



## MEMORANDUM

**To:** Julio Frenk, President

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

A handwritten signature in blue ink, appearing to read 'TAS', is written over the 'From' field.

**Date:** March 1, 2019

**Subject:** Faculty Senate Legislation #2018-43(B) – Frost School of Music, Revision of the Master of Music Degree in Music Therapy with Undergraduate Equivalency

\*\*\*\*\*  
The Faculty Senate, at its February 27, 2019 meeting, had no objections to the proposal from the Frost School of Music to revise the Master of Music degree in Music Therapy with Undergraduate Equivalency. The length of the program will be increased due to an increase in the credit hours of two required courses within the program as noted on the proposal. The credit hours for these courses are increasing to more accurately reflect the in-class and out-of-class time required for each course per the University's credit hour policy. The change only involves the Undergraduate Equivalency component of the program by increasing the length of that component from 44 to 46 credit hours. This will increase the overall program length from 81 credit hours to 83 credit hours. The graduate component of the program will remain the same at 37 credit hours.


This legislation is now forwarded to you for your action.

TAS/rh

Enclosure

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

**CAPSULE:** Legislation #2018-43(B) – Frost School of Music, Revision of the Master of Music Degree in Music Therapy with Undergraduate Equivalency

APPROVED:  DATE: 3/29/19  
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Dean Shelton Berg

EFFECTIVE DATE OF LEGISLATION: IMMEDIATELY  
(pending any additional approval by the Board of Trustees)

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED): \_\_\_\_\_



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.)

FORM INSTRUCTIONS:

- 1. Save/download the form as a pdf.
2. After completing the information below, print and scan the form.
3. Insert it with the background materials that are specified, in the order listed, and submit to facsen@miami.edu.

Please note: only scanned versions can be accepted.

Include this checklist at the beginning of each proposal.

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 Music Therapy with Undergraduate Equivalency

(-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:

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.

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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.

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End form.

**FROST**  
SCHOOL OF MUSIC  
UNIVERSITY OF MIAMI  
**Graduate Studies**

**Proposal to Revise the Master of Music Degree in  
Music Therapy with Undergraduate Equivalency**

**Contact Personnel:**

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

Teresa Lesiuk, Program Director  
Music Engineering Technology  
305.284.3650  
tlesiuk@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:** January 31, 2019

**RE:** Proposal to Revise the Master of Music Degree in Music Therapy with Undergraduate Equivalency



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The Frost School of Music wishes to revise the requirements for the Master of Music Degree in Music Therapy with Undergraduate Equivalency.


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 Don Coffman, Chair of the Department of Music Education and Music Therapy (MED), signifying approval of the MED 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:** January 31, 2019

**RE:** Proposal to Revise the Master of Music Degree in Music Therapy with Undergraduate Equivalency

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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 Music Degree in Music Therapy with Undergraduate Equivalency.

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

**From:** Zdzinski, Stephen F <szdzinski@miami.edu>  
**Sent:** Friday, November 16, 2018 11:01 AM  
**To:** de l'Etoile, Shannon Kay, Ph.D. <sdel@miami.edu>  
**Cc:** Santana, Manuel A <msantana@miami.edu>  
**Subject:** MM in Music Therapy with UG Equivalency Revision Revision outcome...  
**Importance:** High

Dear Dean de l'Etoile,

The Frost School Council, in our meeting of November 16, 2018, discussed the revisions to the MM in Music Therapy with UG Equivalency degree revisions. These Revisions were passed without any opposition.

Sincerely,

**Stephen F. Zdzinski**

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

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**FROST** | SCHOOL OF MUSIC  
UNIVERSITY OF MIAMI

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

5501 San Amaro Drive  
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t: (305) 284-6658  
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e: [szdzinski@miami.edu](mailto:szdzinski@miami.edu)

[www.frost.miami.edu](http://www.frost.miami.edu)





**MEMORANDUM**

**DATE:** January 7, 2019

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

**FROM:** Patty Murphy, Associate Provost for University Accreditation  
Office of Assessment and Accreditation *(PDM)*

**RE:** Increase in Program Length of the MM in Music Therapy with Undergraduate Equivalency

On November 20, 2018, the Frost School of Music notified my office of its intent to increase the program length of the Master of Music (MM) in Music Therapy with Undergraduate Equivalency program (Academic Plan Code: MTYPE\_MM) effective Fall 2019 for new students. Currently enrolled students will not be affected by this change.

