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Higher Education Arts Data Services

ANNUAL REPORT FORM FOR DEGREE-GRANTING MUSIC UNITS
2000-2001 ACADEMIC YEAR

This document also serves as the Annual Report Form
for institutional members of the

National Association of Schools of Music

Name and Title of Person Completing Survey
Tedrow L. Perkins Interim Director, Dana School of Music

Name and Title of Music Executive/Representative to NASM
Tedrow L. Perkins Interim Director, Dana School of Music

Name of Institution (please do not abbreviate)
Youngstown State University

Name of Unit (please use full designation)
Dana School of Music

Street Address and/or P. O. Box
One University Plaza

City or Town
Youngstown

State
OH

Zip Code
44555

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(330) 742-3636

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(330) 742-1490

E-Mail (if available)
TLPERKINS@CC.YSU.EDU

GENERAL INFORMATION

This questionnaire is seeking data about aspects of the music program at your institution. Composite and comparative data will be published and distributed by HEADS to allow music units to compare themselves with other music units of similar size and type. It is extremely important that the questionnaire be completed as accurately as possible. Please estimate only if you cannot obtain access to exact numbers. Specific instructions precede each section. If you have any questions about completing the questionnaire, please call (703) 437-0700.

Most information in the questionnaire covers the 2000-2001 academic year and the fiscal year that coincides with it.

CONFIDENTIALITY

SIGNATURE REQUIRED. Most answers provided in the questionnaire will remain completely confidential. However, some statistics, because of their public nature, may be released by HEADS for general information. Unless otherwise advised, HEADS may release the following data by institution: Enrollment, Major Areas Offered, Degrees Awarded, Faculty Numbers, Renovation, and New Construction. *Please sign on the appropriate line below.*

I hereby **APPROVE** release of the data in the manner outlined above. Tedrow L. Perkins
Signature of the Music Executive

I **DO NOT APPROVE** release of the data in the manner outlined above. _____
Signature of the Music Executive

PLEASE NOTE: 1) A copy of your completed survey should be retained for your records. 2) Copies of HEADS reports are required components of the Self-Study prepared by institutions in conjunction with NASM reviews for Membership and renewal of Membership. 3) The original survey must be returned to the HEADS Office—please do not fax or send photocopied or retyped versions of this report.

**This questionnaire must be returned by
October 15, 2000:**
HIGHER EDUCATION ARTS DATA SERVICES
11250 Roger Bacon Drive, Suite 21
Reston, Virginia 20190

Completed early submissions are welcomed and helpful.

If you have questions, please contact the HEADS office at (703) 437-0700.

HEADS PARTICIPATION

To assist the HEADS office and facilitate the processing of your Annual Report, please check the appropriate box below, giving careful attention to the information set forth in each category.

Member — no fee required. We are an NASM accredited institution. We understand that filling out and returning this Annual Report form is a requirement of Membership in NASM and that failure to submit this report will cause our Membership status to be reviewed by the appropriate Commission on Accreditation. We further understand that a copy of the compiled 2000-2001 *Data Summaries* will be forwarded to us upon publication for no additional fee. This is a benefit of Membership in NASM and is covered by our Annual Membership dues.

Non-Member Participant — \$75.00 fee* required. We are not an NASM accredited member institution, but wish to participate in HEADS this year. We have filled out the Annual Report form and are returning it to the HEADS office with a check in the amount of \$75.00 payable to HEADS. We understand that a copy of the compiled 2000-2001 *Data Summaries* will be forwarded to us upon publication. The \$75.00 fee* for non-member participants covers the cost of our copy of the 2000-2001 compiled *Data Summaries*.

Non-Member Non-Participant — \$135.00 fee* required. We are not an NASM accredited member institution and do not wish to participate in HEADS this year, but *do wish to receive a copy of the 2000-2001 compiled Data Summaries*. We have returned our Annual Report form with only the top half of the cover page completed and a check in the amount of \$135.00 payable to HEADS. We understand that a copy of the 2000-2001 compiled *Data Summaries* will be forwarded to us upon publication. The \$135.00 fee* for non-participants covers the cost of our copy of the 2000-2001 compiled *Data Summaries*.

***PLEASE NOTE:**

Checks must be made payable to
"Higher Education Arts Data Services" or "HEADS."

Section I: General Institutional Information

1. Is your institution private or public? *(Please check only one.)*

a. Private

b. Public

2. What is the **total** institutional enrollment (number of individuals, i.e. head count) for Fall, 2000? Include only local campus, not system-wide enrollment. *(Please check only one.)*

a. 1-500

g. 15,001-20,000

b. 501-1,000

h. 20,001-25,000

c. 1,001-2,500

i. 25,001-30,000

d. 2,501-5,000

j. 30,001-35,000

e. 5,001-10,000

k. 35,001-40,000

f. 10,001-15,000

l. 40,001 plus

3. Which is the highest program level offered in **music** at your institution? *(Please check only one.)*

a. Associate Degree

c. Master's Degree

b. Baccalaureate Degree

d. Doctoral Degree

4. Which is the highest program level offered in **any unit** at your institution? *(Please check only one.)*

a. Associate Degree

d. Post-Master's Degree
(but not Doctoral)

b. Baccalaureate Degree

e. Doctoral Degree

c. Master's Degree

5. Is your institution an accredited member of NASM? *(Please check only one.)*

a. Member

b. Non-Member

6. Is your institution involved with either of the following during the 2000-2001 academic year? *(Check all that apply. If your institution is not involved with either, please leave blank.)*

a. Building a new music
facility

b. Renovating the music
facility

Section II: Music Enrollment

INSTRUCTIONS

Section II, provide the actual number (i.e. head count) of **music major students only** who are enrolled in or have graduated from your music degree programs.

In columns (a) and (b), please provide data on the number of music majors enrolled in the Summer of 2000 and the Fall of 2000 respectively.

Definition: A "music major" is defined as (1) a full-time student declared as a music major, (2) a currently enrolled part-time student declared as a music major, or (3) a currently enrolled student studying applied music, performing in a major ensemble and taking first-year theory (students must be enrolled in all three courses). Students listed in (3) above should be included in the category "Other." If students have double majors or similar arrangements, **either** (1) enter them in only one category based on your judgment, or (2) enter them in the "Other" category.

In column (c), record the number of degrees awarded in the various areas of music during the period July 1, 1999 through June 30, 2000.

It is imperative that the totals provided equal the sum of enrollments listed in each specific major area. Please enter each individual in only one category. All individuals entered in any category must be **music majors** as defined above. These data are used throughout the compilation process to place institutions in appropriate categories. Therefore, it is imperative that figures be entered accurately. If exact figures are not available, please estimate.

A. ASSOCIATE DEGREES

| | (a) Music Major Enrollment Summer 2000 | (b) Music Major Enrollment Fall 2000 | (c) Number of Degrees Awarded to Music Majors July 1, 1999 through June 30, 2000 |
|---|---|---|--|
| 1. <u>Associate of Fine Arts Degree Programs or equivalent</u> (Enter only number of major students enrolled in music programs with at least 65% music content.) | | | |
| Brass | | | |
| Guitar | | | |
| Harp | | | |
| Jazz Studies | | | |
| Music Education | | | |
| Music History | | | |
| Organ | | | |
| Percussion | | | |
| Piano/Harpsichord | | | |
| Strings | | | |
| Theory/Composition | | | |
| Voice | | | |
| Woodwinds | | | |
| Other (Please specify) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | | | |
| TOTAL (Section II.A.1. only) | NA | NA | NA |

A. ASSOCIATE DEGREES (continued)

| | (a) Music Major Enrollment Summer 2000 | (b) Music Major Enrollment Fall 2000 | (c) Number of Degrees Awarded to Music Majors July 1, 1999 through June 30, 2000 |
|--|---|---|--|
|--|---|---|--|

2. Associate Degree Programs in Music Education, Music/Business, or Music Combined with an Outside Field
 (Enter only number of major students enrolled in music degree programs with at least 50% music content.)

| | | | |
|---|----|----|----|
| Music Education | | | |
| Music/Business | | | |
| Other (Please specify) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | | | |
| Other (Please specify) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | | | |
| TOTAL (Section II.A.2. only) | NA | NA | NA |

3. Associate Liberal Arts Degree Programs in Music
 (Enter only number of major students enrolled in music degree programs with 30% - 45% music content.)

| | | | |
|---|----|----|----|
| Liberal Arts Degree | | | |
| Other (Please specify) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | | | |
| Other (Please specify) <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | | | |
| TOTAL (Section II.A.3. only) | NA | NA | NA |

B. BACCALAUREATE DEGREES

1. Bachelor of Music Degree Programs or Other Professional Degree Programs
 (Enter only number of major students enrolled in music degree programs with at least 65% music content.)

| | | | |
|--------------------|--|----|---|
| Accompanying | | | |
| Brass | | 12 | 4 |
| Composition | | 11 | |
| Guitar | | 9 | |
| Harp | | | |
| History/Literature | | | |

(continued on next page)

B. BACCALAUREATE DEGREES (continued)

| | (a) Music Major Enrollment Summer 2000 | (b) Music Major Enrollment Fall 2000 | (c) Number of Degrees Awarded to Music Majors July 1, 1999 through June 30, 2000 |
|---|---|---|--|
| Jazz Studies | 4 | 8 | |
| Organ | | 2 | |
| Percussion | | 8 | 1 |
| Piano/Harpsichord | | 1 | 2 |
| Piano Pedagogy | | | |
| Sacred Music | | | |
| Strings | 1 | 8 | 1 |
| Theory | | | |
| Theory/Composition | | | |
| Voice | 1 | 24 | 6 |
| Woodwinds | 1 | 19 | 3 |
| Other (Please specify) | | 9 | |
| <input type="text" value="Undetermined"/> | | | |
| Other (Please specify) | | | |
| <input type="text"/> | | | |
| TOTAL (Section II.B.1. only) | 7 | 111 | 17 |

2. Baccalaureate Degree Programs in Music Education, Music Therapy, and Music Combined with an Outside Field

(Enter only number of major students enrolled in music degree programs with at least 50% music content.)

| | | | |
|--|----------|------------|-----------|
| Music Education | 9 | 177 | 21 |
| Music Therapy | | | |
| Music/Business/Arts Administration | | | |
| Music/Engineering | | | |
| Musical Theatre | | | |
| Other (Please specify) | | | |
| <input type="text"/> | | | |
| TOTAL (Section II.B.2. only) | 9 | 177 | 21 |

B. BACCALAUREATE DEGREES *(continued)*

(a)
Music Major
Enrollment
Summer 2000

(b)
Music Major
Enrollment
Fall 2000

(c)
Number of Degrees
Awarded to Music Majors
July 1, 1999 through
June 30, 2000

3. Baccalaureate Liberal Arts Degree Programs in Music (B.A., B.S.)

(Enter only number of major students enrolled in music degree programs with 30% - 45% music content.)

| | | | |
|--|---|---|---|
| Liberal Arts Degree | 1 | 6 | 2 |
| Other (Please specify) <input type="text"/> | | | |
| Other (Please specify) <input type="text"/> | | | |
| TOTAL (Section II.B.3. only) | 1 | 6 | 2 |

C. MASTER'S DEGREES

1. Specific Master's Degree Programs (M.M.)

(Enter only number of major students enrolled in music degree programs.)

| | | | |
|--------------------------|---|---|---|
| Accompanying | | | |
| Arts Administration | | | |
| Brass | | | |
| Composition | | | |
| Conducting | | 1 | 1 |
| Ethnomusicology | | | |
| Guitar | | | 1 |
| Harp | | | |
| Harpsichord | | | |
| Jazz Studies | | | |
| Music Education | 6 | 9 | 3 |
| Music History/Musicology | 4 | 3 | 2 |
| Music Therapy | | | |
| Opera | | | |
| Organ | | | |

(continued on next page)

C. MASTER'S DEGREES (continued)

| | (a) Music Major Enrollment Summer 2000 | (b) Music Major Enrollment Fall 2000 | (c) Number of Degrees Awarded to Music Majors July 1, 1999 through June 30, 2000 |
|--|---|---|--|
| Pedagogy | | | |
| Percussion | 1 | 2 | 1 |
| Piano | 2 | 5 | 1 |
| Sacred Music | | | |
| Strings | | 4 | 2 |
| Theory | | 1 | 2 |
| Voice | 3 | 3 | 1 |
| Woodwinds | | 2 | |
| Other (Please specify) <input type="text"/> | | | |
| TOTAL (Section II.C.1. only) | 16 | 30 | 14 |

2. General Master's Degree Programs (M.A. or M.S.)

(Enter only number of major students enrolled in music degree programs.)

| | | | |
|--|-----------|-----------|-----------|
| General Master's in Music | | | |
| Other (Please specify) <input type="text"/> | | | |
| Other (Please specify) <input type="text"/> | | | |
| TOTAL (Section II.C.2. only) | NA | NA | NA |

D. DOCTORAL DEGREES

(a)
Music Major
Enrollment
Summer 2000

(b)
Music Major
Enrollment
Fall 2000

(c)
Number of Degrees
Awarded to Music Majors
July 1, 1999 through
June 30, 2000

Doctoral Degree Programs in Music

(Enter only number of major students enrolled in music degree programs.)

| | | | |
|--------------------------------------|----|----|----|
| Accompanying | | | |
| Brass | | | |
| Composition | | | |
| Conducting | | | |
| Ethnomusicology | | | |
| Guitar | | | |
| Harp | | | |
| Harpsichord | | | |
| Music Education | | | |
| Musicology | | | |
| Opera | | | |
| Organ | | | |
| Percussion | | | |
| Piano | | | |
| Sacred Music | | | |
| Strings | | | |
| Theory | | | |
| Voice | | | |
| Woodwinds | | | |
| Other (Please specify) | | | |
| <input type="text"/> | | | |
| TOTAL (Section II.D. only) | NA | NA | NA |

E. GRAND TOTAL MUSIC MAJOR ENROLLMENT

(Sum of Sections II.A.1., II.A.2., II.A.3., II.B.1., II.B.2., II.B.3., II.C.1., II.C.2., and II.D.)

| | (a) Music Major Enrollment Summer 2000 | (b) Music Major Enrollment Fall 2000 | (c) Number of Degrees Awarded to Music Majors July 1, 1999 through June 30, 2000 |
|---|---|---|--|
| Please provide the aggregate number of nonduplicated music major students listed in II.A.-D. above. The combined totals of each section MUST equal the grand total. | 33 | 324 | 54 |

F. ETHNIC BREAKDOWN OF STUDENTS*

***NOTE:** The HEADS office has received a number of requests that sections of this survey seeking ethnic data be made consistent with the National Center for Education Statistics IPEDS surveys. Approval for this change has been secured; however, it is necessary to delay implementation of the change in the survey form pending parallel changes being made in HEADS computer software. We appreciate your patience and continued willingness to work with the current ethnic categories.

