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MEMORANDUM

To: Julio Frenk
University President

From: Tomás A. Salerno
Chair, Faculty Senate 

Date: May 4, 2018

Subject: Faculty Senate Legislation #2017-38 (B) – Revise the Master of Music Degree in Keyboard Performance and Pedagogy, Frost School of Music

The Faculty Senate, at its April 18, 2018 meeting, had *no objections* to the proposal from the Frost School of Music to revise the Master of Music degree in Keyboard Performance and Pedagogy. The changes, as noted in the enclosed proposal, will improve the structure and timeline of the program and provide more flexibility to students.

The Faculty Senate does not approve budget concepts; there were none noted in this proposal.

This legislation is sent to you for your action.


TAS/rh

Enclosure

cc: Jeffrey Duerk, Executive Vice President and Provost
Shelton Berg, Dean, Frost School of Music
Shannon de l'Etoile, Associate Dean, Graduate Studies, Frost School of Music

CAPSULE: Faculty Senate Legislation #2017-38 (B) – Revise the Master of Music Degree in Keyboard Performance and Pedagogy, Frost School of Music

PRESIDENT'S RESPONSE

APPROVED:  DATE: 5/14/18
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Dean Shelton Berg

EFFECTIVE DATE OF LEGISLATION: IMMEDIATELY (Pending any additional required Board of Trustees approval)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____



**UNIVERSITY
OF MIAMI**

Proposal Submission Checklist

Proposals are to be submitted to the Office of Assessment and Accreditation (OAA), if applicable, the Graduate Council (for graduate programs excluding Law and Medical), if applicable, and the Faculty Senate. Refer to the Procedures for Program Changes document for information on the approvals and notifications needed for program changes and the Proposal Submissions Specifications document for an explanation of the process and a list of the materials required.

(Please note that change approvals can take 2 semesters to complete.)

*Include this checklist at the beginning of each proposal.
(Complete the information below, save the form as a pdf, and insert it with the background materials that are specified, in the order listed, and send the package electronically as noted above.)*

KEY CONTACT PERSONNEL INFORMATION

First Name

Shannon

Last Name

de l'Etoile

Proponent's Title

Assoc Dean of Graduate
Studies

Department, if applicable

School/College

Frost School of Music

E-mail

sdel@miami.edu

Phone

305.284.6913

Title of Proposal

Proposal to revise the Master of Music degree in Keyboard Performance and Pedagogy from the Office of Graduate Studies, Frost School of Music

(-continue to next page-)

MANDATORY MEMORANDA AND FORMAT

Please check that each item listed below is included in the proposal package of materials, in the ORDER as listed. The applicable title (i.e. Letter of Explanation, Memo from the Dean, etc.) is to precede each section in the materials.

Only proposals conforming to this format will be accepted.

1. This completed checklist.

2. Letter of explanation. (2-3 pages only, double spaced, 12 pt font)

Yes No

If no, explain why.

3. A memo from the dean(s) signifying approval of the faculty of the relevant School(s) / Colleges(s).

Yes No

If no, explain why.

4. A memo that all affected or relevant School / College Council(s) have approved.

Yes No

If no, explain why.

5. A memo from the department chair(s) signifying approval of the faculty of the relevant department(s).

Yes No

If no, explain why.

6. A memo from the Office of Accreditation and Assessment (OAA) if the proposal involves academic programs (degrees, certificates, majors, minors, concentrations, specializations, tracks, etc.) such as new programs, closing programs, or program changes (such as changes in requirements, program length, modality, name, location).

(To be submitted by OAA to the Graduate Council or the Faculty Senate, as appropriate.)

Applicable Not applicable.

If not, explain why.

7. A memo from the Graduate School Dean signifying approval of the Graduate Council (for graduate programs only).

(To be submitted to the Faculty Senate by the Graduate Council.)

Applicable Not applicable.

If not, explain why.

