

Hugh Hodgson School of Music

Faculty Meeting

11 August 2017

Introductions

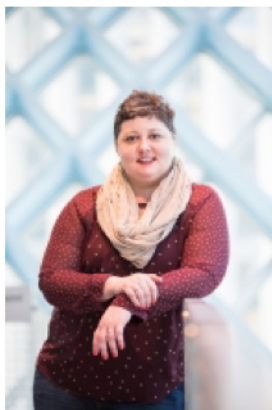
New Faculty

- Emily Koh
 - Composition, Theory



New Faculty

- Alison Farley
 - Music Education



New Faculty

- Liza Stepanova
 - Piano



New Faculty

- David Fung
 - Piano



New Part-Time Faculty

- John Coble
 - Organ
 - DM Indiana University, Organ & Church Music
 - Organist, 1st Presbyterian Church
- Grace Huang
 - Piano
 - DMA University of Minnesota, Performance

NOTES:

John Coble will be teaching 2-3 students each semester.

Grace Huang will be teaching fall semester only, as David Fung will be arriving in January.

STAFF

- | | |
|-------------------|------------------------------|
| • Edith Hollander | Assistant to director |
| • Laura Boswell | Assistant director budgeting |
| • Pam Bowers | Business manager |
| • Lynn Mathis | Payroll accountant |
| • Samantha Thomas | Accounting assistant |
| • Sara Emery | Development |

STAFF

- | | |
|-----------------------|--|
| • NEW HIRE | Office manager, sectioning, scheduling |
| • Clarke Schwabe | Public relations |
| • B Williams, J Lopez | Franklin IT support |
| • Scott Higgins | Piano technician |
| • Tony Graves | Piano technician |
| • Tracy Coker | Band administrative assistant |

NOTES:

The search for the new hire, replacing Chris Gurtcheff, is presently in process.

STAFF

- | | |
|---------------------|-------------------------------------|
| • Marta Kelleher | Undergraduate advising |
| • Jeremy Wheatley | Undergraduate advising |
| • Susan LeCroy | Graduate administrative coordinator |
| • Guy Leach | Music librarian |
| • Kevin Kelly | Music librarian |
| • Elizabeth Durusau | Music librarian |
| • Johanna Royo | Music education program assistant |
| • Rob Akridge | Bands |

Administrative Faculty

- | | |
|-----------------------|-----------------------------|
| • Will Marlow | Recording, building manager |
| • Paul Griffith | Recording, streaming |
| • Anatoly Sheludyakov | Collaborative piano |
| • Damon Denton | Collaborative piano |
| • Kristin Jutras | Community Music School |
| • Ruth Monson | String Project |

Franklin College



Alan Dorsey
Dean



Kecia Thomas
Senior Associate Dean



Martin Kagel
Associate Dean



Jean Martin-Williams
Associate Dean



Michelle Momany
Associate Dean



Thomas Mote
Associate Dean

NOTES:

There are many new faces in the Franklin College Dean's Office. Jean Martin-Williams oversees the arts and the English Department. Kecia Thomas oversees faculty P&T, leaves, and related matters.

UGA Administration

Few changes last fiscal year (new Deans in SPIA, VetMed)

New HHSOM
groupie ...



General Announcements

Announcements

- Upcoming events
 - Picnic plans – postponed until later date
 - Monday Convocation – 4:30 – Hodgson Hall
 - Josh Bynum, Jean Kidula, administration, performances
 - Common Hour, minors on campus, facilities, schedule
 - Pizza for all
- Student awards and scholarships
 - Purpose: To connect donors with students
 - Award (cash) recognitions in the Spring (May)
 - Scholarship recognitions in the Fall (August)

NOTES:

Student AWARDS – based on performance through past year – will be celebrated at a spring ice cream social

Student SCHOLARSHIPS – based on promise for the future – will be celebrated at a dinner/reception in the fall.

This change is being made to better recognize donors and to link them with the students they are supporting.

