MUSKINGUM COLLEGE

FACULTY MEETING AGENDA

DATE: September 22, 2009
TIME: 11:00 a.m.
PLACE: BSC 336
PRESIDING: Paul Reichardt, VPAA

1. Invocation --Will Mullins, Chaplain

2. Minutes of April 17, 2009 meeting (attached)

3. Agenda of September 22, 2009 meeting

4. Report --President Steele

5. Curriculum Committee -- Dan Wilson, Registrar
   A. Proposal to add a Musical Theatre minor
   B. Proposal to add THEA 2XX: Dance for Musical Theatre

6. First Year Seminar Update --Emily Smith, Assistant to the VPAA

7. Plagiarism and Reference Style Workshops for Students --Sheila Ellenberger, Librarian

7. Report -- Gene Alesandrini, Faculty Executive Secretary

8. Report -- Dr. Reichardt
   A. Faculty Development/Student Success Workshops
   B. Distinction in Major Capstone

9. Adjournment

Reminders:

September 29
   Majors Fair – 11 a.m. – John Glenn Gym

October 2
   Early Assessment Grades Due

October 6
   Division Meetings – 11 a.m. – Location TBA by Division

October 9
   Second and Fourth Year Review Portfolios due to Chairs

October 12
   Second Half Classes Begin
   Advising for Spring 2010 Begins

October 13
   Faculty Development/Student Success Workshop – 11 a.m. – Location TBA

October 14
   Faculty Forum – 3:30 p.m. – Location TBA

October 16
   Add/Drop Ends for 2nd Half Classes

October 19-20
   Fall Break – No Classes

October 23-24
   Board of Trustees Meeting

October 26
   Registration for Spring 2010 Begins

October 27
   Faculty Meeting – 11 a.m. – BSC 336
MUSKINGUM COLLEGE
FACULTY MEETING MINUTES

DATE: Tuesday, April 21, 2009
TIME: 11:00 a.m.
PLACE: BSC 336
PRESIDING: Dr. Paul Reichardt, Vice President for Academic Affairs

1. The meeting was called to order by Dr. Paul Reichardt, Vice President for Academic Affairs.

2. Dr. Peter Gosnell gave the Invocation.

3. The minutes of the March 17, 2009 meeting were approved.

4. The agenda of the April 21, 2009 meeting was approved unanimously after amendment to include the addendum to the agenda.

5. Report from Dr. Anne Steele:

Congratulations to Erin Brumbaugh who received tenure; David Tabachnick and Harsha Abeyaratne who were both promoted to Associate Professor and granted tenure; and David Craft, Yan Sun, and William Kerrigan who were all promoted to Professor.

At the Board of Trustees’ meeting the previous weekend, the Board of Trustees decided to borrow 5 Million Dollars for the Walter Hall building. Two reasons contributed to this decision. First, the additional level of the building was decided after the original money was raised. The new level will cost 3.5 Million Dollars, which is a reasonable cost, but the College cannot raise this amount in 1 ½ years. Second, individual donors have been requesting to spread their gifts to the College over additional years so as to not deplete their personal portfolios in the wake of the financial crisis so gifts are coming in more slowly. The interest rate for the loan is only 1.5%, payable over 3 years. This does not affect the College’s contingency at all.

The Board of Trustees voted unanimously in support for the name change of College to University. The President has been charged to move forward on accomplishing this name change.

The Board of Trustees meeting went well. The Board Members all received the Muskingum book written by students Heather Giffen, Ryan Worbs, and Dr. Kerrigan. The Dance Team and a Beatles Duet entertained the Trustees on Friday evening.

This was the most difficult year ever in higher education. Thank you for continuing to educate our students well.

6. Report from the Curriculum Committee:

A. Drs. King, Morris, Osgood, Perera and Ryan Worbs presented a proposal to approve, in principle, external evaluation of major capstone papers, projects, and performances. Students whose capstone work is judged exemplary by an evaluator will receive a transcript notation “with distinction” for the capstone work. A motion was made to amend the wording on Number 4 of the “Rationale for this Initiative” to “To allow Muskingum faculty” instead of “With the assistance of Muskingum faculty”. The motion to amend was approved unanimously. The amended proposal was discussed and a hand vote was taken with 50 in favor, 11 opposed, and 0 abstaining. Ryan Worbs reported that the Student Senate voted unanimously for distinction in the major.