8. Academic Deans Policy Council (ADPC) approval, for interdisciplinary issues and as appropriate. Please consult with the Dean of the Graduate School or the Secretary of the Faculty Senate to check if this is needed.

Yes No

If no, explain why.

This proposal does not pertain to an interdisciplinary issue.

**9. Additional required documents as listed on the "[Proposal Submissions Specifications](#),"
i.e. market analysis, budget information, assessment of library collections, etc. as specified.**

List additional documents included.

Proposal document, and Department Chair memo.

End form.



Proposal to Revise the Master of Music Degree in
Keyboard Performance and Pedagogy (KPED_MM)

Contact Personnel:

Shannon de l'Etoile, Associate Dean of Graduate Studies
Frost School of Music
305.284.6913
sdel@miami.edu

Naoko Takao, Program Director
Keyboard Performance and Pedagogy
305.284.6167
n.takao@miami.edu



MEMO: LETTER OF EXPLANATION

TO: University of Miami, Faculty Senate

FROM: Shannon K. de l'Etoile, Ph.D.
Associate Dean of Graduate Studies, Frost School of Music

DATE: March 22, 2018

RE: Proposal to Revise the Master of Music Degree in Keyboard Performance and Pedagogy

A handwritten signature in blue ink, appearing to read "Shannon K. de l'Etoile".

The Frost School of Music wishes to revise the requirements for the Master of Music Degree in Keyboard Performance and Pedagogy.

Attached please find the following documents:

- Memo from the Associate Dean of Graduate Studies in the Frost School indicating approval of this proposal by the faculty, including approval of the Graduate Committee and Department Chairs of the Frost School.
- Email Memo from the Speaker of the Frost School Council indicating approval of this proposal by the Frost faculty.
- Memo from the Office of Planning, Institutional Research, and Assessment indicating receipt of the proposal, and further clarifying that SACSCOC notification is not required.
- Memo from the Graduate School Dean signifying approval of the Graduate Council.
- Detailed proposal regarding the proposed changes, including memo from Santiago Rodriguez, Chair of the Department of Keyboard Performance (MKP), signifying approval of the MKP faculty.





MEMO FROM ASSOCIATE DEAN OF GRADUATE EDUCATION

TO: University of Miami, Faculty Senate

FROM: Shannon K. de l'Etoile, Ph.D.
Associate Dean of Graduate Studies, Frost School of Music

DATE: March 22, 2018

RE: Proposal to Revise the Master of Music Degree in Keyboard Performance and Pedagogy

A handwritten signature in blue ink, appearing to read "Shannon K. de l'Etoile".

This memo serves as a request for the General Welfare Committee and (as needed) Faculty Senate to consider the attached proposed revisions to the Master of Music Degree in Keyboard Performance and Pedagogy.

The proposal has been approved by the Frost School Graduate Committee, Department Chairs, and School Council.



From: [Abril, Carlos R.](#)
To: [de l'Etoile, Shannon Kay, Ph.D.](#)
Subject: MM KPED Proposal
Date: Thursday, February 22, 2018 10:41:30 AM
Attachments: [Outlook-1504030810.png](#)

To: Dean de l'Etoile
From: Carlos Abril, Speaker of the School Council
Date: February 22, 2018
RE: MKP MM KPED Proposed Curriculum Change

School Council met this morning to discuss and vote upon the proposed changes to the MM KPED curriculum. The majority voted in favor of the proposed change: 7 YES, 1 ABSENT

Carlos R. Abril, PhD
Professor of Music Education
Director of Undergraduate Studies in Music Education




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<http://musiced.frost.miami.edu/>



MEMORANDUM

DATE: 03/19/2018

TO: Shannon de l'Etoile, Associate Dean of Graduate Studies
Frost School of Music

FROM: Patty Murphy, Executive Director
Office of Assessment and Accreditation 

RE: Proposed Curriculum Changes for the MM in Keyboard Performance and Pedagogy

On March 8, 2018, the Frost School of Music notified my office of its intent to revise the curricular requirements for the Master of Music (MM) degree in Keyboard Performance and Pedagogy (Academic Plan Code: KPED_MM) effective Fall 2018. The changes involve reducing the required Keyboard Pedagogy Research Seminar (MKP 750) and Internship (MKP 780) from two semesters to one and allowing the choice of a second semester in one of these courses or a performance elective instead; revising the required Master's Recital (MKP 812) to be either a performance recital or a lecture recital; increasing the required Master's Pedagogy Project (MKP 813) from one to two semesters; and allowing more flexibility for the two required courses in other studies in music with consultation with their advisor. These changes are being made to improve the structure and timeline of the program and to provide more flexibility to students.

The proposed changes in degree requirements will affect new students admitted to the program starting in Fall 2018. All currently enrolled students are expected to graduate in Spring 2018, so they will not be affected by the changes.

The proposed changes do not "represent a significant departure, either in content or method of delivery" from what we are currently approved by SACSCOC to offer due to the following:

- The proposed changes do not affect the program length which meets the SACSCOC requirement of a minimum of 30 credit hours.
- The proposed changes do not affect the overall content of the curriculum.
- The program curriculum still includes knowledge of the literature of the discipline through the required course, MKP 647 Keyboard Pedagogy.
- The program curriculum still ensures ongoing student engagement in research and/or appropriate professional practice and training experiences through a required Keyboard Pedagogy Research Seminar (MKP 750) and Internship (MKP 780), a required Master's Recital (MKP 812), and a required Master's Pedagogy Project (MKP 813).
- The proposed changes are being made using existing courses; no new courses are being created for the changes.

- The proposed changes will not require additional faculty.
- The degree will continue to be offered on the University's Coral Gables campus. This program is not offered via distance education and no change in modality is proposed. In addition, the University is approved to offer 100% distance education programs.

SACSCOC only requires notification of program changes that represent a significant departure from our current programs. Therefore, no notification or approval is required for this change.

Please contact me if you have any questions at pattymurphy@miami.edu or (305) 284-3276.

CC: Faculty Senate
Guillermo Prado, Dean of the Graduate School
Shelton Berg, Dean of the Frost School of Music
Karen Beckett, University Registrar
Ray Nault, Executive Director of Student Financial Assistance and Employment




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MEMORANDUM

DATE: March 21, 2018

TO: Tomas Salerno
Chair, Faculty Senate

FROM: Guillermo ("Willy") Prado 
Dean, The Graduate School

SUBJECT: Curriculum Change – MM in Keyboard Performance and Pedagogy

The Frost School of Music submitted a proposal with intent to change the existing curriculum of the Master of Music in Keyboard Performance and Pedagogy. The proposal was discussed at the meeting of the Graduate Council on Tuesday, March 20, 2018, and no concerns were expressed by the Council members.

cc: Shelton Berg, Dean, Frost School of Music
Shannon de l'Etoile, Associate Dean of Graduate Studies, Frost School of Music
Office of Assessment and Accreditation

Department of Keyboard Performance (MKP)
Master of Music Degree in Keyboard Performance and Pedagogy (KPED)

Proposal to Change Curriculum

1. Description of the Proposed Curriculum Change

Degree Program: The Master of Music in Keyboard Performance and Pedagogy

Effective Date: Spring of 2018

Benefit:

1. The proposed MM in KPED curriculum will provide more flexibility in the timing of **Master's Recital (MKP 813) and Master's Pedagogy Project (MKP 812)** while ensuring that students meet the full-time student status in both semesters of the second year of study.

Background: Prior to the tuition waiver policy change, students were able to choose to register and complete both MKP 812 and MKP 813 in the final semester while satisfying the full-time student status in the fall by taking additional courses beyond the degree requirement. With the new policy in effect, students must complete either MKP 812 or MKP 813 in the fall semester or pay for additional credits beyond the degree requirement in order to remain full time. This impacts any students with tuition waiver/TA-ship or federal financial aid, as well as international students—in effect all students in the program. Most students need to be working through both semesters of the second year to complete work necessary for MKP 812 and MKP 813, so the proposed revision will better reflect the practice.