For each degree level, please indicate the number of students presently enrolled in the following categories.

| | BLACK NON-HISPANIC | | AMERICAN INDIAN/ ALASKAN NATIVE | | ASIAN/PACIFIC ISLANDER | | HISPANIC | | WHITE NON-HISPANIC | |
|-------------------------------|--------------------|---------------|------------------------------------|---------------|---------------------------|---------------|-------------|---------------|--------------------|---------------|
| | (a) Male | (b) Female | (c) Male | (d) Female | (e) Male | (f) Female | (g) Male | (h) Female | (i) Male | (j) Female |
| Associate Degrees: | | | | | | | | | | |
| Professional | (01) | | | | | | | | | |
| Liberal Arts | (02) | | | | | | | | | |
| Baccalaureate Degrees: | | | | | | | | | | |
| Professional | (03) | 6 4 | | | | | 1 | | 167 | 106 |
| Liberal Arts | (04) | | | | | | | | | |
| Master's Degrees: | | | | | | | | | | |
| Specific | (05) | | | | | 1 | | | 17 | 12 |
| General | (06) | | | | | | | | | |

Section III: Total Instructional Service

(IN SEMESTER CREDIT HOURS OR QUARTER HOURS)

INSTRUCTIONS

The information requested in this section is vital to the HEADS database. The answer to question III.C. is of particular importance, providing the database with information used in many of the ratios calculated from the data. Its exclusion limits the value of much of the other data submitted. If the figures are unknown to you, your registrar may be able to provide them. If not, **multiply the semester credit hours (or quarter hours) allotted for each course by the number of students enrolled and total the figures for all courses offered.**

If your institution computes credits in quarter hours, please place figures in column (a). If your institution uses semester credit hours, please place the figures in column (b).

In question III.D., please provide the number of students (headcount, i.e. nonduplicated) involved in the curricular activities of the music unit in any way. An approximation of this figure would be useful to the database even if exact figures are not available.

DEFINITION: For the purposes of this section of the survey, an academic year should include all instructional periods except summer. Please be sure to exclude summer sessions from all calculations in this section.

- A. What is the projected total number of semester credit hours OR quarter hours generated in music courses offered during the 2000-2001 academic year (excluding summer) by **non-music major students**? (Please answer only one.) **EXAMPLE:** If your unit offers three courses to non-majors worth three credits to each student, and there are twelve students in each class, the answer would be 108 ($3 \times 3 \times 12$).

Quarter Hours (a) OR Semester Credit Hours (b)

- B. What is the projected total number of semester credit hours OR quarter hours generated in music courses offered during the 2000-2001 academic year (excluding summer) by **music major students**? (Please answer only one.) **EXAMPLE:** If your unit has twenty-five full-time music majors each taking twelve credits of music courses during the academic year, the answer would be 300 (25×12).

Quarter Hours (a) OR Semester Credit Hours (b)

- C. What is the projected total number of semester credit hours OR quarter hours generated in music courses offered during the 2000-2001 academic year (excluding summer)? (Please answer only one.) This figure is derived by adding the answers to A and B above.

Quarter Hours (a) OR Semester Credit Hours (b)

- D. What is the projected number of students (headcount, i.e. nonduplicated) involved in any curricular aspect of the music unit during the 2000-2001 academic year (excluding summer)? Please approximate this figure if you do not have access to an exact answer.

Section IV: Music Faculty and Instructional Staff

Please complete each applicable section of each chart. Data cannot be processed unless all information is provided.

A. FULL-TIME FACULTY: 2000-2001 DATA ONLY

INSTRUCTIONS

Two charts are provided for full-time music faculty: one for male faculty and one for female faculty. Only information regarding full-time faculty should be entered in these charts. Do not include part-time faculty data in Sections IV.A.1. and IV.A.2. (specific information covering part-time faculty is requested in Sections IV.B. and IV.C.). Please provide information about full-time faculty by gender. Institutions unable to do so should check the box marked "We are unable to provide faculty data by gender and are providing combined faculty data" and enter the total figures in the "Male" chart.

PLEASE NOTE

The charts in Section IV.A. should include all full-time individuals with faculty status. The intent of the data in this section is to develop average full-time faculty salaries. Salary figures should be based on a nine-month academic year, exclusive of benefits.

Do not include in Sections IV.A.1. or IV.A.2. any information about the music executive or other administrators who will be recorded in Section V. of the survey (i.e., Deans, Chairs, and Directors, and Assistant/Associate Deans, Chairs, and Directors). Salaries and other specific data regarding the music executive(s) and assistant/associate music executive(s) are requested in Section V.

Do not include individuals who are not full-time faculty members. Do not include faculty members on sabbatical, nor those in early retirement programs and therefore not teaching full-time and/or not receiving a full-time salary.

RANKS

The various ranks of the professoriate are consistent with those of "A Common Language for Postsecondary Accreditation," a joint project of COPA and NCHEMS. If your rankings are not consistent with those listed, please check with your research office to determine institutional policy in relation to these common ranks.

