury prevention, (a) music unit policies, protocols, and daily operational expectations and (b) their relationships to (1) promoting musicians' health, (2) maintaining the fitness and safety of equipment and technology, and (3) addressing the acoustic and other health-related conditions present in practice, rehearsal, and performance facilities.
7. As applicable: documentation regarding (a) health and safety certifications or approvals, (b) relationships with health professionals for students and the music unit, (c) operational policies establishing clear distinctions between general health information from the music unit and professional medical advice.

G. Library and Learning Resources

1. A description of music library holdings and learning resources, including electronic access, as published by the institution.
2. Information concerning student and faculty access (a) to the institution's library in terms of hours of operation, catalogs and indexes; and (b) to the holdings of other institutions through various means.
3. If the music unit relies substantially on libraries or learning resources beyond the institution for information access, collections, or facilities, information concerning (a) accessibility; (b) collections in relationship to major areas of study; curricular offerings and levels; (c) agreements regarding student/faculty use of these facilities; and (d) student use of these facilities.
4. Expenditures for music acquisitions as documented by the institution—ideally, a breakdown with expenditures (a) the year before last, (b) last year, and (c) budgeted for this year in the following categories: books, collected editions, periodicals, videotapes, scores, recordings, microfilm/microfiche, electronic access, and other holdings (specify). Also, a total for each year.
5. Number of staff dedicated to the music collection and the qualifications for each position.
6. Policies and procedures for acquisitions, preservation, and replacement, including music faculty involvement.
7. Plans for library equipment acquisitions and maintenance.

H. Recruitment, Admission–Retention, Record Keeping, Advisement, and Student Complaints

1. Policies, procedures, and music unit standards used for recruitment and admissions at each applicable program level (i.e., non-degree-granting, associate, baccalaureate, graduate). The information must provide proficiency expectations for admission to candidacy for the program or the degree.
2. Policies, procedures, and music unit standards regarding retention at each applicable program level.
3. Policies and procedures used for the advisement and counseling system at various program levels, including those employed to address (a) program content; (b) program completion; (c) music -specific student services associated with individual students' programs.
4. Policies concerning the submission, processing, and consideration of student complaints offered in substantial number over an extended period of time with regard to a specific issue, including communication of the outcome of consideration and any action taken.
5. Information concerning counseling for students (a) preparing to be elementary/secondary specialist music teachers, (b) preparing for careers, and (c) anticipating continuation of studies.
6. Student record-keeping policies and procedures at various program levels, including issues such as courses taken, grades, repertory studied, performance, and special evaluations.
7. Policies concerning maintenance of final project documentation for graduate degrees.

I. Published Materials and Web Sites

1. The location of published or Web information required by NASM standards regarding content to be included in published materials.

Note: NASM standards require publication of purposes; size and scope; curricula; faculty; administrators and trustees; locale; facilities; costs and refund policies; rules and regulations for conduct; all quantitative, qualitative, and time requirements for admission, retention, and completion of degrees and other credentials; academic calendar; grievance and appeals process; and accreditation status with NASM and other appropriate accrediting agencies. Members of the Association having degree programs in music education and/or music therapy shall state in their catalogs the registration, certification, and/or licensure to which their curricula will lead. Costs; qualitative, quantitative and time requirements; and academic calendars shall have an appropriate relationship to purposes, curriculum, and subject matters taught.

Through means consistent with its purposes and resources, (a) the institution or (b) the music program (either separately or in conjunction with the institution) shall routinely provide reliable data and information to the public concerning the achievement of its purposes.

2. Documents or Web locations applicable to the music unit that provide public information about the program, including promotional material used in student recruitment.

Note: Institutions preparing for on-site visits should provide (a) a sample of published material used for student recruitment in the Management Documents Portfolio, and (b) a complete set of published material and procedures for student recruitment to NASM visitors on site.

J. Community Involvement

1. Lists of the most significant community involvements/interactions.
2. Documentation of formal relationships and policies when community involvement is related to a postsecondary degree offering.

Note: Do not duplicate information requested in item L. below.

