



The John Knoblock
Faculty Senate Office

Ashe Administration Building, #325
1252 Memorial Drive
Coral Gables, Florida 33146

facsen@miami.edu
fs.miami.edu
Ph: 305-284-3721
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MEMORANDUM

To: Julio Frenk
University President

From: Linda L. Neider
Chair, Faculty Senate

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

Date: October 31, 2019

Subject: Faculty Senate Legislation #2019-31(B) -- Create a New Undergraduate Minor in Media Writing and Production, Frost School of Music

The Faculty Senate, at its October 30, 2019 meeting, had no objections to the approval of the Frost School of Music's creation of a new undergraduate Media Writing and Production minor in the Music Media Industries Department in the School of Music. Students within the School of Music must submit a writing/production portfolio as part of the admission process for the minor.

The proposed minor will require the successful completion of 15 credit hours. Students will take two required courses equaling 6 credit hours and then choose an emphasis of either Media Writing or Production and complete 9 credit hours within the emphasis. Two new courses will be included in the curriculum. However, one of these courses is already offered as a graduate course, so the content is not new.

The proposal is enclosed for your reference.


This legislation is now forwarded to you for your action.

LLN/ss/rh

cc: Jeffrey Duerk, Executive Vice President and Provost
Shelton Berg, Dean, Frost School of Music
Carlos Rafael Rivera, Assistant Professor, Frost School of Music

CAPSULE: Faculty Senate Legislation #2019-31(B) – Create a New Undergraduate Minor in Media Writing and Production, Frost School of Music

PRESIDENT'S RESPONSE

APPROVED:  DATE: 11/14/19
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Dean Shelton Berg, Frost School of Music

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

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____



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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.)

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

Carlos Rafael

Last Name

Rivera

Proponent's Title

Assistant Professor

Department, if applicable

Music Media Industries

School/College

Frost School of Music

E-mail

riveramusic@miami.edu

Phone

305-781-5386

Title of Proposal

Media Writing and Production Minor

(-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:

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:

End form.

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FACULTY SENATE



Linda L. Neider, Chair

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Faculty Senate University Curriculum Committee Proposal Review

Name of Proposal: Media Writing and Production Minor

UCC needs to review

UCC does not need to review

Date: 9/25/19

Name of Presenter: Carlos Rivera

N/A

UCC Recommendation:

Support as Submitted

Support with Suggested Changes

Do not Support

Comments (up to 10 lines)

Approved as a A&H Minor

**MWP MINOR CURRICULUM
PROPOSAL**

Effective Fall 2019

Submitted by Carlos Rafael Rivera

Minor in Media Writing and Production (Audition Required - Music Majors Only)

A Minor in Media Writing and Production is intended for students who are pursuing majors in other fields within the Frost School of Music. The curriculum in Media Writing and Production is designed for those students intending to pursue a career as a writer and/or producer, as well as pursuing a graduate degree in Media Writing and Production. Students interested in this minor are required to submit a writing/production portfolio to the program director for approval before declaring the minor. A minor in Media Writing and Production requires 15 credit hours.

MWP MINOR

Complete exactly 2 courses from the following (6 credits)		
MMI 261	Media Writing 1 - Music for Media	3
MMI 281	Production 1 - Recording and Production Techniques	3
Choose either a Media Writing Emphasis or Production Emphasis (9 credits)		
MEDIA WRITING EMPHASIS		
Choose from the following:		
MMI 260	Virtual Orchestration	3
MMI 262	Media Writing 2 - Video Game Scoring	3
MMI 363	Media Writing 3 - Film Scoring Foundations	3
MMI 364	Media Writing 4 - Film Scoring Extensions	3
PRODUCTION EMPHASIS		
Choose from the following:		
MMI 280	Synthestration	3
MMI 282	Production 2 - Audio Processing and Critical Listening	3
MMI 383	Production 3 - Audio Editing	3
MMI 384	Production 4 - Mixing and Mastering	3

Total Credit Hours

15

The following should also be noted:

-We are creating a Minor for the MWP Major, that is already offered.

-Of the two new courses (highlighted in orange), MMI 260 Virtual Orchestration is currently already offered at the Graduate level, and MMI 280 Synthestration has been approved by all relevant Frost Committees.

FROST
SCHOOL OF MUSIC
UNIVERSITY OF MIAMI

TO: Carlos Rivera
Program Director, Media Writing and Production

FROM: Shelton G. Berg *JSB*
Dean, Patricia L. Frost Professor of Music

DATE: March 18, 2019

RE: Minor in Media Writing and Production

The proposal to create a new minor in Media Writing and Production was approved by a voice vote at the Frost School of Music Executive Council meeting on March 1, 2019, as well as a voice vote from the Undergraduate Committee on February 13, 2019, and the Voting Faculty of the Department of Music Media and Industry on January 24, 2019.