NUMBER – Column (a)

In column (a), record the number of individuals in each rank. Total the column.

HIGHEST DEGREE EARNED – Columns (b) through (g)

In columns (b) through (g), record the number of individuals in that particular rank who have earned the highest degree indicated. Total the column. The total of columns (b) through (g) must equal column (a).

LENGTH OF SERVICE AT THE INSTITUTION – Columns (h) through (j)

In columns (h) through (j), record the number of individuals in that particular rank who have served continuously at your institution for the number of years indicated. Total the column. The total of columns (h) through (j) must equal column (a).

SALARIES FOR 2000-2001 – Columns (k) through (m)

Please note: actual salary figures are requested in columns (k) and (l), not the general salary range for music faculty at that rank.

In column (k), please provide the lowest individual salary for a faculty member in that rank (salary based on a nine-month academic year appointment, exclusive of benefits).

In column (l), please provide the highest individual salary for a faculty member in that rank (salary based on a nine-month academic year appointment, exclusive of benefits).

In column (m), please provide the total salary expenditures (salary based on a nine-month academic year appointment, exclusive of benefits) for all individuals recorded in column (a). Salary data should be budget figures for the 2000-2001 academic year only. In order for HEADS to utilize the data, lowest, highest, and total salary expenditure figures must be filled in, even if there is only one faculty member in a category.

TENURE – Column (n)

In column (n), please record the number of individuals in each rank who have tenure. If there is no tenure system at your institution, check the box provided.

1. **Full-Time Faculty: Male (2000-2001 Data Only)**

(Please read detailed instructions on page 10 before completing this section.)

Check here, if appropriate:

We are unable to provide faculty data by gender and are providing combined faculty data. This is recorded in the "Full-Time Faculty: Male" chart only.

SPECIAL NOTE: Please do not include salary or other data regarding music executives in this chart. Section V. requests specific data for music administrators.

CONFIDENTIALITY. Please note that salary information is released by HEADS only in the form of composite data. Salary figures provided by individual institutions are held strictly confidential. Institutions are asked to furnish complete information to ensure that all participating institutions receive true averages in the published results of this survey.

SALARIES¹

| | Number | HIGHEST DEGREE EARNED | | | | | | LENGTH OF SERVICE AT INSTITUTION | | | LOWEST Individual Salary | HIGHEST Individual Salary | TOTAL Salary Expenditure | Number With Tenure ² |
|----------------------|--------|-----------------------|-------|-------|--------|-------|------------------|----------------------------------|----------|----------|--------------------------|---------------------------|--------------------------|---------------------------------|
| | | Doct. | Mast. | Bacc. | Assoc. | Dipl. | Cert. or No Deg. | 1-4 yrs. | 5-9 yrs. | 10+ yrs. | | | | |
| EXAMPLE | 5 | 3 | 1 | 1 | | | | 2 | | 3 | \$ 30,500 | \$ 41,765 | \$ 178,865 | 4 |
| | (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (l) | (m) | (n) |
| Full Professors | 7 | 3 | 4 | | | | | | | 7 | \$ 61,323 | \$ 23,479 | \$ 446,773 | 7 |
| Associate Professors | 7 | 5 | 2 | | | | | | 2 | 5 | \$ 46,091 | \$ 65,821 | \$ 67,254 | 1 |
| Assistant Professors | 2 | 2 | | | | | | | 2 | | \$ 39,211 | \$ 39,584 | \$ 78,800 | 1 |
| Instructors | 2 | | 2 | | | | | 1 | 1 | | \$ 32,837 | \$ 34,000 | \$ 66,837 | 0 |
| Lecturers | | | | | | | | | | | \$ | \$ | \$ | |
| Unranked | 2 | | 2 | | | | | 2 | | | \$ 26,300 | \$ 28,235 | \$ 51,535 | 0 |
| Visiting | | | | | | | | | | | \$ | \$ | \$ | |
| TOTAL | 20 | 10 | 10 | | | | | 3 | 5 | 12 | | | \$ 1,064,794 | 15 |

Sum of (b) through (g) must equal (a).
Sum of (h) through (j) must equal (a).

¹ Salary figures should be based on a nine-month academic year, exclusive of benefits.

² If a tenure system does not exist, check here:

REMINDERS

- Please ensure that the total in column (a) equals the totals in columns (b) through (g).
- Please ensure that the total in column (a) equals the totals in columns (h) through (j).
- Do not include part-time faculty salaries in this chart (see Sections IV.B. and IV.C. for part-time faculty).
- Do not include partial salaries for faculty in early retirement programs or on sabbatical.

2. Full-Time Faculty: Female (2000-2001 Data Only)

(Please read detailed instructions on page 10 before completing this section.)

Check here, if appropriate: We are unable to provide faculty data by gender and are providing combined faculty data. This is recorded in the "Full-Time Faculty: Male" chart only.

SPECIAL NOTE: Please do not include salary or other data regarding music executives in this chart. Section V. requests specific data for music administrators.