B. Unanimously approved adding SOCI 34X: Gender, Film and Society (3 credit hours) to the permanent offerings.
C. Unanimously approved removing SOCI 341: Sociology of Women and Men (3 credit hours) from the permanent offerings.


E. Unanimously approved adding Physics Education as a major program.

Additional 15 minutes past 12 noon was requested with no objections.

7. Report from the Professional Development Committee:

A. Unanimously approved to revise Bylaw VII.B of the Faculty Handbook to bring the student appeals process in line with the Student Handbook and the Academic Policies and Procedures.

B. Unanimously approved, after brief discussion and after clarification, the Professional Development Committee’s proposed revision of Section 110 of the Academic Policies and Procedures.

8. Report from Dr. Reichardt

A. Dr. Lekan is coming to the end of his Faculty Executive Secretary service and has represented the faculty well. Bob and Margaret Burk have both decided to retire and attended their last faculty meeting. Each was congratulated for contributions to the College.

B. Nine new faculty members have been hired.

C. This Sunday, April 26, there will be a Phi Kappa Phi Installation and Initiation ceremony on campus.

D. Dr. Sheila Ellenberger has been selected as the Henry S. and Katherine W. Evans Distinguished Librarian and Larry Normansell has been selected as the Harry and Mary Evelyn Distinguished Professor of Psychology. Both were congratulated.

B. Highlights from 2008-2009 include the Chess Center opening, Walter Hall ground breaking, and Neptune Center opening.

F. Thank you and best wishes on completing the 2008-2009 academic year.

Meeting adjourned at 12:05 p.m.

Submitted by Danielle White, Administrative Assistant to the VPAA
Curriculum Change Proposal Form

1) Unit proposing the change: Theatre and Music

2) Please check all appropriate items:

<table>
<thead>
<tr>
<th>New Course:</th>
<th>Course Change:</th>
<th>Course Deletion:</th>
<th>Program Changes:</th>
<th>New Programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️New Course Creation(^2)</td>
<td>☑️Number (within level), title, description, pre-req change(^3)</td>
<td>☑️Remove a Course(^4)</td>
<td>☑️Change to Major(^5)</td>
<td>☑️New Degree(^6)</td>
</tr>
<tr>
<td>(include title, credits, description, etc.)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>☑️Course to be Cross Listed(^2)</td>
<td>☑️Add to LAE(^3)</td>
<td>☑️Remove a course that is currently in the LAE(^4)</td>
<td>☑️Change to Minor(^5)</td>
<td>☑️New Program in principle(^6)</td>
</tr>
<tr>
<td>☑️Course to be included in LAE(^3)</td>
<td></td>
<td></td>
<td></td>
<td>☑️New Program with curriculum(^4)</td>
</tr>
<tr>
<td>☑️Course Included in Major/Minor Requirements(^1)</td>
<td></td>
<td></td>
<td>☑️Change to LAE (change to the LAE itself)(^4)</td>
<td></td>
</tr>
<tr>
<td>☑️Special Course or non-credit workshop(^3)</td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

\(^1\) Curriculum Committee receive & report to faculty

\(^2\) 30 day faculty review required

\(^3\) LAE assessment plan with assessment committee review required prior to CC consideration

\(^4\) Full faculty approval required

\(^5\) Curriculum Committee for action, approval published to faculty

3. Proposed term of initial offering or implementation date: ___Fall 2009___

4. Please provide the following information here or attached:

a. recommended level: all levels

b. credit hours: 24 credit hours in the minor

c. title: Minor in Musical Theatre
d. requirements it will satisfy: (major, minor, LAE, licensure):

e. prerequisites or other special conditions

f. description of change: The change is designed to meet the demand/interest of students who
attend Muskingum or who are attracted to Muskingum.

g. proposed catalog description: The Minor in Musical Theatre is a joint effort by the Music
Department and Theatre Program at Muskingum. The course of study is designed to address the
interest of students who wish to explore the Musical Theatre genre.