Performing Arts Center

George Foreman

NOTES:

George Foreman spoke to the faculty about the new comp-ticket policy, allowing faculty members to attend PAC events without cost, and distributed the forms that will be required to apply.

Announcements

- SEARCHES

- Franklin decisions pending for AY 2017-18 searches (for fall 2018 begin)
- Entrepreneurship / Career Center for the Arts – this fall
- Performing Arts Center Director
 - Search Committee
 - Dale Monson, Chair
 - Jean Kidula
 - Jean Martin-Williams
 - David Saltz (Chair Theatre & Film Studies)
 - Annelies Mondt (Deputy Director GA Museum of Art)
 - Carlton Bain (PAC Development Officer)
 - Libby Morris (Director UGA Institute of High Education)
 - David Barbe (Director Music Business Certificate Program)
 - 4 candidates to visit (so far) – materials and schedule previously circulated
 - The next director will not be a HHSOM faculty member

PAC director search

Day 1	
2:00	Real estate & community
4:00	Campus and facility tour
6:30	Dinner with Provost and Vice Provost

Day 2	
8:00	Search Committee Meeting
9:30	Faculty – short presentation followed by conversation
10:45	UGA Arts Council
12:00	Lunch with Legal Affairs and UGA Fiscal Affairs
1:15	PAC staff meetings
3:15	Provost
4:00	Vice Provost

Mon	Tue	Wed	Thur	Fri
14	15	16 Elizabeth Auer	17	18 Bruce Marquis
21 Brenna St George- Jones	22	23 5 th candidate	24	25 Jeffrey Martin

Announcements

- **FACILITIES CHANGES THIS SUMMER – Will Marlow**

- MuTec Lab has been renovated
- 5th-floor class piano rooms have been sound insulated
- Orchestra room projects are in process: humidifier, shelving, locking doors, removal of string workshop instruments from storage area
- Recording studio was complete refitted
- Marching Band Tower, complete by October
- Carpet and paint in several offices
- Noise amelioration in Dancz Center
- WEPA printer for 2nd-floor lobby



ALSO: David Fung office, pianos

Announcements

- Facilities
 - Computer replacements – Franklin will not be able to support any replacements this academic year
 - The Print Building – negotiations for its eventual use are still being considered by the university

Class Schedule 2017-2018

- Enormous changes from previous years
- Many improvements – remaining challenges
 - Please let us know where there are problems
 - Spring calendar will be finalized within next month
- Studio class times
 - Accompanists a significant challenge

Class Schedule 2017-2018

- Common Hour plan
 - Wednesday 1:25-2:15 p.m.
 - Nothing else scheduled during that time
 - FACULTY
 - 1st Wednesday Faculty Meeting
 - 2nd Wednesday Area Chair Council
 - 3rd Wednesday HHSOM Committees
 - 4th Wednesday Area Meetings
 - STUDENTS
 - 2nd and 4th Wednesdays: lectures, master classes, talks, performances, etc.

NOTES:

During the meeting, the 3rd and 4th Wednesdays were announced in a different order. This was subsequently emended by the faculty to the order stated above.

Announcements

- Minutes
 - Rigorous policy – If there are no minutes, it didn't happen.
 - Published on MAESTRO –
 - Submit minutes of all meetings to Edith in timely manner

Faculty Menu

Maestro Home
Logout
Dale Monson
Astra Calendar
Scheduled Concerts
Schedule a Concert
My Concerts
Schedule a Rehearsal
My Rehearsals
Recital Requests
Rehearsal Requests
Program Requests
Faculty Information
Student Handbook
Student Opportunities
Policies and Bylaws
Meeting Minutes Archive
Manage Graduates
Import Grad Applicants
View Undergraduates
View Graduates

Announcements

- Campus Carry

NOTES:

NOT supported by President, BOR, Police, etc.