CONFIDENTIALITY. Please note that salary information is released by HEADS only in the form of composite data. Salary figures provided by individual institutions are held strictly confidential. Institutions are asked to furnish complete information to ensure that all participating institutions receive true averages in the published results of this survey.

SALARIES¹

| | Number | HIGHEST DEGREE EARNED | | | | | | LENGTH OF SERVICE AT INSTITUTION | | | LOWEST Individual Salary | HIGHEST Individual Salary | TOTAL Salary Expenditure | Number With Tenure ² |
|-----------------------------|--------|--|-------|-------|-------------|-------|--|----------------------------------|----------|------|--------------------------|---------------------------|--------------------------|---------------------------------|
| | | Doct. | Mast. | Bacc. | Cert. or No | | 1-4 yrs. | 5-9 yrs. | 10+ yrs. | | | | | |
| | | | | | Assoc. | Dipl. | | | | Deg. | | | | |
| EXAMPLE | 5 | 3 | 1 | 1 | | | | 2 | | 3 | \$ 30,500 | \$ 41,765 | \$ 178,865 | 4 |
| | (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (l) | (m) | (n) |
| Full Professors | | | | | | | | | | | \$ | \$ | \$ | |
| Associate Professors | 2 | 2 | | | | | | | 2 | | \$ 44,100 | \$ 48,208 | \$ 92,308 | 2 |
| Assistant Professors | | | | | | | | | | | \$ | \$ | \$ | |
| Instructors | 1 | 1 | | | | | | 1 | | | \$ 35,741 | \$ | \$ 35,741 | 0 |
| Lecturers | | | | | | | | | | | \$ | \$ | \$ | |
| Unranked | | | | | | | | | | | \$ | \$ | \$ | |
| Visiting | | | | | | | | | | | \$ | \$ | \$ | |
| | (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (l) | (m) | (n) |
| TOTAL | 3 | 3 | | | | | | 1 | 2 | | | | \$ 128,049 | 3 |
| | | Sum of (b) through (g) must equal (a). | | | | | Sum of (h) through (j) must equal (a). | | | | | | | |

¹ Salary figures should be based on a nine-month academic year, exclusive of benefits.

² If a tenure system does not exist, check here:

REMINDERS

- Please ensure that the total in column (a) equals the totals in columns (b) through (g).
- Please ensure that the total in column (a) equals the totals in columns (h) through (j).
- Do not include part-time faculty salaries in this chart (see Sections IV.B. and IV.C. for part-time faculty).
- Do not include partial salaries for faculty in early retirement programs or on sabbatical.

3. Ethnic Breakdown of Full-Time Faculty

For each faculty rank, please indicate the total number of full-time faculty in each category. *Please note that music executive(s) entered in Sections V.A. and V.B. who have teaching responsibilities should also be counted below (Section IV.A.3.).*

| | BLACK NON-HISPANIC | | AMERICAN INDIAN/ ALASKAN NATIVE | | ASIAN/PACIFIC ISLANDER | | HISPANIC | | WHITE NON-HISPANIC | |
|---------------------|--------------------|---------------|------------------------------------|---------------|------------------------|---------------|-------------|---------------|--------------------|---------------|
| | (a) Male | (b) Female | (c) Male | (d) Female | (e) Male | (f) Female | (g) Male | (h) Female | (i) Male | (j) Female |
| Full Professor | | | | | | | | | 7 | |
| Associate Professor | | | | | | | | | 7 | 2 |
| Assistant Professor | | | | | | | | | 2 | |
| Instructors | | | | | | 1 | | | 2 | 1 |
| Lecturers | | | | | | | | | | |
| Unranked | | | | | | | | | 2 | |
| Visiting | | | | | | | | | | |

B. PART-TIME INSTRUCTIONAL STAFF FOR DEGREE PROGRAMS ONLY

INSTRUCTIONS

For the purposes of this survey, three categories of part-time instructions have been developed.

(i) WITH FACULTY STATUS

Individuals who hold faculty rank and are considered faculty members by the institution. They are employed on an ongoing basis to perform assigned duties for which the individual receives salaries and wages.

(ii) ADJUNCT FACULTY AND TEACHING ASSOCIATES

Individuals without faculty rank who teach at the institution and are not graduate students. They serve in a temporary or auxiliary capacity.

(iii) GRADUATE TEACHING ASSISTANTS AND ASSOCIATES

Graduate students who teach at the institution.

It is requested that institutions provide part-time music instruction data by gender. However, institutions unable to do so should check the box marked "We are unable to provide data by gender and are providing combined data" and enter figures in the "Male" chart. It is extremely important that the box be checked if male/female salary figures are combined.

Columns (a), (b), and (c) must all be filled out for each applicable section. Incomplete information cannot be processed by the HEADS system.

