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| For Academic Affairs and Research Use Only | |
| CIP Code: |  |
| Degree Code: |  |

**Letter of Notifications**

**[X] Undergraduate Curriculum Council**

**[ ] Graduate Council**

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to [curriculum@astate.edu](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

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| --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Sarah Labovitz | 10/4/2019 |   **Department Curriculum Committee Chair** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **COPE Chair (if applicable)** |
| |  |  | | --- | --- | | Lauren Clark | 10/7/2019 |   **Department Chair:** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Head of Unit (If applicable)** |
| |  |  | | --- | --- | | Warren Johnson | 10/24/2019 |   **College Curriculum Committee Chair** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Undergraduate Curriculum Council Chair** |
| |  |  | | --- | --- | | Gina Hogue | 10/24/2019 |   **College Dean** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Graduate Curriculum Committee Chair** |
| |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **General Education Committee Chair (If applicable)** | |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |   **Vice Chancellor for Academic Affairs** |

**If you require to fill out a Letter of Notification, please email** [**curriculum@astate.edu**](mailto:curriculum@astate.edu) **or contact Academic Affairs and Research at (870) 972-2030 for guidance PRIOR TO submitting these through the curricular process.**

**1.Contact Person** (Name, Email Address, Phone Number)

Ken Carroll, Dept. of Music, [kdcarroll@astate.edu](mailto:kdcarroll@astate.edu), 870-972-3763

**Purpose: Create Certificate in Jazz Studies**

**Bulletin Changes**

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| --- |
| **Instructions** |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.**  **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)  - New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font).  - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)  *You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.*  *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

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**CERTIFICATE PROGRAMS**

Arkansas State University offers technical programs in which certificates of proficiency are awarded. These programs are offered for students who wish to prepare for employment in a minimum of one or two years and do not wish to pursue formal programs leading to an associate or a baccalaureate degree in the areas. *All certificate programs require admission to the university.*

Specific requirements for each certificate is listed in the respective college sections of this bulletin.

|  |
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| Computed Tomography |
| Corporate Media |
| Digital Humanities |
| Emergency Medical Technician |
| Free Enterprise |
| Graphic Communication |
| Information Technology |
| Jazz Studies |
| Leadership Studies |
| Media Ministry |
| Museum Studies |
| Neuropsychological Testing |

**p. 210**

The College of Liberal Arts and Communication offers a wide range of undergraduate degree programs including a Bachelor of Arts in Art (emphasis in Art History), Communication Studies (and emphases in Interpersonal, Organizational, and Public Communication), Criminology, Digital Innovations, English, History, Music, Philosophy, Political Science, Sociology, Theatre (and emphases in Acting, Design Technology, and Musical Theatre), and World Languages and Cultures (emphases in French, Global Studies, and Spanish); a Bachelor of Fine Arts in Art (emphases in Art Education and Studio Art) and Graphic Design (and emphasis in Digital Design); a Bachelor of Music (emphases in Composition as well as Voice, Keyboard, and Instrumental Performance); a Bachelor of Music Education (emphases in Instrumental and Vocal Music Education); a Bachelor of Science in Creative Media Production (emphases in Corporate Media, Graphic Communication, and Sports Media), Multimedia Journalism, and Strategic Communication; and a Bachelor of Science in Education in English, Social Science, and World Languages and Cultures (emphases in French and Spanish). Most degree programs offer minors. Minors are also available in the following fields: African-American Studies, Children’s Advocacy Studies, Cognitive Science, Folklore Studies, French, German, History and Philosophy of Science and Technology, Interdisciplinary Family Studies, International Studies, Medieval Studies, Modern European Studies, Religious Studies, Spanish, Women and Gender Studies, and Writing Studies. A minor in Homeland Security and Disaster Preparedness is offered in partnership with the College of Nursing and Health Professions. The College provides Associate of Applied Science degrees in Crime Scene Investigation, Law Enforcement Administration, and Law Enforcement and certificates in Digital Humanities, Jazz Studies, Museum Studies, Nonprofit Communication, Social Media Management, Spanish for the Professions, and Swift Coding. It also provides pre-professional advisement for law school as part of its Political Science, Philosophy, History, and Criminology majors.

**p. 282 (before Music Minor)**

**Certificate in Jazz Studies**

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| --- | --- |
| **Required Courses:** | **Sem. Hrs.** |
| ***MUS 1701, Improvisation I*** | ***1*** |
| ***MUS 2701, Improvisation II*** | ***1*** |
| MUS 3371, Small Ensemble | 2 |
| MUS 3381, Jazz Ensemble | 4 |
| MUS 4322, History of Jazz | 2 |
| **Select two or more of the following:**  ***MUED 4202, Methods and Materials for Teaching Jazz Band   MUS 2721, Jazz Piano I  MUS 2731, Jazz Piano II  MUS 3702, Jazz Theory I  MUS 3712, Jazz Theory II  MUS 4701, Improvisation III   MUS 4712, Jazz Arranging I  MUS 4722, Jazz Arranging II  MUS 4732, Jazz Styles and Analysis*** | 3 |
| **Total Required Hours** | **13** |

**LETTER OF NOTIFICATION – 8**

**UNDERGRADUATE CERTIFICATE PROGRAM**

(6-21 SEMESTER CREDIT HOURS)

1. Institution submitting request:

Arkansas State University-Jonesboro

1. Contact person/title:

Dr. Ken Carroll/Director of Jazz Studies

1. Phone number/e-mail address:

[870-972-3763/kdcarroll@astate.edu](mailto:870-972-3763/kdcarroll@astate.edu)

1. Proposed effective date:

Fall 2020

1. Name of proposed Undergraduate Certificate Program (Program must consist of 6-21 semester credit hours):

Certificate in Jazz Studies

1. Proposed CIP Code: 5009
2. Reason for proposed program implementation:

The Certificate in Jazz Studies will serve primarily to augment vocational opportunities for BME students seeking employment within systems with jazz emphasis. The Certificate will allow the holder to stand out of an applicant pool among those without supporting documentation of jazz education/experience. In addition, the Certificate in Jazz Studies will serve as recognition for those individuals completing the requisite course work.