The proposed increase in program length is due to an increase in the credit hours of two required courses within the program: MED 159 Introduction to Music therapy (increasing from 2 to 3 credit hours) and MED 359 (increasing from 1 to 2 credit hours). The credit hours for these courses are increasing to more accurately reflect the in-class and out-of-class time required each course per the University's credit hour policy.

The proposed change only involves the Undergraduate Equivalency component of the program, increasing the length of that component from 44 to 46 credit hours which will increase the overall program length from 81 credit hours to 83 credit hours. The graduate component of the program will remain the same, 37 credit hours. No other changes are being made to the program.

The proposed change does 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 change meets the SACSCOC requirement of a minimum of 30 credit hours for a graduate program.
- The proposed change does not involve the creation of new courses or 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 its required coursework.
- The graduate program ensures ongoing student engagement in research and/or appropriate professional practice and training experiences through graduate practicums, a required internship and a final master's thesis or 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 [pattymurphy@miami.edu](mailto: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  
Carrie Glass, Executive Director of Student Financial Assistance and Employment



1252 Memorial Drive  
P. O. Box 248125  
Coral Gables, FL 33124-4629

Phone: 305-284-4154  
Fax: 305-284-5441  
graduateschool@miami.edu

## MEMORANDUM

DATE: January 25, 2019

TO: Tomas Salerno  
Chair, Faculty Senate

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

SUBJECT: Curriculum Change - Master of Music in Music Therapy with  
Undergraduate Equivalency

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The Frost School of Music proposed to increase the credit hours requirement to the Master of Music in Music Therapy with Undergraduate Equivalency program. The proposed changes only involves the Undergraduate Equivalency component of the program. The graduate component of the program will remain the same. The proposal was discussed at the meeting of the Graduate Council on Tuesday, January 15, 2019, 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  
Tiffany Plantan, Director of Education, Graduate School  
Patty Murphy, Executive Director, Office of Assessment and Accreditation

## **Master of Music in Music Therapy with Undergraduate Equivalency Proposal to Change Curriculum October 2018**

### **(1) Written description of proposed change and rationale**

#### **Name of degree program:** Master of Music in Music Therapy with Undergraduate Equivalency

The Master of Music degree in Music Therapy with Undergraduate Equivalency is designed for individuals who have already completed a bachelor's degree in some area of music (i.e., music performance, music education, etc.) and who seek graduate level training as a music therapist. Ultimately, this degree program prepares students for either advanced-level clinical practice, or additional opportunities in research or college teaching.

Students first complete one year of undergraduate prerequisite courses in music, music therapy, psychology, and biology. These courses provide the student with entry-level clinical competency. In years two and three, students complete graduate level coursework as required for the Master of Music degree in Music Therapy.

#### **Proposed Changes (Effective date: 2019-2020 academic year)**

The MTY faculty propose the following credit hour increases to the undergraduate equivalency requirements in the M.M. in Music Therapy with Undergraduate Equivalency degree program. The primary purpose of these increases is to more accurately reflect student and instructor workload in each course and adhere to the federal definition of a credit hour (<http://bulletin.miami.edu/general-university-information/university-policies/>, under "Course Information."

- (1) Raise credit hours of MED 159 Introduction to Music Therapy from 2 credits to 3 credits  
Rationale: (a) This increase more accurately reflects current student workload and course content (more specifically, amount of information covered and course assignments). (b) MED 159 is being developed into an online course. Online courses are required to be 3 credits; thus, this increase aligns with those requirements and allowed MED 159 to be an online course.
- (2) Raise credit hour of MED 359 Music Therapy Practicum 1A from 1 credit to 2 credits  
Rationale: This increase more accurately reflects current student workload and course content. Music therapy students already complete 2 hours of instructional time (1 hour classroom and 1 hour practicum) and approximately 4 hours of course preparation a week. Increasing the number of credits from 1 to 2 credits adequately values the course and is a more accurate representation of the work for the transcript. Furthermore, this increase brings MED 359 in alignment with the number of credit hours in the other practicum courses required of students in this degree program at the graduate level (MED 757-759).