MANY conversations about this with UGA administration (more than in other units) – Jimmy Williamson

WE are not responsible for enforcement – report any infractions to Police

Individuals are responsible to know where it is legal

Announcements

- Development Greetings – Sara Emery
- 1-time grant funding progress
 - Facilities
 - Instruments (pianos, etc.)
 - Entrepreneurship / Career Center
 - Faculty / other support

NOTES:

Budgets for 1-time grants will emerge over the next month or two.

Announcements

- FINANCIAL MATTERS Fiscal Year 2018
 - Note: OneSource (PeopleSoft) is in full development swing
 - Approaching implementation: Personnel July 2018, Financial Jan 2019
 - New Reports

NEW REPORTS

Purpose is to make financial operations:

transparent
understandable
helpful
able to be tracked

GOAL

You know exactly where you stand
What you have made on income
What you have spent – when, where
Totals and balance

FOR THAT REASON – reports contain considerable detail

GO THROUGH AN EXAMPLE WITH YOU

	TOTAL	
	ACTUAL	BUDGET
INCOME		
I-1011DW183045 JanFest Camp	2,500.00	4,448.00
I-1011GJ183000 HHSOM General Administration	2,796.00	2,796.00
I-1025GR183066 Faculty Research		1,385.00
I-1066RA183065 UGAF Enhancement Fund	312.00	312.00
Total Income	\$5,608.00	\$8,941.00
GROSS PROFIT	\$5,608.00	\$8,941.00
EXPENSES		
01 - Faculty Travel		315.00
10 - Printing Duplication		1,621.00
10-1011GJ183000	800.00	
Total 10 - Printing Duplication	800.00	1,621.00
14 - Student Travel		4,168.00
14-1011DW183045	3,097.82	
14-1025GR183066	1,060.32	
Total 14 - Student Travel	4,158.14	4,168.00
17 - IT Services		200.00
17-1011GJ183000	196.45	
Total 17 - IT Services	196.45	200.00
20 - All Other Expenses		975.00
20-1011GJ183000	972.00	
Equipment		1,682.00
20-1011DW183045	500.00	
20-1066RA183065	311.99	
Total Equipment	811.99	1,682.00
Total 20 - All Other Expenses	1,783.99	2,637.00
Total Expenses	\$6,938.58	\$8,941.00
NET OPERATING INCOME	\$ -1,330.58	\$0.00
NET INCOME	\$ -1,330.58	\$0.00

REPORT WILL ALWAYS BE TWO PAGES

1st page is the overall view (this page)

2nd page is the specific details (for expenses)

1st PAGE:

TWO sections: Income and Expenses

INCOME comes from specific sources, may not come in all at once

TWO COLUMNS:

BUDGET (what we are predicting for the year)

ACTUAL

Actual income should not be less than budget at year end

Actual expenses should not exceed budget at year end

TOTALS

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EXPENSES

Budgets: give you money in categories – money can be moved around, talk with Laura

See categories and amounts, totals

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In this case TOTAL spent is less than TOTAL ACTUAL INCOME

a problem ...

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This is page 1 – overall view

Does NOT give detail

Expenses here only total spent from each account

Question: What expenses were these? Mine?

These questions are answered on page 2 ...

10 - Printing Duplication				1,621.00
10-1011GJ183000				800.00
Total 10 - Printing Duplication				800.00
				1,621.00