1. Provide the following:
   * 1. Curriculum outline - List of courses in new program – Underline required courses

**Certificate in Jazz Studies**:

MUS 1701, Improvisation I (new course) One Semester 1 credit

MUS 2701, Improvisation II (new course) One Semester 1 credit

MUS 3381, Jazz Ensemble Four Semesters 4 Credits

MUS 3371, Small Ensemble Two Semesters 2 Credits

MUS 4322, History of Jazz 2 Credits

Select two or more of the following: (all new courses) 3 Credits

MUED 4202, Methods and Materials for Teaching Jazz Band

MUS 2721, Jazz Piano I

MUS 2731, Jazz Piano II

MUS 3702, Jazz Theory I

MUS 3712, Jazz Theory II

MUS 4701, Improvisation III

MUS 4712, Jazz Arranging I

MUS 4722, Jazz Arranging II

MUS 4732, Jazz Styles and Analysis

* + 1. Total semester credit hours required for proposed program. 13 Total Credits
    2. New courses and new course descriptions

MUS 1701, Improvisation I Beginning techniques of improvisation utilizing theory and performance.

MUS 2701, Improvisation II Intermediate techniques of improvisation utilizing theory and performance.

MUS 4701, Improvisation III Advanced techniques of improvisation utilizing theory and performance.

MUS 3702, Jazz Theory I Thorough overview of harmony, melody, rhythm, and form as they relate specifically to jazz and related popular idioms.

MUS 3712, Jazz Theory II Advanced overview of harmony, melody, rhythm, and form as they relate specifically to jazz and related popular idioms.

MUS 4712, Jazz Arranging I Introduction to the basic techniques of small group jazz arranging, with emphasis on applications of jazz harmony, harmonic motion, chord voicings, instrumental techniques, and colors.

MUS 4722, Jazz Arranging II Techniques of large group (big band) jazz arranging with emphasis on applications of jazz harmony, chord voicings, instrumental techniques, colors, and jazz arrangers through history.

MUS 2721, Jazz Piano I Introduction to jazz piano and keyboard harmony.

MUS 2731, Jazz Piano II Advanced jazz piano and keyboard harmony.

MUS 4732, Jazz Styles and Analysis In-depth survey and analysis of jazz styles and artists from 1917 to present.

MUED 4202, Methods and Materials for Teaching Jazz Broad overview of materials, problem-solving techniques, teaching methods, and general information specific to jazz instruction with emphasis on public school jazz education.

Enter text...

d. Program goals and objectives:

* To augment vocational opportunities for Bachelor of Music Education students seeking employment within systems with jazz emphasis.
* Serve as recognition for those BME (and other degrees) individuals completing the requisite course work.

e. Expected student learning outcomes:   
Upon successful completion of this course, students will be able to:   
1. Demonstrate fundamental skills in jazz articulation and phrasing through analysis, transcription, and performance.   
2. Demonstrate a fundamental understanding of the theoretical aspects of improvisation: i.e. chord symbols, corresponding scales and patterns   
3. Demonstrate skills necessary to create melodic lines over simple chord progressions.   
4. Establish specialized practice habits and skills for ear-training supporting the needs of the jazz performer/educator through class exercises and transcription.   
5. Demonstrate knowledge of different styles of jazz music with historical perspective and current best practices.   
6. Demonstrate knowledge and application of basic sound reinforcement.   
7. Demonstrate knowledge of basic jazz techniques for common big band instrumentation

f. Documentation that program meets employer needs:

Communication with both recent graduates of the BME program at A-State as well as established music educators provided the following information: If the Certificate in Jazz were available while the student was enrolled in the BME program, the student would have availed themselves of the opportunity to acquire the requisite jazz education experience/course content as well as establishing the vocational advantage of adding the Certificate to their resume. Established music educators were certain that the possession of the Certificate in Jazz would benefit a potential employee: they would be more likely to hire that individual.

g. Student demand (projected enrollment) for proposed program:

1. current students, additional 15 each year.

h. Program approval letter from licensure/certification entity Not Applicable.

1. Name of institutions offering similar programs and the institution(s) used as model to develop proposed program:

The New School, New England Conservatory, University of North Texas, Berklee College of Music, University of Miami, University of Illinois, Julliard, Campbellsville University, University of Missouri, Manhattan School of Music, Whitman College, Oberlin College, University of Michigan, Northwestern University, Princeton, University of Southern California, UNC-Charlotte, Appalachian State University and many others. The A-State Certificate in Jazz is modeled after those in place at UNC-Charlotte, Appalachian State and University of Missouri.

1. Scheduled program review date (within 10 years of program implementation):

05/10/2029

1. Institutional curriculum committee review/approval date:
2. Will this program be offered on-campus, off-campus, or via distance delivery? If yes, indicate mode of distance delivery. Mark \*distance technology courses.

On campus

1. Identify off-campus location. Provide a copy of email notification to other institutions in the area of the proposed off-campus program offering. N/A
2. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer: Date: