




## MEMORANDUM

**To:** Julio Frenk, President

**From:** Tomás A. Salerno  
Chair, Faculty Senate 

**Date:** November 21, 2018

**Subject:** Faculty Senate Legislation #2018-21(B) – Proposal to Revise the Master of Science Degree in Music Engineering Technology, Frost School of Music

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The Faculty Senate, at its November 14, 2018 meeting, had *no objections* to the proposal from the Frost School of Music to revise the Master of Science Degree in Music Engineering Technology. The changes, as noted in the enclosed proposal, are being proposed in order to comply with NASM accreditation guidelines and will have the effect of reducing the number of required STEM courses for the degree program. The majority of the courses in the program will still be STEM.

The proposed changes are as follows: (1) replacing the required course, MED 662 Psychology of Music I (3 credit hours), with a 3-credit hour elective in Music Education, selected with advisor approval; (2) increasing the number of electives in Music from 3 to 6 credit hours and specifying that these be “Outside the Major Area”; and (3) reducing the number of electives in electrical/computer engineering and/or computer science from 12 to 9 credit hours.

The proposed changes do not “represent a significant departure, either in content or method of delivery” from what the University is currently approved to offer by SACSCOC.

The Faculty Senate does not approve budget concepts, therefore no budget information is included here.


This legislation is now forwarded to you for your action.

TAS/rh

Enclosure

cc: Jeffrey Duerk, Provost and Executive Vice President for Academic Affairs  
Guillermo Prado, Dean of the Graduate School  
Shelton Berg, Dean of the Frost School of Music  
Shannon K. de l’Etoile, Associate Dean of Graduate Studies, Frost School of Music

**CAPSULE:** Proposal to Revise the Master of Science Degree in Music Engineering  
Technology, Frost School of Music

APPROVED:  DATE: 12/18/18  
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Dean Shelton Berg

EFFECTIVE DATE OF LEGISLATION: IMMEDIATELY  
(if other than June 1 next following)

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 Science Degree in Music Engineering Technology

(-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.**

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

Yes     No

If no, explain why:

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**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:

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**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:

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**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:

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**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:

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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:

Not needed.

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.

**FORM INSTRUCTIONS:**

1. Once you have completed the form, save it to your computer by clicking the "Save" button below.
2. Print and scan it.
3. Submit the scanned version to [facsen@miami.edu](mailto:facsen@miami.edu) with your proposal. **Please note:** only scanned versions can be accepted.

Save

End form.



Proposal to Revise the Master of Science Degree in  
Music Engineering Technology (MUEE\_MSMT)


Contact Personnel:

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

Will Pirkle, Program Director  
Music Engineering Technology  
305.284.5995  
wpirkle@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:** October 22, 2018

**RE:** Proposal to Revise the Master of Science Degree in Music Engineering Technology

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The Frost School of Music wishes to revise the requirements for the Master of Science Degree in Music Engineering Technology.

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.
- 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 Serona Elton, Chair of the Department of Music Media and Industry (MMI), signifying approval of the MMI 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:** October 22, 2018

**RE:** Proposal to Revise the Master of Science Degree in Music Engineering Technology



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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 Science Degree in Music Engineering Technology.

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

**From:** Zdzinski, Stephen F  
**Sent:** Thursday, October 25, 2018 11:08 AM  
**To:** de l'Etoile, Shannon Kay, Ph.D. <sdel@miami.edu>  
**Subject:** Frost School Council Action of 10/15/18 (MS in Music Engineering Technology)

Dear Dean de l'Etoile,

We discussed and voted upon the Proposal to revise the MS in Music Engineering Technology degree during our October 15, 2018 meeting of the Frost School of Music Council. The proposal was approved 9-0 by a voice vote.

Sincerely,

**Stephen F. Zdzinski**

Professor & Graduate Program Director, Music Education  
Speaker, Frost School of Music Council

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[Department of Music Education & Music Therapy](#)

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**MEMORANDUM**

**DATE:** September 27, 2018

**TO:** Shannon de l'Etoile, Associate Dean of Graduate Studies

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

**RE:** Revised Degree Requirements for MS in Music Engineering Technology

On September 24, 2018, the Frost School of Music notified my office of its intent to revise the degree requirements for the Master of Science Music Engineering Technology (MSMET) degree (Academic Plan Code: MUEE\_MSMT). The MSMET program is accredited by the National Association of Schools of Music (NASM).

The changes are being proposed to comply with NASM accreditation guidelines regarding an appropriate balance of "Studies in Other Fields." The proposed changes are as follows:

- Replacing the required course, MED 662 Psychology of Music I (3 credit hours) with a 3-credit hour elective in Music Education selected with advisor approval;
- Increasing the number of electives in Music from 3 credit hours to 6 credit hours and specifying that these be "Outside the Major Area;" and
- Reducing the number of electives in electrical/computer engineering and/or computer science from 12 credit hours to 9 credit hours.

The length of the program will remain the same (30 credit hours).

The MSMET program is a STEM field (CIP Code: 14.1099). Although the proposed changes reduce the number of STEM courses required for this degree program, the majority of courses in the program will still be STEM. Therefore no change in CIP Code is needed and the program continues to qualify for the Department of Homeland Security's STEM designation for the OPT visa extension program.

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 meet the SACSCOC requirement of a minimum of 30 credit hours for a graduate program.
- The proposed changes do not require the development of new courses. It is merely a repackaging of existing courses.
- The proposed changes will not require the hiring of new faculty.

