

PENNSYLVANIA MUSIC EDUCATORS
ASSOCIATION

CURRICULUM
INSTRUCTION
GUIDE

JUNE 2009

This guide is intended to provide information to members of the PMEA Executive Board concerning the structure and operation of the Curriculum/Instruction Committee. It should become part of the material passed on to new members of the Board by those retiring from office.

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Table of Contents

Forward

Description of the C/I Network.....	1
Committee Membership.....	1
Committee Meetings.....	1
Scope of C/I Committee Responsibility.....	2
C/I Budget.....	2
Election Procedures for C/I Committee.....	3
State C/I Coordinator.....	3
District C/I Committees.....	3
State C/I Chairs.....	3
Qualifications for C/I Members.....	3
State C/I Coordinator.....	3
District C/I Representatives.....	3
Duties and Responsibilities.....	4
State C/I Coordinator.....	4
State C/I Chairs.....	4
District C/I Representatives.....	4
Special Learners/Early Childhood Chair.....	5
Higher Ed./SMTE Chair.....	5
MultiCultural Awareness Chair.....	6
National Association for the Study & Performance of African American Music.....	6
Research Chair.....	6

Appendices

Appendix A

Planning a Workshop.....	7-8
Sample Form: Workshop Registration.....	9
Sample Form: Workshop Evaluation.....	10

Appendix B

Network.....	11
Sample Form: “This Works for Me” (Citation Winners).....	12
Sample Form: “This Works for Me” (C/I Committee).....	13

Appendix C

C/I Funding Procedure.....	14
New Projects Fund.....	14
Sample Form: Tentative Workshop Budget Form.....	15
Sample Form: Post-Workshop Form.....	16
Sample Form: Miscellaneous Expenses Form.....	17
Sample Form: New Projects Form.....	18

Appendix D

Clinician Directory.....	19
Sample Form: Clinician Directory Referral.....	20

Appendix E

PMEA Bulletin of Research in Music Education.....	21
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DESCRIPTION OF THE C/I NETWORK

Committee Membership

The State C/I Coordinator will convene the Committee which consists of twelve District Chairs who are elected by each District and five Ex Officio Chairs. The Ex Officio Chairs will include:

- the Chair representing Early Childhood/Special Learners
- the Chair representing Higher Education (who will also represent PMEA with the Society for Music Teacher Education)
- the Chair representing MultiCultural Awareness
- the Chair representing the National Assn. for the Study & Performance of African American Music
- the Chair representing Research

The five Ex Officio Chairs are appointed by the PMEA President and shall be non-voting participants.

The twelve District Chairs will work with their District level committees to bring to and promote Curriculum/Instruction projects in each District. The five Ex Officio Chairs will further their particular areas of interest throughout Pennsylvania in concert with the State C/I Committee.

Committee Meetings

The State Committee generally meets at a designated time on the first day of each State Executive Board Meeting. Other meetings may be called as necessary.

District Committee meetings will be convened by the District Chair at a time of their choosing.

Scope of C/I Committee Responsibility

The primary concern of the Curriculum/Instruction Committee is instruction in the classroom, although it does not exclude interest in the curriculum and instruction of performance groups. It is concerned with providing focus and expertise to aid the classroom teacher. It will coordinate efforts to generate and develop grassroots participation and implementation of its projects to better music education. It will consider:

1. Music and Basic Skills (reading and computation)
2. Music in Special Education
3. Music for the Gifted/Talented
4. Music in Early Childhood
5. Music in Related Arts Programs
6. Music and Creativity
7. Ethnic Music in Education
8. Selected Music Education Programs/Practices
9. Middle School Music Programs
10. Instrumental Music Instruction and Programs
11. Non-Traditional Music in the Classroom
12. Minimum Music Competencies
13. Choral/Vocal Instruction and Programs
14. Research to improve music education

C/I Budget

The budget is prepared by the State C/I Coordinator with the help of the Committee which approves the final draft for presentation to the State Board. Each District Committee is allotted an equal amount per year to fund their activities. Expenses for workshops, newsletters and other projects of the District Committee should be agreed upon by the membership and then presented to the State Coordinator for approval. Budgets for Early Childhood and Special Learners projects are part of the C/I budget. Funds for other Ex Officio Chairs are separate line items in the PMEA budget.

See Appendix C for Funding Procedures.

ELECTION PROCEDURES FOR C/I COMMITTEES

State C/I Coordinator

The State C/I Coordinator is elected by state-wide ballot as a voting member of the PMEA Executive Board and member of the Executive Committee. Term of office is three years.