Attached: Justification and curriculum for the Minor in Musical Theatre

h. justification for change:

i. staffing considerations:

(1) can be taught by present staff xx

(2) will require additional staff xx (dance course)

j. anticipated frequency of offering:

(1) every semester

(2) once a year

(3) alternate years

k. resources (facilities, equipment, supplies, library materials, etc.) The new Minor in Musical
Theatre will be taught in present facilities in Caldwell and in Walter Hall.

5. Signatures:

Department Chair: SPCO/Thea

(please attach department discussion summary)

Date: 3/9/09

Department Vote:

in favor 9 opposed 0 abstentions 0
Department Chair: Music

(please attach department discussion summary)

Date: 4/6/09

Department Vote:

in favor 5 opposed 0 abstentions 0

Division Coordinator: 

(please attach department and division discussion summaries)

Date: 4/7/09

Division Vote:

in favor 3 opposed 0 abstentions 0

Committee Chair (VPAA):

Date: _/__/____

Curr Comm vote:

in favor ___ opposed ___ abstentions ___

6. Date of Resolution:

(a) 30-day approval period ends__________

(b) date of faculty meeting for consideration__________

NOTE: See APAP section 110 for more information regarding changes to curriculum.
Curriculum Proposal
For the addition of a
Minor in Musical Theatre

Rationale: Muskingum College attracts a significant number of students who have been involved in creation of the school musical through their high school years. Those students have been, for significant years, attempting to blend music and theatre courses together. The proposed course of study is designed to create a coordinated course of study where students might continue to enjoy their early music theatre training, sharpen skills, and develop new knowledge in theory and understanding of the music theatre discipline.

Audience: Current students who are involved in both music and theatre and potential students who have been involved in musical theatre in earlier educational experiences.

Background: To develop the course of study for the Minor in Musical Theatre, a committee consisting of Robert Owen Jones, Carol Wilcox-Jones, Diane Rao, Jerry Martin, and Ron Lauck investigated similar programs. The group found several colleges/universities offering a Minor in Musical Theatre. Most were interdisciplinary studies, combining courses in theatre, music, and dance. External course(s) of study evaluated included the following:

- University of Wisconsin- River Falls (24 credit hours)
- North Dakota State (23 credit hours)
- Santa Clara University (54 units)
- Kutztown University (19 credit hours with note “Students must complete any prerequisites before enrolling in a course)
- Marymount Manhattan College (24 credit hours)
- Montclair State University (22 credit hours)
- Central Washington
  - Musical Theatre Minor for Voice Majors (41 credit hours)
  - Musical Theatre Minor for Dance Majors (31 credit hours)
  - Musical Theatre Minor for Theatre Majors (29 credit hours)
- California State – Chico (23 units)

The committee elected to model a Muskingum College Proposal after the program at the University of Wisconsin- River Falls (copy attached)

Proposed Course of Study: With the additions to the theatre curriculum passed by the College Curriculum Committee in the fall, 2008, the proposed course of study ‘packages’ courses currently in the music and theatre curriculum and proposes adding one new, 2-credit course in Dance for Musical Theatre. The new course will offered by the Theatre program and designed to be open to all students, regardless of major, and be offered each semester. (The course would be offered once during the spring of the initial year 09-10). Students seeking to secure a Musical Theatre Minor would be allowed to repeat the course for academic credit with a maximum of four hours counting toward the minor and six
counting toward graduation. (NOTE: A theatre major electing to take Dance for Musical Theatre may also count four credits toward the major with a maximum of six hours of the course counting toward graduation.)