2. It will also provide more options for the following, which is desirable for attracting and serving students with more varied needs and aspirations:
 - a. The choice of MTC and MCY courses besides the currently required courses (MTC 717 Analytical Techniques and MCY 628 Music Bibliography). While MTC 717 and MCY 628 would remain to be the typically advised courses, flexibility is desirable.
 - b. 1 of the credits to be a MKP elective, to have the option of selecting one of the Performance Seminars (MKP 710-713) or Accompanying (MKP 791) in addition to another credit of KPED Research Seminar (MKP 750) or KPED Internship (MKP 780).
 - c. For **MKP 812 Master's Recital**, adding an option to choose a lecture recital instead of a **regular recital** is **beneficial**, depending on individual student's aspirations.

Effects on Credits: The proposed curriculum will not alter the required credits of 30. Not increasing the credits required will aid enrollment for self-pay or partial-pay students.

Effect on Music Electives: No change to the number of elective credits.

Non-Music Electives: No change to the number of non-music elective credits.

Other Degrees: The proposed revision is not expected to have any impact on other degree programs in the Frost School of Music.

1. Existing Academic Bulletin Copy

MAJOR AREA

Applied Lessons	8 credits (2 credits x 4)
MKP 647 Keyboard Pedagogy	3 credits
MKP 750 Keyboard Pedagogy Research Seminar	2 credits (1 credit x 2)
MKP 780 Keyboard Pedagogy Internship	2 credits (1 credit x 2)
Select one of the following:	3 credits
MKP 648	Intermediate to Advanced Repertoire
MKP 649	Keyboard Pedagogy II: Keyboard Pedagogy Diagnostics
MKP 650	Keyboard Pedagogy III: Practice Strategies
MKP 747	Seminar in Keyboard Pedagogy

FINAL PROJECT

MKP 812 Master's Recital	1 credit
MKP 813 Master's Pedagogy Project	1 credit

OTHER STUDIES IN MUSIC

MCY 628 Music Bibliography	3 credits
MTC 717 Analytical Techniques	3 credits

MUSIC ELECTIVES

Approved Music Electives	4 credits
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Total Credit Hours **30 credits**

2. Proposed Bulletin Copy for Master of Music Degree in Keyboard Performance and Pedagogy

MAJOR AREA

Applied Lessons	8 credits (2 credits x 4)
MKP 647 Keyboard Pedagogy	3 credits
MKP 750 Keyboard Pedagogy Research Seminar	1 credit
MKP 780 Keyboard Pedagogy Internship	1 credit
MKP Elective: Select one of the following in consultation with advisor	1 credit
MKP 710-713 Performance Seminars (Baroque, Classical, Romantic, Contemporary)	
MKP 750 Keyboard Pedagogy Research Seminar	
MKP 780 Keyboard Pedagogy Internship	
MKP 791 Accompanying	
Select one of the following:	3 credits
MKP 648 Intermediate to Advanced Repertoire	
MKP 649 Keyboard Pedagogy II: Keyboard Pedagogy Diagnostics	
MKP 650 Keyboard Pedagogy III: Practice Strategies	
MKP 747 Seminar in Keyboard Pedagogy	

FINAL PROJECT

MKP 812 Master's Recital *	1 credit
* Students in MM KPED may choose a regular solo recital or a lecture recital in consultation with the advisor. (Please see page 5 for a brief description of the lecture recital format and expectations.)	
MKP 813 Master's Pedagogy Project	2 credits (1 credit x 2)

OTHER STUDIES IN MUSIC

MCY 628 Music Bibliography (or another graduate-level MCY course, to be selected in consultation with advisor)	3 credits
MTC 717 Analytical Techniques (or another graduate-level MTC course, to be selected in consultation with advisor)	3 credits

MUSIC ELECTIVES

Approved Music Electives	4 credits
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Total Credit Hours **30 credits**

Above meets the NASM requirement: Major area is at least 1/3 of the total credits for the degree.