District C/I Committees

Each of the twelve districts elect, for a four year term, a four member committee composed of Elementary, Middle/Junior High School, High School and Higher Education representatives. A non-voting collegiate student member should be appointed each year by the Higher Education representative. One half of the Committee will be elected every second year. The elections will occur in the following manner:

Jr. High & Higher Education will be elected the same year.

Elementary & High School will be elected the same year.

This election will occur on a non-presidential election year.

State C/I Chairs

The District Executive Committee, at the direction of the District President, will elect one of the C/I representatives as State C/I Chair. The Chair will coordinate the work of the District C/I Committee and be a voting member of the PMEA State Board serving a four year term with a possible 2-year extension. State C/I Chairs may not be appointed to consecutive terms. Elections should occur on a non-presidential election year and must be finalized prior to June 1. The new Chair takes office at the annual summer meeting of the State C/I Committee.

QUALIFICATIONS FOR C/I MEMBERS

State C/I Coordinator

- Be aware of current trends in music education
- Be aware of exemplary school music programs throughout the state
- Be aware of outstanding music educators throughout the state
- Have leadership qualities
- Be actively involved with teaching classroom music or teaching pedagogical techniques for classroom music
- Have served as a District C/I Chair
- Have experience in planning and chairing workshops
- Be aware of clinicians for special areas and grade levels
- Be available to attend PMEA Executive Council meetings, state conferences and meetings involving C/I interests

District C/I Representatives (Elem., Middle/Jr. High, Sr. High, Higher Ed.)

- Be actively teaching classroom music on the level represented*
- Have leadership qualifications
- Be aware of current trends in music education
- Be available to attend District Executive Council and other meetings of interest to C/I
- Be interested in promoting C/I projects in the District

DUTIES AND RESPONSIBILITIES

State Coordinator for Curriculum/Instruction

1. Serve as voting member of the Executive Board and Committee
2. Prepare an agenda of C/I concerns for each meeting
3. Prepare and administer the C/I budget, keeping accurate records of expenditures. *See Appendix C.*
4. Encourage and aid C/I District Chairs in carrying out Committee projects.
See Appendix A.
5. Serve on the conference planning committee, recommending for all special interest concerns in the conference offerings.
6. Compile and update yearly the Clinician Directory. *See Appendix D.*
7. Organize the Network article for publication in the *PMEA News* every September and May. *See Appendix B.*
8. Encourage the inclusion of all C/I District committee members in the workings of each District Council.
9. Be in contact with State Chairpersons, District Representatives, District Presidents and other members of the PMEA Board, as needed.
10. Serve as a channel through which Chairs, Representatives and classroom teachers may make known their needs and interests to PMEA.
11. Plan and suggest new projects to the Committee.

State C/I Chairs

1. Attend all State Board and C/I Committee meetings as a voting member
2. Convene the District C/I Committee and aid in their planning.
3. Administer the C/I budget for each District, using it for expenses incurred for District meetings, communication and workshops.
4. Make timely requests for use of PMEA funds to the C/I Coordinator for approval. *See Appendix C.*
5. Submit proposals for C/I activities to the State C/I Committee.
6. Contribute items for publication in Network. These items will be included with the report for the January meeting. *See Appendix B.*
7. Compile listing of clinicians and submit to the State Coordinator by June 30 for inclusion in Clinician Directory

District Curriculum/Instruction Representatives

1. Attend scheduled meetings of District C/I Committees and all District Executive Committee meetings as a voting member
2. Assist the State Chair in promoting district projects (i.e. Meet, Share and Discuss sessions, workshops, in-service days, newsletters, etc.) which will improve the quality of instruction in the District. *See Appendix A.*
3. Contact non-members to urge participation and membership.

Early Childhood/Special Learners Chair

1. Serve as an Ex Officio representative on the State C/I Committee and attend every meeting of the committee.
2. Receive and disseminate information from the National Chair concerning related activities.
3. Develop a statewide network encompassing all levels of education with representation from each District.
4. Communicate regularly with network members to encourage their efforts within their Districts, assist in those efforts and share the results.
5. Solicit and compile information from network members in these areas:
 - a. Resource information for consultants and in-service clinicians.
 - b. Articles concerning special music education for publication or reprinting in newsletters or the PMEA News.
 - c. Recommended books, curriculum guides and recordings
 - d. Summaries of successful workshops and in-service meetings in special music education.
 - e. Arrange and advertise dates of workshops or in-service meetings in special music education.
 - f. Disseminate the results of research and pilot projects.
6. Develop suggested topics and presenters for the annual State Conference
7. Communicate with other state networks concerning their activities
8. Maintain thorough records of network activities, processes and procedures.
9. Contribute to the fall issue of the C/I column *Network* which is published as part of the PMEA News. *See Appendix B.*