DATE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
10 - Printing Duplication				
07/21/2017	Ricoh Americas Corporation	CR0925137 Copies made 1/1-31/17 and 4/1-30/17	10 - Printing Duplication:10-1011GJ183000	800.00
Total for 10 - Printing Duplication				\$800.00
14 - Student Travel				
07/21/2017	Kansas City Marriott Downtown	CR1036587 Payment for rooms for the UGA School of Music Bands trip to Kansas City Performance	14 - Student Travel:14-1011DW183045	3,097.82
07/21/2017	Holiday Inn	CR0736547 Lodging for students at event in Denver, Colorado	14 - Student Travel:14-1025GR183066	1,060.32
Total for 14 - Student Travel				\$4,158.14
17 - IT Services				
07/21/2017	Center for Teaching and Learning	T017-534	17 - IT Services:17-1011GJ183000	196.45
Total for 17 - IT Services				\$196.45
20 - All Other Expenses				
07/21/2017	The Midwest Clinic	TXN01359236 Exhibit booth	20 - All Other Expenses:20-1011GJ183000	972.00
Total for 20 - All Other Expenses				\$972.00
Equipment				
07/10/2017	Dell Marketing LP	Req 81152401 P2717H 27" Monitor	20 - All Other Expenses:Equipment:20-1066RA183065	311.99
07/21/2017	Apple Computing	Req. 90187378 MPKY2LL/A 12.9" iPad Pro Wi-Fi 512GB - Space Gray; MJYR2LL/A Smart Keyboard for 12.9" iPad Pro - US English; MK0C2AM/A Apple Pencil for iPad Pro	20 - All Other Expenses:Equipment:20-1011DW183045	500.00
Total for Equipment				\$811.99
Total for 20 - All Other Expenses with sub-divisions				\$1,783.99

2nd page of report gives details

DATE	NAME	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
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Total for Equipment				\$811.99
Total for 20 - All Other Expenses with sub-divisions				\$1,783.99

FINAL NOTES

**ALL EXPENSES MUST BE AGAINST A BUDGET
BLUE SHEETS**

Announcements

- **FINANCIAL MATTERS Fiscal Year 2018**

- Note: OneSource (PeopleSoft) is in full c
 - Approaching implementation: Personnel Ju
- New Reports
- Faculty Support
 - Research support FT faculty: \$500, \$1000 f
 - Faculty travel support as last year
 - \$1000 domestic, up to \$4000 international
 - *Conferences and Festivals*
 - Other research funding

Policies & Procedures: Faculty and Staff

ACADEMIC CALENDAR: See "Calendars" link above or open for additional information

BYLAWS: [HHSOM Bylaws](#)

HEALTH AND SAFETY INFORMATION: [HHSOM Health and Safety](#)

CLASS CONFLICTS: [Policy](#)

FRONT OFFICE: [Assistance & Services](#)

IT SUPPORT

LEAVE: [Sick and Annual Leave Links](#)

LOADS: [Teaching Load Form](#)

PARKING PASSES: [Guest Parking Guidelines](#)

PROMOTION & TENURE: [UGA & HHSOM Guidelines and Links](#)

PROMOTION & TENURE: [HHSOM Unit Criteria](#)

PUBLICITY: [HHSOM Publicity Policy](#)

PUBLICITY: [HHSOM Public Relations Toolkit](#)

RECITAL SCHEDULING & PROGRAM SUBMISSION

RECITALS: [Faculty Recital Series Policy](#)

RECORDING POLICY: [Faculty and Students](#)

REVIEWS & EVALUATIONS: [Annual Faculty Reviews](#)

REVIEWS & EVALUATIONS: [UGA Post Tenure Review Link](#)

REVIEWS & EVALUATIONS: [HHSOM Post Tenure Review Guidelines and Forms](#)

REVIEWS & EVALUATIONS: [Course Evaluations](#)

TRAVEL: [HHSOM Policy & Application](#)

TRAVEL: [Franklin/Provost Travel Form](#)

TRAVEL: [Guidelines & Form Links](#)

TRAVEL: [International Travel with Students](#)

NOTES:

Faculty support will be as last year: \$500 for FT faculty, \$1000 for junior faculty

Announcements

- **FINANCIAL MATTERS Fiscal Year 2018**
 - Other faculty resources
 - See handout
 - Grant applications – use UGA Office of Research
 - “Office of Proposal Enhancement”
 - Industry support

Minors on Campus

- See Handout

Program with Minors

The fall semester will soon be upon us and so too are the many programs within the School of Music which involve minors. This is an involved process, with the responsibility for compliance with USA's guidelines resting with the faculty member directing this activity.