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Office of the Dean
Messinger Music Executive Building
5501 San Amaro Drive
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Ph: 305-284-2241
Fax: 305-284-6475

FROST
SCHOOL OF MUSIC

UNIVERSITY OF MIAMI

J. Steven Moore, DMA
Associate Dean, Undergraduate Studies
110C Music Administration Center
5499 San Amaro Drive
Coral Gables, Florida 33146
(305) 284-6920
smoore@miami.edu

March 29, 2019

To Whom It May Concern:

The attached degree requirements for a Minor in Media Writing and Production have been approved through the Frost School of Music curricular process, including approval by the department, Undergraduate Curriculum Committee, Department Chairs Committee, and School Council.

Thank you for your consideration of this proposal.

Sincerely,

A handwritten signature in cursive script that reads "J. Steven Moore".

J. Steven Moore



From: **Zdzinski, Stephen F** szdzinski@miami.edu
Subject: Approval of Minor in Media Writing and Production.
Date: March 1, 2019 at 3:08 PM
To: Rivera, Carlos Rafael riveramusic@miami.edu
Cc: Moore, Steven smoore@miami.edu

Dear Professor Rivera and Dean Moore,

The proposal to create a new minor in Media Writing and Production was approved by a voice vote, in a meeting of the Frost School of Music Council on March 1.

Sincerely,

Stephen F. Zdzinski

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

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

5501 San Amaro Drive
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t: (305) 284-6658
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FROST
SCHOOL OF MUSIC
UNIVERSITY OF MIAMI

March 4, 2019

From: Prof. Rey Sanchez,
Associate Dean for Strategic Initiatives & Innovation
Interim Chair, Department of Music Media & Industry
To: General Welfare Committee of the Faculty Senate
Dr. Steven Moore
Associate Dean for Undergraduate Studies
Cc: Dr. Carlos Rivera, Program Director, Media Writing and Production
Re: MMI Faculty Vote - MWP Minor


Colleagues, please be advised that on January 24, 2019 the voting faculty of the Department of Music Media & Industry unanimously approved the curriculum to establish a [Minor](#) in Media Writing and Production, as proposed by MWP Program Director Carlos Rivera.



MEMORANDUM

DATE: April 8, 2019

TO: Carlos Rafael Rivera, Program Director, Media Writing and Production
Frost School of Music

FROM: Patty Murphy, Associate Provost of University Accreditation
Office of Assessment and Accreditation 

RE: New Media Writing and Production Minor

On April 2, 2019, the Frost School of Music notified my office of its intent to offer a new undergraduate minor, Media Writing and Production within its undergraduate degree programs. The effective date will depend on when the Faculty Senate approves it. The school already offers an undergraduate major in Media Writing and Production. This minor is designed for students who are pursuing other majors within the school. Students must submit a writing/production portfolio as part of the admission process for the minor.

The proposed minor will require successful completion of 15 credit hours. Students will take two required courses (6 credit hours) and then choose an emphasis, Media Writing or Production, and complete 9 credit hours within the emphasis. Two new courses will be included the curriculum. However, one of these courses is already offered as a graduate course, so the content is not new.

Media Writing and Production Minor Curriculum:

- **Required courses**
 - MMI 261 Media Writing 1 – Music for Media (3 credit hours)
 - MMI 281 Production 1 – Recording and Production Techniques (3 credit hours)
- **Emphasis (students must select one emphasis)**
 - **Media Writing emphasis (students complete 9 credit hours from the following options)**
 - MMI 260 Virtual Orchestration (NEW) (3 credit hours)
 - MMI 262 Media Writing 2 – Video Game Scoring (3 credit hours)
 - MMI 363 Media Writing 3 – Film Scoring Foundations (3 credit hours)
 - MMI 364 Media Writing 4 – Film Scoring Extensions (3 credit hours)
 - **Production emphasis (students complete 9 credit hours from the following options)**
 - MMI 280 Synthestration (NEW) (3 credit hours)
 - MMI 282 Production 2 – Audio Processing and Critical Listening (3 credit hours)
 - MMI 383 Production 3 – Audio Editing (3 credit hours)
 - MMI 384 Production 3 – Mixing and Mastering (3 credit hours)

The proposed new undergraduate minor 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:

- Although two new courses will be created, they do not constitute a significant change in content from currently approved curriculum.
- The University already offers an undergraduate major in this field. The minor is mostly a repackaging of the courses in the major to form a minor.
- The new program will be supported by current qualified faculty. No new faculty will be hired.
- 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.

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
Shelton Berg, Dean of the Frost School of Music
Karen Beckett, University Registrar
Carrie Glass, Executive Director of Student Financial Assistance and Employment