Higher Education and Society for Music Teacher Education Chair

1. Serve as an Ex Officio representative on the State C/I Committee and attend every meeting of the Committee.
2. Receive and disseminate information from the National Chair concerning network activities.
3. Communicate regularly with network members to encourage their efforts within their Districts. Assist in those efforts and share the results with others.
4. Compile information from network members in the following areas:
 - a. Resource information for consultants and in-service clinicians.
 - b. Articles concerning higher education and teacher education.
 - c. Recommend books, curriculum guides and recordings.
 - d. Present summaries of successful workshops and in-service meetings held in various Districts.
5. Develop suggested topics and presenters for the annual State Conference.
6. Contribute to the spring issue of the C/I column, *Network*. *See Appendix B.*

Multi-Cultural Awareness Chair

1. Serve as an Ex Officio representative on the State C/I Committee.
2. Attend every meeting of the State C/I Committee.
3. Contribute to the fall issue of the C/I Newsletter, *NETWORK*. See *Appendix B*.
4. Serve as a resource person in planning workshops and conferences. See *Appendix A*.
5. Receive and disseminate information from the National Chair concerning network activities.

National Association for the Study & Performance of African American Music

1. Serve as an Ex Officio representative on the State C/I Committee
2. Attend every meeting of the State C/I Council
3. Contribute to the spring issue of the C/I Newsletter, *NETWORK*. See *Appendix B*.
4. Serve as a resource person in planning workshops and conferences. See *Appendix A*.
5. Receive and disseminate information from the National Chair concerning network activities.

Research Chair

1. Serve as an Ex Officio representative on the State C/I Committee
2. Attend every meeting of the State C/I Committee.
3. Serve as a resource in planning workshops and conferences. See *Appendix A*.
4. Act as a liaison between the Research and C/I Committees to develop research projects which will impact on music education.
5. Contribute articles for publication in the *PMEA News*.
6. Organize and publish the *PMEA Bulletin of Research in Music Education*. See *Appendix E*.

APPENDICES

APPENDIX A

PLANNING A WORKSHOP

1. Acquire a clinician and set a date for the workshop which will not conflict with other PMEA events.
2. Schedule a site for the workshop that is central to all members of the District.
3. Set a budget. The following guidelines for clinician fees have been established by the State C/I Committee:
 - \$75.00 for a one hour session
 - \$250.00 maximum per clinician is available from State funds. (additional funding may be provided by other sources: District budget, music industry, parent organizations, Intermediate Units, etc.)
 - mileage rate will correspond with the PMEA-established rate
 - \$20.00 per day for meals and miscellaneous expenses
 - one night lodgingAvoid janitorial fees wherever possible. Have the host school or student group from the school provide refreshments, if they are needed. **PMEA does not fund refreshments for workshops.**
4. Prior to September 1, submit a tentative workshop budget using the budget form, to the State C/I Coordinator for approval.
5. After approval has been granted, plan a flyer to be used for publicity. The flyer must include a statement of PMEA sponsorship. Flyers should be mailed six weeks prior to the workshop date. A pre-registration form should be part of the text. Mail announcements to PMEA members using the list provided by the PMEA District Secretary. To contact non-PMEA members, send the flyer to every school district in care of the music coordinator, including a cover letter of explanation.

Announce that a \$5.00 donation from non-members will be collected at the workshop site. Submit this money to PMEA Executive Director and do not use it to cover expenses. PMEA members are permitted to bring one guest to the workshop.

If workshop expenses are covered by the District and no C/I funds are used, the \$5.00 fee for non-member participants remains with the District treasury and is NOT forwarded to the State.

5. Establish material and equipment needs of the clinician. Designate an assistant for the clinician in order for the host to be free to attend to other problems that may arise.

6. Immediately following the workshop send the Post Workshop Form to the Executive Director. However, if payment is being requested, the form should be sent to the C/I Coordinator.

7. Any miscellaneous expenses related to the workshop (phone calls, postage, etc.), excluding refreshments, may be covered by C/I funds by submitting the Miscellaneous Expense Form to the C/I State Coordinator.

