

Approval Chart for Curriculum Changes

A = Approve I = Information Item¹ R = Advise & Respond²

Course Number MUSE 115 or Degree Plan(s) _____

State the requested change and reason. A memo may be attached if more space is necessary.

See memo. The proposal is to combine Low Brass and High Brass methods into one course. We will change the content of MUSE 115 (concepts of High Brasses) to include Low Brass as well. The title will change to "Concepts of Brass." The new syllabus is attached.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

				COUNCIL ³						
	Change to a Course	Dept./School	College Academic	Deans	TEC	UGEC	UAC	GRAD	Provost	President
✓ 1.	Title (description unchanged)	A	A	A	I				I	I
2.	Description (not affecting content)	A	A	A	I				I	I
3.	Course term(s)	A	I	A	I				I	I
4.	Content (substantive change)	A	A	A	I				A	I
5.	Number of hours (lecture, lab, contact)	A	A	A	A				A	I
6.	Course number within the hundred	A	A	I	I				I	I
7.	Course number beyond the hundred	A	A	A	A				A	I
8.	Prerequisites	A	A	A	I				I	I
9.	Course fee(s)	A	--	A	--				A	I
10.	From U to G or G to U	A	A	A	A				A	I
11.	Cross list with another department: U or G level	A	A	A	A				A	I
12.	Department of record	A	A	A	A				A	I
13.	Open or close a course	A	A	A	A				A	I
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A	A				A	I

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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		COUNCIL ³										
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--	A				A	--	A	I
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major — Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major — Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor — Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor — Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree — Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree — Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

		COUNCIL ³								Board of Trustees
Provost-Proposed Change		Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	
1.	Major/Graduate Program — Discontinue (proposed by the Provost)	A	R	R		A		A	A	I
2.	Minor — Discontinue (proposed by the Provost)	A	R	R		A		--	A	--
3.	Degree — Discontinue (proposed by the Provost)	A	R	R		A		A	A	I

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COUNCIL ³									
	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--		A		A	A
2.	Admission requirements	--	--	--		A		A	A
3.	Policies governing academic probation and suspension	--	--	--		A		A	A
4.	Requirements for graduating with honors	--	--	--		A		A	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

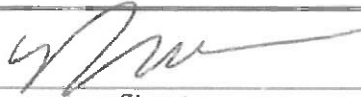
⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 8-26-19

Curriculum/Catalog Changes Signature Page

	Department/School Chair(s)
Signature	3/19/19 Approval date
Signature	Approval date

	College Academic Council(s)
Signature	03/25/2020 Approval date
Signature	Approval date

 Greg Straught (Mar 26, 2020)	Dean(s)
Signature	Approval date
Signature	Approval date

Teacher Education Council	
Chair's signature	Approval date

General Education Council	
Chair's signature	Approval date

Undergraduate Academic Council	
Chair's signature	Approval date

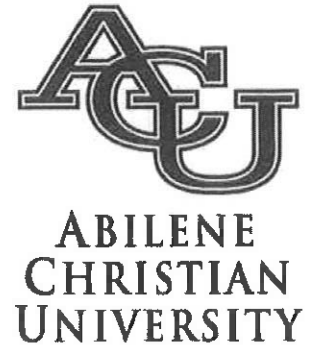
Graduate Council	
Chair's signature	Approval date

Provost	
Signature	Approval date

Faculty	
Chair of faculty senate	Approval date

President	
Signature	Approval date

Department of Music
Williams Performing Arts Center
ACU Box 28274
Abilene, TX 79699



Dear Academic Councils,

In our recent accreditation review, we discovered that the curricular requirements leading to piano proficiency are inconsistent across our Bachelor of Music degrees, even though the keyboard-competency standard is the same for all those degrees. Currently, the instrumental teaching degree allows for only two hours of Class Piano (the course sequence designed to build keyboard competency), while the vocal teaching and the vocal performance degrees allow for four hours. I say "allow for," because Class Piano isn't explicitly required in any of the B.M. degrees: The vocal performance degree (VOCP) has four hours for "minor lessons" that are almost always used for four hours of Class Piano; the vocal degree with teacher certification (MTVA) list four hours of a "minor concentration (non-major lessons)," which are almost always used for four hours of Class Piano; and the instrumental degree with teacher certification (MTIA) simply lists two hours of piano.

To remedy these issues, the department will implement the following solutions:

1. Make the wording consistent across all B.M. degrees.
2. Require all four semesters of Class Piano (MUPC 113, 114, 213, and 214) for all B.M. degrees. To fit the extra two hours into the instrumental degree (MTIA), we are eliminating Forms and Analysis (MUST 332) from all degrees (since forms is taught in theory, literature, and history courses) and combining Concepts of High Brasses (MUSE 115) and Concepts of Low Brasses (MUSE 117) into one course, Concepts of Brass. This makes the "Concepts" series of methods courses consistent, with one course per instrument category.

See attached approval charts and amended degree plans for each of the three degrees. These changes have been approved in the department.