In column (a), please record the number of individuals. In column (b), please record the full-time equivalence of the individuals in column (a) based on your institutional definition of full-time equivalence. (Note: A full-time equivalent personnel resource is the equivalent of one employee who is deemed to be carrying a full-load in accordance with an institutionally agreed upon convention for converting numbers of specific employees to an equivalent number of full-time employees). To determine the full-time equivalence, add the teaching loads of the individuals included in column (a) and divide by the definition of a full teaching load at your institution. In column (c), please provide the total salary figure for all individuals in column (a).

In this section, please include only those part-time instructors who teach courses related to the degree programs at your institution. Do not include continuing education or preparatory department instructors unless they are teaching in the degree-granting program.

EXAMPLE: The institution employs six males with faculty status. The institution's definition of full-time is 15 semester credit hours per week. Each individual in this example teaches 4 semester credit hours per week and is paid \$10,000 per year.

| | (a) Actual Number of Individuals | (b) Full-Time Faculty Equivalence | (c) Total Salaries |
|---|---|--|--------------------------|
| (i) With Faculty Status | 6 | 1.6 | \$60,000 |
| (ii) Adjunct Faculty and Teaching Associates | | | \$ |
| (iii) Graduate Teaching Assistants/Associates | | | \$ |

Full-time faculty equivalent (FTE) computation: Six faculty times 4 semester credit hours per week = 24 semester credit hours per week, divided by 15 semester credit hours per week = 1.6 FTE. *The information contained in this shaded box is an example only.*

Please read instructions beginning on page 13 before completing this section. All applicable information in the following blocks must be filled in (see example above). This information cannot be processed if any one block in an applicable set is left blank—i.e., if columns (a) and (c) are filled in, a number representing full-time faculty equivalence (FTE) must be entered in column (b).

1. Part-Time Music Instruction: Male

Check here if appropriate:

We are unable to provide faculty data by gender and are providing combined faculty data. This is recorded in the "Part-Time Music Instruction: Male" chart only.

| | (a) Actual Number of Individuals | (b) Full-Time Faculty Equivalence | (c) Total Salaries |
|---|---|--|--------------------------|
| (i) With Faculty Status | | | \$ |
| (ii) Adjunct Faculty and Teaching Associates | 177 | 4.5 | \$41,671.50 |
| (iii) Graduate Teaching Assistants/Associates | 1 | .33 | \$6,000 |

2. Part-Time Music Instruction: Female

| | (a) Actual Number of Individuals | (b) Full-Time Faculty Equivalence | (c) Total Salaries |
|---|---|--|--------------------------|
| (i) With Faculty Status | | | \$ |
| (ii) Adjunct Faculty and Teaching Associates | 9 | 3.1 | \$31,021 |
| (iii) Graduate Teaching Assistants/Associates | 17 | 1.33 | \$24,000 |

C. PART-TIME PERFORMANCE STAFF ONLY

INSTRUCTIONS

Section IV.C. seeks additional, more specific information on part-time performance instructional staff only (applied music teachers). Please note that Section IV.C. is an extension of Section IV.B. and, therefore, may necessarily duplicate information reported in that section.

NUMBER (a)

In column (a), record the number of part-time performance instructional staff.

HIGHEST DEGREE EARNED (b)-(g)

In columns (b) through (g), record the number of individuals who have earned the highest degree indicated. The total of columns (b) through (g) must equal column (a).

LENGTH OF SERVICE AT THE INSTITUTION (h) through (j)

In columns (h) through (j), record the number of individuals who have served continuously at your institution for the number of years indicated. The total of columns (h) through (j) must equal column (a).

HOURLY* WAGES (k) through (m) (please see note below)

In column (k), please provide the lowest individual hourly* wage for a part-time performance instructional staff member.

In column (l), please provide the highest individual hourly* wage for a part-time performance instructional staff member.

In column (m), please provide the average hourly* wage for all part-time performance instructional staff members. To calculate average hourly wage, add up all the hourly wages and divide the total by the number of individuals.

*** PLEASE NOTE: For purposes of this survey, "hourly" refers to clock hours. Please report wages per clock hour, rather than on a credit-hour or a semester-hour basis.**

| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (l) | (m) |
|--------|-----------|---------|-------|-----------|-------------------------|--------------|----------------|----------------|---------------|--------------------------|---------------------------|---------------------------|
| Number | Doctorate | Masters | Bacc. | Associate | Certificate/ Diploma | No Degree | 1 - 4 Years | 5 - 9 Years | 10 + Years | Lowest Hourly Wage | Highest Hourly Wage | Average Hourly Wage |
| 15 | 1 | 11 | 3 | | | | 9 | 3 | 3 | \$28.09 | \$16.00 | \$34.97 |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (l) | (m) |

REMINDERS

- Please ensure that the total of column (a) equals the totals in columns (b) through (g).
- Please ensure that the total of column (a) equals the totals in columns (h) through (j).
- Do not include full-time performance faculty and salaries in this chart (see Section IV.A. for full-time faculty).

C. OTHER PERSONNEL ASSIGNMENTS (including student help)

DEFINITION: Full-time equivalence for individuals in this section should be based on a 40-hour work week. **Example:** If there are three full-time secretaries and one part-time secretary for 10 hours a week in the music unit, the answer to (a) would be 3.25 F.T.E. Units (3 + 1/4 of full-time).