SAMPLE FORM

Workshop Registration

Please make reservations for the following people to attend the PMEA Workshop:

NAME: _____

ADDRESS: _____

PHONE: _____

PMEA MEMBER: _____ YES _____ NO (\$5.00 DONATION)

NAME: _____

ADDRESS: _____

PHONE: _____

PMEA MEMBER: _____ YES _____ NO (\$5.00 DONATION)

NAME: _____

ADDRESS: _____

PHONE: _____

PMEA MEMBER: _____ YES _____ NO (\$5.00 DONATION)

NAME: _____

ADDRESS: _____

PHONE: _____

PMEA MEMBER: _____ YES _____ NO (\$5.00 DONATION)

SAMPLE FORM

WORKSHOP EVALUATION FORM

NAME OF CLINICIAN _____

TOPIC _____

DISTRICT # _____ HOST _____

DATE _____

Preparation: ___ Excellent ___ Good ___ Fair

Clarity of Objectives: ___ Excellent ___ Good ___ Fair

Met Responsibilities: ___ Excellent ___ Good ___ Fair

Rapport with group: ___ Excellent ___ Good ___ Fair

COMMENTS:

Would you recommend this clinician for another workshop?

Why?

Why not?

APPENDIX B

NETWORK

1. ***NETWORK*** is the official publication of the C/I Committee. It is published twice yearly in the *PMEA News*. The State C/I Coordinator is responsible for its organization and printing.
2. ***NETWORK*** includes lesson plans, teaching tips, articles pertaining to curriculum instruction - anything of a “hands-on” nature that will assist the classroom teacher.
3. Fall Issue: It is suggested that the Fall issue of ***NETWORK*** consists of teaching tips from the previous year’s winners of the PMEA Citation of Excellence Award. Letters of invitation to submit ideas and appropriate forms are sent to every recipient in May of the previous year. In addition, the Early Childhood/Special Learners and the MultiCultural Awareness Chairs submit articles to be included in the column. *Deadline for publication: August 1.*
4. Summer Issue: At the January State C/I meeting, every Committee member is responsible for bringing with them items for publication in ***NETWORK***. Appropriate forms are distributed at the summer meeting. In addition, the Chairs for the National Association for the Study and Performance of African American Music and the Higher Ed./SMTE are responsible for submitting items for publication. *Deadline for publication: March 1.*
5. These twice yearly publications of ***NETWORK*** in *PMEA News* are at no cost to the State C/I Committee.

SAMPLE FORM

**“THIS WORKS FOR ME”
TEACHING TIPS
FROM THE WINNERS OF
*THE CITATION OF EXCELLENCE***

Name:

District:

Curriculum Area: (Grade Level)

Your tip: (Please keep in mind that the *Network* is a column which is “hands-on” in nature)

Please fill out the form as soon as possible and return it in the envelope provided.
THANKS!

The PMEA News Editor and C/I Coordinator reserve the right to edit as necessary.

SAMPLE FORM

**“THIS WORKS FOR ME”
TEACHING TIPS FOR
*NETWORK***

Contributor:

District:

Curriculum Area: (Grade Level)

Your tip: (Please keep in mind that *Network* is a column which is “hands-on” in nature).

Please include this form with your report for the January meeting.
The PMEA News editor and C/I Coordinator reserve the right to edit as needed.

APPENDIX C

C/I FUNDING PROCEDURE

Each year the C/I Committee is allocated funds from PMEA with which to sponsor its workshops and other special events. The State Coordinator is responsible for overseeing the equitable use of the money available. No money may be spent from the C/I budget without the Coordinator's approval. In order to receive funds from the State, the following guidelines have been approved by the C/I Committee:

1. The Tentative Budget Form must be filled out and sent to the State C/I Coordinator by September 1.
2. Please fill out the form completely. It is important to have the complete name and address of the clinician (including zip code).
3. Mileage should be estimated by the clinician and then verified, as much as possible, by the workshop coordinator. If pre-payment is requested, the clinician must understand that there will be no adjustments in the mileage figure that has been estimated.
**Please remember that only one check will be issued for each clinician. All their expenses must appear on ONE form.*
4. Immediately following the workshop, the Post-Workshop Form must be filled out and sent to the State Coordinator. If pre-payment has not been requested, the State Coordinator will send the form to the executive director and a check will be issued to the clinician at that time.
5. Expenses, other than the clinician and/or refreshments, will be reimbursed at the conclusion of the workshop with the submission of the Miscellaneous Expenses Form.

NEW PROJECTS FUND

Funds are available through the C/I budget to help Districts initiate newsletters, Fests, workshops, etc. These projects should be completely new to the District and unforeseen in their budgetary considerations. Application for use of the Fund must be made to the C/I Coordinator at least six weeks prior to the event. Please use the New Projects Form.