Thank you,

A handwritten signature in black ink, appearing to read 'Matt Roberson'.

Matt Roberson, PhD
Assistant Chair, Department of Music

Course: MUSE 115.01 – Concepts of Brass
Credit Hours: 2
Semester: Fall 2020
Time: 2:00 p.m. - 2:50 p.m., MW
Room: WPAC 157
Prerequisites: N/A
Catalog description: Survey of performance practice, teaching techniques, and history of brass instruments.
Intended audience: Juniors/Seniors instrumental music education majors preparing to clinical teach in the next year or two
Instructor: Dr. Brandon Houghtalen - Office: WPAC 130
Phone: 674-2240 Email: Brandon.Houghtalen@acu.edu
Office Hours: MW 10:00-11:00am or by appointment

ACU Mission: The mission of Abilene Christian University is to educate students for Christian service and leadership throughout the world.

CAS Mission: The College of Arts and Sciences endeavors to educate students for worldwide Christian service and leadership through programs of study and other learning experiences that blend a liberal arts education with professional and career education. The college offers a broad spectrum of programs in the arts, humanities, social sciences, behavioral sciences, natural sciences, and mathematics as well as professional and pre-professional programs. Many courses in the college are designed to provide a unique liberal arts education from a Christian perspective to students of all majors throughout the university.
Music Dept. Mission: The ACU Music Department is committed to preparing outstanding musicians and leaders in our profession, and to reflect God's creative force and presence in our lives and art.
Course Description: Students will demonstrate concepts applicable to teaching beginning through intermediate trumpet and horn players. These concepts include, but are not limited to, mastery of the following:

- History of brass
- Posture
- Air
- Hand position
- Embouchure formation and development
- First days of beginner classes
- Fingerings (through ranges as assigned)
- Idiomatic performance techniques of trumpet/horn
- Pedagogical and literature resources of trumpet/horn
- The harmonic series
- Intonation problems and solutions

Course Format:

The student will learn how to play and teach each instrument (horn, trumpet, euphonium/trombone) through individual practice/class study. Performing alone and in front of others is expected. Quizzes and formative assessments will be used to assess performance ability and teaching ability.

Instructional Materials:

Houghton, Karen, and Janet Nye. *Recipe for Success: a balanced curriculum for young horn players*. Fort Worth: Houghton Horns, 2019.

Tradition of Excellence (book 1 for Trumpet/Cornet, Trombone or Euphonium as assigned)

3-ring binder – for notes, handouts, assignments, etc.

Flash drive, and/or online storage system (recommended for backing up assignments)

Very Optional, but good to know about:

Bailey, Wayne, Patrick John Miles, Alan Siebert, William James Stanley, and Thomas G. Stein. *Teaching Brass: A Resource Manual*. Boston: McGraw-Hill, 2008.

Hickman, David, and Amanda Pepping. *Trumpet Pedagogy: A Compendium of Modern Teaching Techniques*. Chandler, Ariz: Hickman Music Editions, 2006.

Farkas, Philip. *The Art of French Horn Playing: A Treatise on the Problems and Techniques of French Horn Playing*. Evanston, Il: Summy-Birchard, 1956.

Learning Outcomes/Course Objectives	Measurement Instrument	Standard
Gain factual knowledge (terminology, classifications, methods, trends, overview of selected methods/materials)	In-class questioning, Assignments, Assessments	Completeness and accuracy of the answers
Learn fundamental principles, generalizations, and theories	In-class questioning, Assignments, Assessments	Completeness and accuracy of the answers
Learn to apply course material/gaining technical skills requisite for artistic self-expression on trumpet and horn	In-class questioning, Assignments, Assessments	Accuracy of performance within the sphere of orthodoxy
Learn to apply course material to effectively deliver beginning high brass instruction	In-class questioning, Assignments, Assessments, Peer teaching	Objective correctness of musical elements
Develop skills as an interpreter of music	In-lesson performance Questioning,	Completeness, authenticity, and commitment to the interpretation

Grades: Grades will be determined on the following basis:

Assignments/Assessments	50%
Final exam	10%
Notebook	20%
Peer teaching	20%

All written assignments must be typed unless otherwise indicated. Failure to complete these assignments as specified here (and more specifically on the individual assignment sheets) may result in failure of the assignment at the instructor's discretion.

Quizzes may be given at the completion of a chapter or topic. There will not be a quiz after every chapter or topic, but be prepared for one. Some will be announced ahead of time and some will be "pop" quizzes. All written assignments and formal assessments will be averaged together to make up 50% of the final grade. If you are absent on a day an announced quiz is given, you have until the next class time to make it up, scheduled at the instructor's convenience. "Pop" quizzes and peer-teaching rounds will not be made up.