K. Articulation with Other Institutions

Note: Include only if applicable.

1. Published lists or texts of articulation agreements between two-year and four-year degree-granting institutions.
2. Copies of any agreements whereby the institution either provides or receives credit for degrees or other credentials in music from other institutions.

L. Non-Degree-Granting Programs for the Community

Note: Include only if the institution offers a non-degree-granting community education program submitted for Basic Listing which meets the four eligibility criteria in the NASM Handbook, Standards for Accreditation III.K.)

1. Catalogs and any promotional material including title(s) of program(s).
2. Purposes (mission, goals, and objectives) of any formal community education program in music operated by the school.
3. Overviews or summaries of enrollment, faculty, facilities, and equipment.
4. Policies regarding student and program evaluation.
5. Requirements for any certificates or diplomas offered.
6. Any planning documents associated with the program(s).

M. Operational Standards for Free-Standing Music Institutions of Higher Education

Note: Not applicable to Format C Self-Study. Users please continue to Section N.

1. A list of board members and other management personnel, and the official document defining duties and responsibilities of individuals in, and the operations of, the governance and administration system(s).
2. Any existing teach-out agreements and procedures.

N. Operational Standards for Proprietary Institutions

(Include only if applicable.)

1. Documentation of charter and/or formal authority of incorporation and state recognition and/or licensure documents authorizing the institution to operate.
2. The official document defining duties and responsibilities of individuals in, and the operations of, the governance and administrative system(s), including a list of all such individuals and their titles.

O. Branch Campuses and External Programs

(Include only if applicable)

1. Policies and procedures indicating how the institution maintains direct and sole responsibility for the academic and artistic qualities of all aspects of all programs.
2. Policies, procedures, and results associated with the provision of adequate resources, including instructional delivery systems.
3. Catalogs and other relevant documents not already submitted for the main campus.

MDP II—INSTRUCTIONAL PROGRAMS

A. Credit and Time Requirements

The information provided in items 1. through 6. below needs to document how the institution's policies and practices are in compliance with the *NASM Handbook*, Standards for Accreditation III.A. "Credit and Time Requirements." Free-standing music institutions need to complete item 8. to document compliance with the *NASM Handbook*, Standards for Accreditation XXI. Section 1.H. "Publication of Articulation Agreements."

1. The institution's definition of a semester- or quarter-hour of credit, including calculations for determining credit hours in lecture, studio, ensemble, independent study, and other types of courses.
2. The institution's policies concerning granting course credit to transfer students at undergraduate and graduate levels.
3. Institutional publication of (a) credit definitions and methods and (b) transfer of credit policies.
4. The procedures the institution uses to make credit hour assignments for courses, programs, and other requirements consistent with its credit hour policies applicable to its offerings.
5. The means employed by the institution to ensure accurate and reliable application of its credit hour policies and procedures.
6. If the music unit uses new or experimental or atypical formats or methods for delivering instruction and awarding credit, information demonstrating that they are logical, fair, and consistent in applying fundamental principles that base credit awarded on verifiable relationships among instructional and study time, achievement, and lengths of courses and programs.
7. Documentation that credit-hour and transfer policies are published.
8. For free-standing music institutions, information demonstrating that the music unit makes readily available to enrolled and prospective students a list of any institutions with which the institution has established an articulation agreement.

B. Evaluation of the Development of Competencies

Student evaluation policies and procedures such as juries, recitals, comprehensive examinations, the screening process for admission to upper division or degree candidacy, etc.

C. Distance Learning Programs

1. The institution's written policies, rules, and procedures and other general information about distance learning programs.
2. If not automatically contained in information provided in item C.1., documentation of the processes used to:
 - a. Establish that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. Verification methods may include, but are not limited to, secure login and passwords protocols, proctored examinations, and new or other technological identification practices.

- b. Protect student privacy and notify students of any additional charges associated with the verification of student identity at the time of registration or enrollment.

D. Teacher Preparation (Music Education) Programs

Note: This item refers to all curricula (undergraduate or graduate) that lead to initial certification as a specialist music teacher.