Program Information Needed:

This includes all of the following (this is not an inclusive list):

- Individual Student Lessons
- Festivals, Camps, etc.
- Service Learning Projects (onsite and offsite)
- Pre-concertum visits
- Any other events involving minors

If you are not sure as to whether your activity falls under Program for Minors, please read the policy at the website: <https://programsforminors.usg.edu/policy>. You may also contact Edith Hollander or Dale Monson. If your program is occurring in August or September, please contact Edith immediately if you have not done so already. So that the School of Music can track compliance, faculty members should turn in program information by August 18. Information needed:

1. Name and date(s) of the program which will be registered under the Program with Minors.
 - a. Please send this information for all activities to be held during the Fall 2017, Spring 2018 and Summer 2018 semesters. If you don't know the exact dates, please send approximate dates. Programs are expected to be registered within 90 days of the program start date.
 - b. For Private Instructions on Campus, the School of Music administration will create one "Program" and list all faculty under this one program. If you teach private lessons to minors (office or home), please let Edith Hollander know.
 - i. All other programs will be registered by the faculty member in charge.
2. Name(s) of faculty members, any staff, students or outside persons who will be involved in leadership roles with this activity.

Required training for all faculty

Because all SOM faculty will be affected by this program, all faculty members* must complete the following two trainings and turn in signed certificates of completion. Please do so no later than Aug. 25. If you have a program occurring before this date (or will be teaching private lessons), then this will need to be completed in advance of the program.

1. Child Abuse and Neglect, Mandated Reporting Requirements for Employees, Volunteers, and Contractors of Georgia Public Schools. Once you complete this training (about 1 hour) you will need to print the Certificate of Completion and turn it in to Edith (as well as keep a copy with your program materials.)
2. USA NDAAH and USG Sexual Misconduct Training. This training does not have a certificate, so please complete and return the attached statement.
3. To reach the links for these two trainings, go to this link and follow the instructions: <https://programsforminors.usg.edu/training>

*Faculty, staff and students who completed these trainings as part of a summer 2017 program within the School of Music do not need to do this again. Please send copies of the certificates to the office, as well as maintain these documents with the program materials.

Thanks to you all for getting program information turned in and completing the required trainings so that we can work towards getting the School of Music in compliance with this mandate.

Much publicity last spring and over the summer

The purpose is a good and noble one

POINTS

- Anywhere there are minors, this applies
- Saturates the lives of everyone here – none are immune
- Anyone who has a PROGRAM, hopefully already underway (see Edith)
If running a program – Aug 18 deadline program information

NOTES

- ALL faculty, ALL GTA interact with minors TRAINED (2 hours) – turn in certificates of completion
 - Only do this once
- If concerned about form, use CMS form – ironclad this fits policy requirements
 - Don't have to do things if unnecessary or duplication
- Private lessons
 - Students MUST be through CMS (long-standing policy – NO exceptions!)
 - We will examine pay scale

- Faculty – ALL students must fill out forms
 - Take down anything covering your office window (not an option)
- If school classes with teacher – you're covered, don't need to act
- QUESTIONS: see Edith

Music Library

Guy Leach

NOTES:

Guy Leach, librarian, addressed issues in the Music Library this year, including:

- There is a new web interface; let staff know if there are questions
- The library has increased streaming service subscriptions and is not purchasing as many CDs. Let the library know if you need something special.

Announcements (faculty)

- Elections for Committee members – will be online
- Promotion and Tenure meetings
 - Review Materials available next Tuesday, August 15
 - Faculty discussion and voting
 - Tuesday, August 22, 8:30 a.m. Burnett, Hartenberger
 - Wednesday, August 23, 1:25 p.m. Wesolowski, Gertsch
- Spotlight on the Arts – Kaleidoscope rules are forthcoming
- Nominations for faculty awards (see handout), nominate your peers

Reports

- | | |
|--------------------|--|
| • Martha Thomas | Associate Director for Undergraduate Studies |
| • Pete Jutras | Associate Director for Grad Studies & Research |
| • Amy Pollard | Performance Coordinator |
| • Brandon Craswell | Undergraduate Coordinator |

NOTES:

Each individual in turn took 2-3 minutes to welcome the faculty back to campus and describe the purpose and mission of their office.