Assignments may be turned in early for full credit. However, after class time on the date due, no late work will be accepted and the specific assignment will be given a zero unless prior notification has been accepted (except in the case of an emergency – health emergency, death in the family, etc. – up to the instructor's discretion). **If you know you will be absent, you must turn that assignment in early – it will not be accepted late.**

The final grade will be determined by the following scale:

90-100%	A	60-69%	D
80-89%	B	0-59%	F
70-79%	C		

ADA Compliance Policy:

"Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please email alpha@acu.edu call their office directly at 325-674-2667.]

Academic Integrity Policy:

"Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying. Such actions are contrary to behavioral norms that flow from the nature of God. Academic misconduct includes, but is not limited to, the

following: 1) Failure to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submission of papers or projects obtained from another source (e.g., research service or club paper file) as one's own, and 3) Falsifying information orally or in writing. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of your school, and the Dean of Student Life will be notified. See the full university policy, including how to appeal a decision, by following [this link](#)."

Anti-Harassment Policy:

Consider adding the following text from the harassment policy of ACU:

As a professor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a professor. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep the information you share private to the greatest extent possible. When I am not able to keep your information confidential, I will only share it with responsible administrators on campus who can provide you with services and resources. I am required to share with the Title IX Coordinator information regarding sexual misconduct or harassment, dating or domestic violence or stalking that you report to me. If you would prefer to share information in a confidential setting, I encourage you to speak with someone in the [ACU Counseling Center](#). All of your options are available for review by clicking on the link to ACU's [policy](#).

Course Policies:

Students will check and respond to email at least once daily.

Attendance Policy:

1. Any absence except one due to a medical emergency must be excused by the instructor **in advance** of the absence. All requests for absence must be submitted by e-mail (Brandon.Houghtalen@acu.edu) a minimum of 10 school days in advance of the absence for best consideration. Requests of a personal nature will generally not be excused (i.e. wish to travel home early for vacation, doctor appointment, etc.).
2. Absence due to sudden illness or injury that does not require hospitalization must be reported to the instructor **in advance** of the absence by leaving a message on voice mail (325-674-2240) and a phone number where the student can be reached.
3. Absence that requires sudden hospitalization should be reported to the instructor as soon as possible.
4. Occasionally, professional opportunities of a significant nature become available to students less than 10 days in advance of a requested absence. **The instructor will consider such requests but the student should not assume the absence will be excused.** The instructor will weigh individual requests against the impact the absence

will have upon the student and class, the level of preparation of the student requesting an absence, and the significance of the professional opportunity.

How unexcused absences affect final grades:

Unexcused absences will lower the final grade as follows:

Zero-Two absences—no impact

Three absences—one full letter grade

Four absences—two full letter grades

Five absences—failure for the semester

Two tardies equal one absence.

Attendance: Please read the attendance policy in “The Music Majors Handbook.” It is important that you are present for all classes as a future educator; therefore, absences and tardies will factor into your overall grade. In accordance with university policies, you must attend at least 80% of our classes. If you are absent, it is your responsibility to find out what was covered/missed and what is due for the next class.

Sample Course Schedule (Subject to change)

Monday	Wednesday
8/28 Syllabus, Class orientation, Why Methods Classes Matter	8/30 Historical and Current Trumpet Players, the importance of sound models
9/4 Introduce Trumpet —keys, mouthpiece, hand position, posture, etc. MUST HAVE	9/6 continued...buzzing, lip slurs, first days of teaching trumpet, beginner books and methods
9/11 Trumpet care and maintenance, intonation tendencies and alternate fingerings	9/13 Fingering Test 1/ Playing Test 1 , mouthpieces and mutes
9/18 Fingering/Playing Test 2 , Beginner Books and methods	9/20 Peer Teaching
9/25 Peer Teaching	9/27 Trumpet Teaching Round 1
10/2 Trumpet Teaching Round 2	10/4 Historical and Current Horn Players, the importance of sound models
10/9 Introduce Horn —wraps, mouthpieces, hand position, posture, etc. MUST HAVE	10/11 continued...buzzing, lip slurs, first days of teaching horn, beginner books and methods
10/16 Buzzing, lip slurs, first days of teaching horn, mouthpieces and mutes	10/18 Fingering/Playing Test 1 , Intonation tendencies, F-Bb sides, alternate fingerings
10/23 Horn care and maintenance, restringing valves	10/25 Fingering/Playing Test 2 ,

10/30 Peer Teaching	11/1 Horn Teaching Round 1
11/6 Horn Teaching Round 2	11/8 Introduce euphonium/trombone—types, mouthpieces, hand position, posture, etc. MUST HAVE
11/13 first days of teaching euphonium, trombone, beginner books/methods	11/15 Buzzing, lip slurs, first days of teaching horn, mouthpieces and mutes
11/20 Fingering/Playing Test 1, Intonation tendencies, alternate fingerings	11/22 Thanksgiving Break
11/27 Fingering/Playing Test 2	11/29 Peer Teaching
12/4 Final Teaching Round	12/6 Concluding Discussions, Notebooks DUE
12/11 Dead day (Instrumental Juries)	
12/9 Cumulative Final Exam, 2pm-3:45pm	