1. Information concerning the intern teaching program with specific reference to credit allotment, and the process for selecting supervising teachers and sites.
2. Any special requirements for certification mandated by your state as these affect the teacher training program in music education.

E. Graduate Programs

1. Rules concerning the curricular percentage or number of credits in courses intended for graduate students only that are required for each graduate degree program.
2. Rules concerning independent study applicable to graduate degrees in music.

F. Music Studies in General Education

1. A list of all music courses offered specifically for students not majoring in music, with figures or other descriptive information that provide a picture of overall enrollment patterns.
2. The institution's practices for assigning teachers to general studies courses in music.
3. The institution's policies with respect to enrollment of non-majors in (a) private studio instruction, (b) ensembles, and (c) courses intended primarily for music majors.

MDP III—EVALUATION, PLANNING, PROJECTIONS

Note: Please do not provide previous NASM Self-Study documents.

- A. Any planning documents currently in effect or in use**
- B. Unit evaluation schedules and protocols**
- C. Any current analytical or projective studies concerning the music unit**

SECTION V. APPENDICES

All Institutions:

Appendices include any additional information the institution wishes to provide or reference. These should be labeled alphabetically (Appendix A., B., C., etc.). Each must be tabbed for easy reference.

Proprietary Institutions:

Provide a Self-Study Appendix demonstrating compliance with all NASM standards found in Standards for Accreditation XXII. of the NASM *Handbook* entitled “Specific Operational Standards for Proprietary Institutions of Higher Education.”

This concludes the Content Outline for *Format C*.

Information Required On Site (*in addition to examples of student work*)

Transcripts

1. Paper or electronic access to transcripts or copies thereof for graduates from each undergraduate or graduate degree or postsecondary non-degree-granting program for the past three years must be available to the visiting evaluators.

If a program has had no graduates in the past three years, transcript access for the past five years must be provided.

Transcripts or copies must be arranged or clearly identified by program title.

Visitors must be able to select and review at random from among all or a selection of transcripts from each degree or postsecondary non-degree-granting program offered. Ideally, two or three transcripts for each program are chosen and considered by the visitors.

If the institution requires that permission be granted by each graduate for the review of transcripts, this must be accomplished prior to the visit.

Section 438(b)(1)(G) of the Family Educational Rights and Privacy Act of 1974 stipulates that institutions may release without threat of loss of federal funding, student records to “accrediting organizations in order to carry out their accrediting functions.”

The institution should provide on-site assistance to the visitors in comparing transcripts with NASM standards and the institution’s program requirements.

Note for Current Member Institutions Only:

Member institutions requesting in the Self-Study (a) Final Approval for Listing (FAL) for one or more programs that currently hold Plan Approval (PA) and are listed in italics by NASM or (b) Plan Approval and Final Approval For Listing (PA/FAL) for one or more programs that have not been previously reviewed by NASM, must do the following:

Provide as requested in Section I.B.16 of *Format C* two transcripts for each graduate program, and/or three transcripts for each program in any other category. The Commission cannot take action on requests for Final Approval for Listing unless it reviews the requisite number of transcripts in person.

For such programs, separate on-site review of transcripts beyond those contained in the Self-Study is not required.

Member institutions submitting continuing programs listed in regular type by NASM for renewal of Plan Approval and Final Approval for Listing, and in all other categories except FAL and PA/FAL mentioned above, should not provide transcripts for those programs with the Self-Study.

Faculty

2. Copies of the institution's published policies concerning appointment, compensation, tenure, increases in salary, promotions, and fringe benefits for full-time and part-time faculty.
3. A set of full-time music faculty résumés in alphabetical order. A set of part-time music faculty résumés in alphabetical order.

Recruitment, Admission-Retention, Record Keeping, Advisement, and Student Complaints

4. If applicable, copies of examinations developed by the institution used for graduate entrance and placement for students entering (a) master's programs and/or (b) doctoral programs.

Published Materials and Web Sites

5. Provide copies of all promotional materials and procedural documents used in the student recruitment process, including copies of advertisements.
6. Access to the institutional or music unit Web site.