#### **Impact of Proposed Changes on Credits**

The proposal increases the number of undergraduate equivalency credits for the Masters of Music in Music Therapy with Undergraduate Equivalency from 44 to 46 credits. The number of credits for the degree overall will increase from 81 to 83 credits.

There is no change to the number of music electives, non-music electives, or general education requirements of the degree. This proposal does not impact any other degree program.

**(2) Copy of Existing Academic Bulletin**

See attached

**(3) Sample of Proposed Academic Bulletin**

See attached. Proposed changes are indicated in bolded/highlighted text.

**(4) Sample Syllabus**

Not applicable

**(5) List of Proposed Changes**

The MTY faculty propose the following credit hour increases to undergraduate equivalency requirements in the M.M. in Music Therapy with Undergraduate Equivalency degree program:

1. Raise credit hours of MED 159 Introduction to Music Therapy from 2 credits to 3 credits
2. Raise credit hour of MED 359 Music Therapy Practicum 1A from 1 credit to 2 credits

**(6) Impact of Proposed Changes on Faculty Load**

- Proposed Change 1: Raising the credit hours for MED 159 Introduction to Music Therapy would have a minor impact on faculty load as it would require MTY faculty or TAs to meet with students for 150 minutes a week instead of the current 100 minutes a week. The impact on course preparation, grading, and other components would be negligible as the credit increase would reflect current workload and course content.
- Proposed Change 2: Raising the credit hours of MED 359 Music Therapy Practicum 1A would not impact overall faculty load.

**(7) Impact of Proposed Changes on Room Schedule and Lab/Classroom Needs**

- Proposed Change 1: Raising the credit hours for MED 159 Introduction to Music Therapy would impact room scheduling as MED 159, which is currently scheduled for two 50-minute blocks on M/W, so it would need to switch to two 75-minute blocks on T/TH.
- Proposed Change 2: Raising the credit hours for MED 359 Music Therapy Practicum 1A would not impact room scheduling.

**(8) Impact of Proposed Changes on NASM Requirements**

The proposed changes do not impact current NASM requirements for the degree.

**(9) Implementation Plan**

The proposed curriculum will be required of students matriculating to the degree program in fall 2019. Given the changes only impact the first year of the degree, it will not be offered to current students in the degree.

**(2)-(3) Existing Academic Bulletin of the MM in Music Therapy with Undergraduate Equivalency with Proposed Changes**

*NOTE: Proposed changes indicated in bolded, italicized text*

	<b>Courses</b>	<b>2018-2019</b>	<b>Proposed</b>
<b>Major Area</b>			
MED 729	Advanced Music Therapy Practice II	3	3
MED 730	Advanced Music Therapy Practice II	3	3
MED 757	Graduate Practicum 1	2	2
MED 758	Graduate Practicum 2	2	2
MED 759	Graduate Practicum 3	2	2
MED 710	Graduate Forum in Music Therapy	0	0
MED 802	Internship in Music Therapy	3	3
MED 810 or MED 805	Final Project (Master's Thesis or Master's Project)	3	3
<b>Other Studies in Music</b>			
TBD	Approved Graduate Level Courses in Music	10	10
<b>Supportive Studies</b>			
MED 651	Music Therapy Research Methods	3	3
TBD	Approved Neuroscience Elective	3	3
TBD	Approved Research Elective (Thesis Track) OR Clinical Elective (Clinical Track)	3	3
<b>Total Graduate Credit Hours</b>		<b>37</b>	<b>37</b>
<b>Undergraduate Equivalency Courses</b>			
MED 10	Mus Therapy Forum		
MED 149	Functional Techniques in Music Therapy I		
<b>MED 159</b>	<b><i>Introduction to Music Therapy</i></b>	<b>2</b>	<b>3</b>
MED 242	Percussion Techniques		
MED 244	Vocal Techniques		
MED 249	Functional Techniques in Music Therapy II		
MED 259	Music Therapy Pre-Practicum		
<b>MED 359</b>	<b><i>Music Therapy Practicum IA</i></b>	<b>1</b>	<b>2</b>
MED 545	Music in Rehabilitation		
MED 546	Music in Psychotherapy		
MED 562	Psychology of Music I		
MED 576	Music and Development		
PSY 110	Introduction to Psychology		
PSY 220	Psychobiology		
PSY 292	Introduction to Biobehavioral Statistics for Non-Majors		
PSY 230 or EPS 270	Child and Adolescent Development or Lifespan Human Development		
PSY 240	Abnormal Psychology		
PSY 345	Abnormal Child Psychology		
BIL 109	Human Biology		
<b>Total Undergraduate Equivalency Credit Hours</b> <i>(NOTE: See suggested plan of study)</i>		<b>44</b>	<b>46</b>
<b>Exams</b>			
	Comprehensive Exams		
<b>Total Credit Hours (Graduate and Equivalency)</b>		<b>81</b>	<b>83</b>