**Proposed Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Musc 140</td>
<td>Adventures in Singing</td>
<td>1 hour</td>
</tr>
<tr>
<td>Musc 101</td>
<td>Fundamentals of Music</td>
<td>3 hours</td>
</tr>
<tr>
<td>Musc 115-2</td>
<td>Music Theatre Aural Skills</td>
<td>1 hour</td>
</tr>
<tr>
<td>Musc 141, 341</td>
<td>Applied Voice</td>
<td>1,1,1 credit hour(s)</td>
</tr>
<tr>
<td>Musc 155-2/355-2</td>
<td>Musical Theatre Workshop</td>
<td>1,1,1,1 credit hour(s)</td>
</tr>
<tr>
<td>Thea 275</td>
<td>Acting I</td>
<td>3 hours</td>
</tr>
<tr>
<td>Thea 314</td>
<td>Acting II</td>
<td>3 hours</td>
</tr>
<tr>
<td>Thea 2xx</td>
<td>Auditioning (Passed fall 08)</td>
<td>1,1 credit hour(s)</td>
</tr>
<tr>
<td>Thea 2xx</td>
<td>Dance for Musical Theatre</td>
<td>2,2 credit hour(s)</td>
</tr>
</tbody>
</table>

**Total** 24 credit hours

**Financial costs of the proposal.**

**Dance Floor:** When the Physical Education Department offered dance courses, they were, at first, offered in the upper reaches of John Glenn Gym. Following the construction of the Recreation Center, the courses were offered in a room dedicated for handball. The rooms in John Glenn Gym and the handball court used for the offerings have been converted to athletic training rooms and offices. As a result, the theatre would need to have a Marley Dance floor (or similar material) installed over the existing stage floor in Thompson Theatre. The vinyl flooring simply rolls over the existing surface and is taped to the existing surface and would not interfere with the theatre production schedule or cause disruption to other uses of the Thompson Theatre by the college. The surface provides padding for dancers and consistent traction.

To cover the stage floor, rounding up, requires approximately 135 sq. yds. Currently, Alvas Dance Supply, 1417 W. 8th St., San Pedro, CA 90732, offers a Rosco dance floor at 20.58/sq yd. Total cost for the floor would be approximately $2775. Shipping and tape would need to be added to the cost. An adequate supply of tape plus shipping charges might bring the cost of the floor to around $3500. A much better quality of flooring could be obtained for this source or others for around $5000.

**Faculty:** The proposed dance classes, with current faculty qualifications, would need to be taught by adjunct faculty.
Departmental Discussion: Music Theater Minor

Most entering first year students come from high school programs that put most of their efforts into producing musicals. The addition of a musical theater minor should help make both music and theater more attractive to incoming students. To develop this minor, we combined several other models primarily using course work outlined by the University of Wisconsin, River Falls Campus. We were pleased when we figured out that this minor could be offered without adding many courses. However, when comparing the idea of a musical theater minor to many similar programs, it became apparent that dance needed to be offered as part of the program. So we have added that course to the proposal.

With that, the department unanimously adopted the addition of the musical theater minor.

Respectfully submitted

Ronald N. Lauck, Chair, Department of Speech Communication and Theater.

March 9, 2009
Departmental Discussion of the Music Theatre Minor - Music

Music Theatre Minor – Carol Jones went over the proposal with Jerry Martin. Jerry would like this in place by the fall semester. Students could come from anywhere on campus not only music students. This could also be a course of study for music minors or majors to add to their education. For music majors or minors taking the minor, they would be exempt from the requirements of Fundamentals of Music and Aural Theatre Skills as these requirements would be met by the current requirements for music majors and minors. The new dance course would be housed in the theatre department to give emphasis to dance-forms that can be used in a music theatre setting. The music faculty voted to change the Musical Theatre requirement from three semesters to four semesters as a required class and to remove MUSC 155 - Concert Choir from the list of requirements for the Music Theatre Minor.

The faculty also expressed great thanks to Dr. Jerry Martin for his research and efforts on behalf of this program. We look forward to working with Theatre in this joint effort.
Curriculum Change Proposal Form

1) Unit proposing the change: Theatre

2) Please check all appropriate items:

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<tbody>
<tr>
<td>XXx New Course Creation 2 (include title, credits, description, etc.)</td>
<td>□ Number (within level), title, description, pre-req change 1</td>
<td>□ Remove a Course 5</td>
<td>XXx Change to Major 1</td>
<td>□ New Degree 6</td>
</tr>
<tr>
<td>□ Course to be Cross Listed 2</td>
<td>□ Add to LAE 3,4</td>
<td>□ Remove a course that is currently in the LAE 4</td>
<td>□ Change to Minor 1</td>
<td>□ New Program in principle 4</td>
</tr>
<tr>
<td>□ Course to be included in LAE 3,4</td>
<td>□ Remove from LAE 4</td>
<td>□ Change to LAE (change to the LAE itself) 4</td>
<td>□ New Program with curriculum 4</td>
<td></td>
</tr>
<tr>
<td>XXx Course Included in Major/Minor Requirements 1</td>
<td>□ Change in Cross-List Status 2</td>
<td>□ Add a Minor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Special Course or non-credit workshop 5</td>
<td>□ Delete a Major or Minor 6</td>
<td>□ Change to Degree Requirements 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Curriculum Committee review & report to faculty
2 30 day faculty review required
3 LAE assessment plan with assessment committee review required prior to CC consideration
4 Full faculty approval required
5 Curriculum Committee for action, approval published to faculty

3. Proposed term of initial offering or implementation date: Spring 2010
4. Please provide the following information here or attached:
   a. recommended level: SO
   b. credit hours: 2
   c. title: THEA 2xx Dance for Musical Theatre
   d. requirements it will satisfy: (major, minor, LAE, licensure): The course will satisfy a requirement for the new minor in Musical Theatre and may also be completed as an elective for the major in Theatre
   e. prerequisites or other special conditions: None
   f. description of change: This proposal adds a new course, 2xx Dance for Musical Theatre
   g. proposed catalog description: The course explores various dance genres appropriate for application in Musical Theatre. Along with study of the historic application of the genre, the student will choreograph and execute/perform music theatre dance styles. The course examines different sets of styles during a three-semester course rotation. The course may be repeated with a maximum of four hours counting toward a Musical Theatre Minor or Theatre Major. A maximum of six credit hours of the course may be counted toward graduation.
   h. justification for change: Understanding and knowledge of dance is critical for the study of Musical Theatre
   i. staffing considerations: (1) can be taught by present staff ___
   (2) will require additional staff _xx (adjunct) _ An adjunct would be identified, but not contracted/retained until an established demand/threshold of enrolled students would be met.

Revised 3/13/08
j. anticipated frequency of offering:
   (1) every semester__
   (2) once a year___ (During the first year, 2009-10, the course would be offered only in the spring. Future offerings, anticipated for spring terms, would depend on demand/enrollment in the music theater minor
   (3) alternate years__

k. resources (facilities, equipment, supplies, library materials, etc.) The course would be taught on the stage in Thompson Theatre. A dance floor would be necessary to provide for the safety of the students and allow proper traction.

5. Signatures:
Department Chair Speech Communication and Theatre: [Signature]
(please attach department discussion summary)
Date: 3/8/09
Department Vote:
in favor ___ opposed ___ abstentions ___

Division Coordinator Arts and Humanities: [Signature]
(please attach department and division discussion summaries)
Date: 4/7/09
Division Vote:
in favor ___ opposed ___ abstentions ___

Committee Chair (VPAA): __________________________
Date: ___/___/___
Curr Comm vote:
in favor ___ opposed ___ abstentions ___

6. Date of Resolution:
(a) 30-day approval period ends ____________________
(b) date of faculty meeting for consideration________________

NOTE: See APAP section 110 for more information regarding changes to curriculum.
Departmental discussion

As a whole, the Department of Speech Communication and Theater views Dance as a positive addition to the theater program and a necessary, integral part of the Music Theater Minor. The minor would be less than adequate without Dance. Yearly dance offerings should include semesters studying Ballet, Modern, Jazz, and Tap in a four year rotation. Hopefully students will gain a better sense of controlled movement and graceful deportment. The largest amount of discussion dealt with finding a space with a proper floor and the impact of dance on class rotation through the theater. To provide a uniform surface a dance floor should be purchased. We also concluded that this would be an adjunct position as none of us are qualified to teach dance. Finding a dance teacher should not be difficult.

No one spoke against the addition of this course. It is the consensus of the department that this course be added to the theater curriculum.

Those present included Jerry Martin, Jeff Harman, Gene Alesandrini, Debbie Phillips, Rachael Pollock, Lisa Marshall, and Tom German

Respectfully submitted,

Ronald N. Lauck, Chair, Department of Speech Communication and Theater.

March 16, 2009