SAMPLE FORM

CURRICULUM/INSTRUCTION COMMITTEE
TENTATIVE ANNUAL BUDGET FORM FOR WORKSHOPS (Due Sept. 1)

CLINICIAN _____

ADDRESS _____

SESSION TITLE _____

CLINICIAN _____

ADDRESS _____

SESSION TITLE _____

(Use additional sheets if you plan to have more than two clinicians at your workshop)

ITEMS FOR PAYMENT TO CLINICIANS:

AMOUNT:

Mileage/Transportation

Meals and/or Lodging

Lodging

Handouts

Honorarium

TOTAL:

MISCELLANEOUS EXPENSES:

Postage

Printing

Supplies

TOTAL

WORKSHOP LOCATION _____

DISTRICT # _____ WORKSHOP DATE _____

DISTRICT C/I CHAIR

PMEA C/I COORDINATOR

CURRICULUM/INSTRUCTION COMMITTEE
POST-WORKSHOP FORM

CLINICIAN _____

ADDRESS _____

SESSION TITLE _____

CLINICIAN _____

ADDRESS _____

SESSION TITLE _____

ITEMS FOR PAYMENT TO CLINICIAN:

AMOUNT:

TOTAL: _____

_____ PRE-PAYMENT RECEIVED AND DELIVERED

_____ PAYMENT REQUESTED

WORKSHOP LOCATION _____

DISTRICT # _____ WORKSHOP DATE _____

DISTRICT C/I CHAIR

PMEA C/I COORDINATOR

SAMPLE FORM

**CURRICULUM/INSTRUCTION COMMITTEE
MISCELLANEOUS EXPENSES**

ITEMS FOR PAYMENT:

AMOUNT:

TOTAL:

DISTRICT # _____

C/I REP _____

C/I COORDINATOR _____

Please send this form to:

Linda L. Hulsey
303 Belmont Ave.
Canonsburg, PA 15317-1103

SAMPLE FORM
CURRICULUM/INSTRUCTION COMMITTEE
NEW PROJECTS FORM

PMEA District # _____

Nature of the project:

How will this project benefit your District?

When will you need to receive the funds?

FUNDS REQUESTED: \$ _____

State C/I Chair

FUNDS APPROVED: \$ _____

State C/I Coordinator

Check for the approved funds will be sent to the District Treasurer.

APPENDIX D

CLINICIAN DIRECTORY

1. The State C/I Coordinator is responsible for compiling and updating a list of clinicians that have been used by District C/I Committees in their workshops. State C/I Chairs may bring referrals to any meeting and submit them to the State Coordinator for inclusion in the Directory.
2. The Directory includes the topic covered by the clinician and a current address and phone number. The District recommending the clinician will also be listed for reference.
3. A yearly update of the Directory will be distributed to the State Committee at the summer meeting for use the following year.

SAMPLE FORM

CURRICULUM/INSTRUCTION COMMITTEE
CLINICIAN DIRECTORY
REFERRALS

Clinician's Name _____

Street Address _____

City, State Zip _____

Phone: Home () _____ Work () _____

Session Title & Topic _____

Referring District # _____

Clinician's Name _____

Street Address _____

City, State Zip _____

Phone: Home () _____ Work () _____

Session Title & Topic _____

Referring District # _____

Clinician's Name _____

Street Address _____

City, State Zip _____

Phone: Home () _____ Work () _____

Session Title & Topic _____

Referring District # _____

APPENDIX E

PMEA Bulletin of Research in Music Education

1. The *PMEA Bulletin of Research in Music Education* is a refereed journal with the State Research Chair as editor and the State Research Committee serving as the editorial board. The *Bulletin* is printed every fall and available at a cost of \$5.00. It is mailed to all PMEA Society for Research in Music Education members free of charge.
2. The *Bulletin* is printed in cooperation with the Penn State School of Music. The School Music provides all secretarial support.
3. The *Bulletin* generates its own revenue and will be self-supporting.
4. Timeline for publication is:

September 1:	Call for papers and subscription information
January 15:	Papers submitted and sent to editorial board
March 1:	Papers returned to editor and letters of acceptance/rejection sent to authors
June 1:	Subscription money due (sent to Executive Director)
July 1:	Articles ready to print
August 1:	Journals mailed to subscribers and PMEA/SRME

Special Meeting Insurance Form

Liability insurance has been extended to cover all special meetings held under the PMEA umbrella. This includes District Executive Board meetings and Curriculum/Instruction meetings. The policy covers all persons in attendance.

This form must be sent to the Executive Office within five (5) days of the event or the meeting will not be covered.

Meeting Date _____ Dis-
trict _____

Group Holding Meet-
ing _____

Nature of Meet-
ing _____

Number of persons in atten-
dance _____

Location of meeting (include ad-
dress) _____

Meetings hours _____

Additional comments if perti-
nent _____