**University of Miami  
Frost School of Music  
Masters/Equivalency Program in Music Therapy-THESIS TRACK**

Note: The first year of this program consists entirely of undergraduate prerequisite courses. Students must demonstrate successful completion of these courses, and earn a minimum GPA of 3.0 each semester of the first year, before continuing to either equivalency-only courses or graduate-level courses in the second year.

Year One:

<b>FALL</b>		<b>SPRING</b>	
MED 010 Music Therapy Forum	0	MED 010 Music Therapy Forum	0
MED 244 Voice Techniques	1	MED 242 Percussion Techniques	1
MED 249 Func Tech MTY II	2	MED 149 Func Tech MTY I	2
MED 159 Intro to Music Therapy	2	MED 259 Music Therapy Pre-Pract.	2
MED 576 Music & Development	3	MED 359 MTY Practicum 1A	1
PSY 220 Psychobiology	3	MED 562 Psychology of Music	3
PSY 292 Intro Biobehavioral Stats	3	MED 545 Music in Rehabilitation	3
PSY 230 Child & AdolDevelopment	<u>3</u>	PSY 240 Abnormal Psychology	3
-or-		BIL 109 Human Biology	<u>3</u>
EPS 270 Human Development	<b>17</b>		<b>18</b>

**SUMMER**

PSY 345 Abnormal Child Psychology 3 **or**  
TAL 330 Intro to Edu of Except Individuals 3

Year Two:

<b>FALL</b>		<b>SPRING</b>	
MED 710 Graduate Forum MTY	0	MED 710 Graduate Forum MTY	0
MED 729 Adv Clin Practice I	3	MED 646 Music in Psychotherapy	3
MED 651 MTY Research Methods	3	MED 730 Adv Clin Practice II	3
Neuroscience Elective	3	MED 757 MTY Grad Practicum I	2
Graduate Studies in Music	<u>1</u>	MED 810 Thesis	<u>1</u>
	<b>10</b>		<b>9</b>

**SUMMER**

Year Three:

<b>FALL</b>		<b>SPRING</b>	
MED 710 Graduate Forum MTY	0	MED 710 Graduate Forum MTY	0
MED 758 Grad Practicum 2	2	MED 759 MTY Grad Practicum 3	2
MED 810 Thesis	1	MED 810 Thesis	1
Graduate Studies in Music	<u>6</u>	Graduate Studies in Music	<u>3</u>
	<b>9</b>		<b>9</b>

**INTERNSHIP**

MED 802 MTY Internship 3

Students complete three years of courses, followed by the internship, a 6-month, full-time clinical training experience that is completed off-campus at an approved facility. The bulk of the thesis work should be completed prior to internship. The thesis defense may take place before or after the internship.

# FROST

SCHOOL OF MUSIC

October 22, 2018

The MTY program is proposing some curriculum changes to their BM degree:

1. increasing the number of credit hours for MED 159 (Introduction to Music Therapy) from 2 credits to 3 credits,
2. increasing the number of credit hours for their five practicum courses from 1 credit to 2 credits.
3. As part of the proposal they are also removing some requirements to balance these changes, resulting in a net increase of 1 credit to the BM degree.

In addition, because students in the masters/equivalency (MTYE) degree program take two of these courses (MED 159 and one of the practicum courses), they need to propose changes to this degree program as well.

1. Raise the credit hours of MED 159 Introduction to Music Therapy from 2 credits to 3 credits
2. Raise the credit hours of MED 359 Music Therapy Practicum 1A from 1 credit to 2 credits

The MED department voted on October 17, 2018 to approve these changes.

Sincerely,



Don D. Coffman, Ph.D.  
Professor and Chair