SUGGESTED COURSE SEQUENCE

Year One:

Fall		Spring	
Applied Lessons	2	Applied Lessons	2
MKP 647 Keyboard Pedagogy	3	KPED course	3
MTC Course	3	MCY Course	3
MKP 750 KPED Research Seminar	1	MKP 780 KPED Internship	1
	9		9

Year Two:

Fall		Spring	
Applied Lessons	2	Applied Lessons	2
Music Elective 1	3	Music Elective 2	1
MKP 813 Master's Ped Project	1	MKP 812 Master's Recital	1
MKP Elective	1	MKP 813 Master's Ped Project	1
	7		5

3. List of Revisions

- Decrease the number of semesters required for MKP 750 Keyboard Pedagogy Research Seminar from 2 to 1.
 - This will not have a detrimental effect on the intended learning outcomes of the degree: the 2nd credit of MKP 750 was typically used as a platform for guided research leading to the topic for the **Master's Pedagogy Project**, so replacing it with MKP 812 is more suitable for the amount of individual feedback needed and for accurately reflecting that on faculty teaching load.
- Add an additional credit to MKP 813 Master's Pedagogy Project so that it is 2 credits (to be taken over 2 semesters) instead of 1.
- **Add the wording, "or another graduate-level MTC/MCY course, to be selected in consultation with advisor"** to the currently-required MTC and MCY courses.
- Provide more options for the 1 remaining credit (currently the 2nd credit of MKP 780 KPED Internship), to become essentially a "MKP elective" credit. This will include other MKP 1-credit options (Accompanying and Performance Seminars being those offered currently) besides those that are in pedagogy.
 - An additional credit of MKP 780 will still remain to be the typically advised course for most students, but other options will enhance more of the "performance" side of the degree for the right student.
- Add a wording to MKP 812 Master's Recital to include an option for a lecture recital.

- **Description of the Lecture Recital:** The Lecture Recital should be 45 – 60 minutes in length followed by a short (5-10 minutes) question and answer period. The content must relate to music performance and teaching, touching upon any combination of focuses such as performance and interpretation, performance practice, musical analysis, pedagogy, music history, technology use, or other aspects approved by the advisor. Approximately 30-40% of the lecture recital will consist of performances by the students of excerpts or of whole works being discussed. As expected in the discipline, the lecture script and performance segments must be integrated into a comprehensive whole. It is expected that the presentation is accompanied by visual aids (such as Power Point), as well as a short (1-2 page) printed handout highlighting the findings and resources.

4. Estimated Impact on Faculty Load

We do not anticipate any increase in faculty load.

5. Estimated Impact on Room Schedule and Lab/Classroom Needs

There will be no impact on room schedule.

6. Impact on NASM requirements

The proposed curriculum meets and exceeds NASM requirements. The requirement of comprehensive review is satisfied by an oral defense of the **MKP 813 Master's Pedagogy Project**.

7. The New Curriculum

Students matriculating in the fall of 2018 are to switch to the new curriculum when it becomes available. As the curriculum change impacts only the second year of study, the transition should not cause any problems. Currently enrolled students are all expected to finish in the spring of 2018.

FROST
SCHOOL OF MUSIC

Department of Keyboard Performance

MEMORANDUM

To: Shannon de l'Etoile, Associate Dean, Graduate Studies

From: Santiago Rodriguez, Chair, Department of Keyboard Performance



Date: January 18, 2018

Re: Proposed curricular revision for MM KPED degree

The faculty of the Department of Keyboard Performance met on January 17, 2018 to finalize the revision proposal for the MM in KPED (Keyboard Performance and Pedagogy) degree.

The faculty discussed each proposed changes carefully, voting unanimously in favor of all items as proposed. Please see enclosed materials for details of the proposal.