The Music Department appreciates the time and effort the Visiting Team devoted to the 2012 Program Review. The following Action Plan is the Department’s response to the concerns expressed by the Team. The actions described are both short-term and long-term. Several of the short-term solutions are already in the planning and implementation phase as indicated by a check mark (✓). The Music Department recommends that implementation of the long-term actions be delayed until the new Department Head has assumed his or her responsibilities.

**Short-term Action Items Specific to the Graduate Degree Program**

1. **Curriculum Revisions:** As part of the Program Review process, the Music Department formed a committee, the Graduate Curriculum Committee, to examine the curriculum and admission process. As a result of the committee’s deliberations, the Department submitted curriculum revisions to:
   ✓ condense the two graduate degrees to one degree, the Masters of Music with one CIP;
   ✓ outline a reduced music core of 14 sh;
   ✓ outline two areas of emphasis, Music Education and Music Performance;
   ✓ submit a new course, Mus 520 Introduction to Graduate Study in Music, to ensure that each entering graduate has a sufficient background in music history and theory;
   ✓ reduce the total number of hours required to 32 sh.

   In addition, the committee and Department will:
   ○ explore the conversion of graduate core courses to on-line format;
   ○ review, and revise if necessary, the graduate course rotation schedule.

2. **Revisions of Recruiting and Admissions Procedures:** In cooperation with the Graduate School, the Department’s Graduate Curriculum Committee will devise a Graduate Student Recruiting and Admissions Procedure. To this end, the Department will
   ○ clarify and outline the procedures and persons responsible for identifying, contacting, and managing prospective candidates for graduate study;
   ○ eliminate the use of Diagnostic Exams as part of the Admissions procedure;
   ○ formulate and submit new catalog language regarding the audition/interview process;
   ✓ explore the establishment of cohorts in the Metroplex;
   ○ consider when appropriate recruiting graduate students from its own student body.

   In that regard, the music faculty carefully considered the Visitors’ suggestion that the Department dispense with the interview as part of the audition-to-admission process; however, the faculty respectfully disagrees. Simply stated, all prospects applying for admission as graduate music students are considered for assistantships in the Department. If they receive an assistantship, they function as part-time faculty entrusted with the instruction and well-being of the University’s students and management of the facilities and resources. Thus, it is incumbent upon the
Department to assess each applicant’s character and potential effectiveness as a part-time faculty.

3. **Graduate Student Funding:** The Department will:
   - ✓ explore the use of Department Service Award funds as music scholarships for a limited number of graduate students;
   - o request an additional four *undesignated* graduate assistantships, bringing the total number to ten.

**Short-term Action Items Related to the Music Department**

4. **Faculty and Staff:** The Music Department recently submitted a proposal for Strategic Initiative funds to convert four positions to full-time instructors. These instructors would be:
   - ✓ applied flute
   - ✓ applied tuba
   - ✓ applied voice
   - ✓ applied and class piano.

5. ✓ **Common Vita and Template:** As per the Visitors’ recommendations and new state requirements, the music faculty filed their vitae on-line using the new *Digital Measures* program. To that end the Department will work with the appropriate technology office to ensure that the *Digital Measures* format is appropriately configured to list Music Department’s activities for RSCA.

6. ✓ **Summer Salary:** The Department will continue to advocate for an exemption from the ‘business model’ (pro-rated) compensation formula for summer salaries.

**Long-term Action Items Related to the Music Department**

7. **Graduate Strategic Plan:** Under the leadership of the new Department Head, the Music Department will author an addendum to the Department’s strategic plan, *Vision 2020*, that specifically addresses enrollment goals, recruiting and admission procedures, curricula, course-delivery methods, personnel staffing, and resource allocation related to the graduate program.

8. **Student Learning Objectives:** In the summer or fall of 2012, the new Department Head will review the student learning objectives and means of measurement related to the graduate program and each course in the graduate program. These will then be listed in all course syllabi.
9. **On-line Course Design:** In 2013, the Department will submit a Strategic Initiative proposal for funding to promote the conversion of several courses in the graduate music core to an on-line format.

10. **Music Scholarship Funds:** The Music Department will work cooperatively with University Advancement and Marketing to initiate an alumni endowed scholarship campaign. In a positive first step, the Department invited and hosted the new associate director of giving assigned to the CHSSA and the Alumni Director to the Department’s A&M-Commerce Alumni Reception at TMEA.