- The majority of the program will not be offered via distance education and, in any case, the University is approved to offer 100% distance education programs.
- The program will be offered on the University's Coral Gables campus.
- The graduate program covers the literature in the field through 9 credit hours of required core coursework in the major area.
- The graduate program ensures ongoing student engagement in research through the completion of a master's research project.

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 [gattymurphy@miami.edu](mailto:gattymurphy@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  
Serona Elton, Chair, Department of Music Media and Industry  
Karen Beckett, University Registrar  
Carrie Glass, Executive Director of Student Financial Assistance and Employment

UNIVERSITY OF MIAMI  
GRADUATE SCHOOL



1252 Memorial Drive Phone: 305-284-4154  
P.O. Box 248125 Fax: 305-284-5441  
Coral Gables, FL 33124-4629 graduateschool@miami.edu

**MEMORANDUM**

DATE: October 22, 2018

TO: Tomas Salerno  
Chair, Faculty Senate

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

SUBJECT: Curriculum Change – MS in Music Engineering Technology

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The Frost School of Music submitted a proposal with intent to change the existing curriculum of the Master of Science in Music Engineering Technology. The proposal was discussed at the meeting of the Graduate Council on Tuesday, October 16, 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, FSOM  
Office of Assessment and Accreditation

PROPOSAL TO CHANGE GRADUATE CURRICULUM  
Music Engineering Technology (aka GMUE)  
Frost School of Music (FSOM)

**Degree Program Name:** MS in Music Engineering Technology

**Effective Date:** Fall, 2019

**Proposed Change:**

In Major Area, Replace MED 662 *Psychology of Music* with a 3 cr. GMUE Elective (with advisor approval)

**Justification:**

Over the last several years, we have seen a dramatic increase in the number of offerings within the GMUE program. This change creates greater flexibility for the student in terms of giving them an opportunity to choose among program-related courses that are better suited for their career trajectory, under the consent of their advisor and course instructor. The GMUE offerings will typically include: MMI 601 *Transducer Theory*, MMI 602 *Audio Signal Processing I*, MMI 604 *Audio Signal Processing III*, MMI 608 *Current Trends in Music Engineering III*, MMI 621 *Timbral Ear Training*, among others.

**Proposed Change:**

- Increase Graduate Level Electives in Music requirements from 3 to 6 cr.
- Reduce Electrical/Computer Engineering (ECE) and/or Computer Science (CS) requirements from 12 to 9 cr.

**Justification:**

This change will put the GMUE curriculum in line with National Association of Schools of Music (NASM) Handbook guidelines **regarding the appropriate balance of "Studies in Other Fields"** (please see the NASM section below for more details). Additionally, with this change, students who wished to take MED 662 may still elect to do so.

**Total Credits:**

The proposal does not change the number of total credits (30)

**Music Electives:**

The proposal increases the number of music electives by 3 cr.

**Non-Music Electives:**

The proposal decreases the number of non-music electives by 3 cr.

**Impact/other degree programs:**

The proposal does not impact any other degree programs

**Existing/Proposed Academic Bulletins:**

Included at the end of this set of documents

**Impact on Faculty Load:**

No impact on faculty load

**Impact on Room Schedule:**

None

**Impact on NASM Requirements:** These proposed changes bring the GMUE curriculum in line with NASM "Standards Common to All Master's Degrees", specifically relating to "Curricular Structure"

- According to NASM Handbook XII.A.4.c, "Studies in Other Fields" should be limited to "up to one third of the total degree requirements". Currently, ECE/CS courses represent 40%. By reducing this to 9 cr, then the representation will be reduced to 30%, within the NASM guidelines.

**Current/Future Students:**

The existing curriculum can still be offered to current students and the proposed curriculum will be offered to future students

**Existing Bulletin:**

Major Area

MMI 705	Current Trends In Music Engineering I	3
MMI 603	Audio Signal Processing II	3
MMI 610	Computational Psychoacoustics	3
MED 662	Psychology of Music I	3

Graduate Level Electives in Music	3	
MMI 13	Music Engineering Forum	0

Electives

Select graduate level courses in electrical/computer engineering and/or computer science  
12

Final Project

MMI 813	Master's Research Project	3
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*Total Credit Hours* 30

**Proposed Bulletin (changes in bold):**

Major Area

MMI 705	Current Trends In Music Engineering I	3
MMI 603	Audio Signal Processing II	3
MMI 610	Computational Psychoacoustics	3
<b>MMI 6xx/7xx</b>	<b>GMUE Elective with advisor approval</b>	<b>3</b>

**Graduate Level Electives in Music** **6**

MMI 013	Music Engineering Forum	0
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Electives

**Select graduate level courses in electrical/computer engineering and/or computer science** **9**

Final Project

MMI 813	Master's Research Project	3
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*Total Credit Hours* **30**



To: Dean de l'Etoile  
From: Serona Elton, Chair, Music Media and Industry Department  
Date: August 17, 2018  
Re: Changes to the MUE graduate degree

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Dear Dean de l'Etoile,

On August 16, 2018 the Department of Music Media & Industry voting faculty met to discuss and vote on the proposed curriculum changes to the MS in Music Engineering Technology (GMUE). The department voted unanimously in favor of these changes. Details have been outlined in the accompanying proposal. Please let me know if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Serona Elton".

Serona Elton