Undergraduate Degree Recitals

- **AB Music:** sophomore (2820 level) recital
- **Performance:** sophomore (2820 level) recital, junior (3820 level) recital, senior (4820 level) recital
- **Theory/Education/Therapy:** junior (3820 level) recital
- **Composition:** junior (3820 level) recital, senior (4822 level) *composition* recital

NOTES:

Amy Pollard reviewed the recital requirements for each undergraduate music major curriculum.

Curriculum

- The Student Handbook

- 2 sections:
 - Policy
 - Curricular matters (graduate only, UG = *UGA Bulletin*)

Faculty Menu

- [Maestro Home](#)
- [Logout](#)
- [Dale Monson](#)
- [Astra Calendar](#)
- [Scheduled Concerts](#)
- [Schedule a Concert](#)
- [My Concerts](#)
- [Schedule a Rehearsal](#)
- [My Rehearsals](#)
- [Recital Requests](#)
- [Rehearsal Requests](#)
- [Program Requests](#)
- [Faculty Information](#)
- [Student Handbook](#)
- [Student Opportunities](#)
- [Policies and Bylaws](#)
- [Meeting Minutes Archive](#)
- [Manage Graduates](#)
- [Import Grad Applicants](#)
- [View Undergraduates](#)
- [View Graduates](#)

The new student handbook is under development. Watch for its arrival.

Student Information

[View](#)[Edit](#)[Revisions](#)[Printer-friendly version](#)

Student Handbook

Updated links coming soon. Links to previously existing Student Information documents can be found at the bottom of this page.

- **Introduction**
 - Mission Statement, Objectives
 - Accreditation
- **Organization of the HHSOM**
 - Administration
 - UGA, College, Graduate School, HHSOM
 - Faculty and Their Areas
 - Staff and Their Responsibilities
 - Contact Us
 - Offices, people, phone numbers, important offices (in HHSOM and beyond)
- **Calendars and Schedules**
 - Location of online calendars
 - Public and private calendars
 - Final exams and reading day
- **Facilities**
 - General description
 - Building Hours and Access
 - Bulletin Boards
 - Equipment use (instruments, technology, etc.)
 - Ensemble and Chamber-Music Performance Libraries
 - Instrument Rental
 - Keys
 - Lockers
 - Lost and Found
 - Practice Rooms
 - Library
 - Photocopies
 - Piano maintenance
 - Recital scheduling

X 10 ...

Curriculum

- The Student Handbook
 - 2 sections:
 - Policy
 - Curricular matters (graduate only, UG = UGA *Bulletin*)
 - Wednesday, August 16 – pdf draft to faculty
 - Friday, September 1 – any revisions *must* be either:
 - If policy matters, submit to director for changes
 - If graduate program content matters, be submitted to Grad Committee for action
 - Monday, October 2 – becomes official policy of HHSOM

REMINDERS of these deadlines will go out with materials

Curriculum

- Online MMEd is doing well
- NEW: Double dawg degrees
 - Timing
 - HHSOM = 20% of those approved in Franklin from HHSOM
 - New 5-year Bachelors + Masters Programs
 - Music (A.B.) / Journalism and Mass Communication (M.A.) with a Concentration in **Advertising**
 - Music (A.B.) / Music (M.A.) with a Concentration in **Musicology/Ethnomusicology**
 - Music (A.B.) / **Nonprofit Management and Leadership** (M.A.)
 - Music Performance (B. Mus.) / Music (M.Mus.) with a Concentration in **Performance**