Please provide answers to both "a" (FTE) and "b" (total salary expenditures) in each of the three categories below. Incomplete data cannot be used by the HEADS system.

1. Secretarial/Clerical Assistance

- a. How much staff time in the music unit is allotted for secretarial and clerical assistance? (One F.T.E. unit is equivalent to a 40-hour week.) 1 FTE Units

- b. What are the total salary expenditures (exclusive of benefits) for secretarial and clerical assistance? \$ 24,481.60

2. Library Staff

- a. How much staff time is allotted for library personnel dealing with music holdings, regardless of budget source? (One F.T.E. unit is equivalent to a 40-hour week.)
 - Branch Music Library NA FTE Units

 - Main Library NA FTE Units

 - Other Library NA FTE Units

- b. What are the total salary expenditures (exclusive of benefits) for music library staff? \$

3. Professional/Technical Staff

- a. How much staff time in the music unit is allotted for professional/technical staff not covered in Sections V.A., V.B., V.C.1., or V.C.2. above? (One F.T.E. unit is equivalent to a 40-hour week.) This section should include admissions staff, production staff, technical staff, etc. NA FTE Units

- b. What are the total salary expenditures (exclusive of benefits) for professional/technical staff? \$

Section VI: Expenditures and Income

A. SPECIFIC INSTRUCTIONAL, OPERATIONAL, AND PERFORMANCE BUDGET

This section seeks information on the budget of the music unit for the fiscal year related to the 2000-2001 academic year. Please use the categories provided as appropriate. You may use "All Other Expenses" for those that do not fit into any categories listed.

It is important to include all budgeted expenses under the direct control of the music unit in some section of the questionnaire. If budgeted expenses for a particular category are not under the direct control of the music unit, but are related to the operation of the music unit, place a check in the N/I column: no dollar amount is required in the N/I column. If no budgeted expenses exist in a particular category, regardless of budget source, place "N/A" in the box.

Before placing dollar amounts in any category, please ensure that the budgeted expense category is under the direct control of the music unit. Do not report personnel expenditures already reported in a previous section.

Please round off all figures and be sure to add the total of items a through p.

Instructional, Operational, and Performance Budget Figures Administered by the Music Unit (for the entire fiscal year related to the 2000-2001 academic year)

| | BUDGET 2000-2001 | N/I |
|---|-------------------|-----|
| a. Faculty and Professional Travel (to meetings, etc.) | \$ 10,000.00 | |
| b. Instructional Supplies | \$ 15,440.00 | |
| c. Library (performance scores and parts only) | \$ 2,4969.00 | ✓ |
| d. Library (other than performance materials) | \$ | ✓ |
| e. Office Supplies | \$ | |
| f. Printing/Duplication | \$ | |
| g. Student Recruitment | \$ | |
| h. Undergraduate Scholarships (administered by music unit) including tuition remission | \$ 90,000 | ✓ |
| i. Graduate Scholarships (administered by music unit) including fellowships/assistantships/tuition remission not already reported in a previous section | \$ N/A | ✓ |
| j. Student Wages | \$ 10,484.00 | |
| k. Short-Term Visiting Artists/Lecturers, etc. (less than one semester) | \$ N/A | |
| l. Student Travel (i.e., ensemble tours – includes funds raised and administered by the music unit) | \$ 4,120.00 | |
| m. Technical Services (instrument maintenance, office equipment, repair, piano tuning, etc.) | \$ 20,214.00 | |
| n. Telephone/Fax/Electronic Communications | \$ 3,500.00 | |
| o. Public Relations and Fundraising | \$ 1,348.00 | |
| p. All Other Expenses | \$ 7,150 | |
| TOTAL INSTRUCTIONAL, OPERATIONAL, AND PERFORMANCE BUDGET (Total of VI.A., a. through p. above) | \$ 187,725 | |

Supplies

No separate line

B. EQUIPMENT AND BUILDING BUDGET

1. Equipment

a. Purchases

2000-2001 Academic Year

N/I

\$

b. Leases and Rentals

\$

c. Repair

\$

2. Building

a. Renovation and Repair (budgeted in 2000-2001)

2000-2001 Academic Year

N/I

\$

b. Leases and Rentals

\$

c. New Construction (Please describe)

\$

TOTAL EQUIPMENT AND BUILDING BUDGET
(Total of VI.B.1. a.-c. and VI.B.2. a.-c. above only)

2000-2001 Academic Year

\$

C. BENEFITS

Please provide a total figure for benefits to all individuals recorded in Sections IV. and V. of this survey form regardless of budget source. (If you do not know this figure, please estimate based on the benefits package at your institution.) Benefits include, but are not limited to, FICA, Health Insurance, Disability Insurance, Life Insurance, Retirement Plans, etc., paid for by the institution.

2000-2001 Academic Year

\$

D. SPECIFIC SOURCES OF INCOME BUDGETED FOR THE MUSIC UNIT IN 2000-2001

This section seeks information on several specific types of income sources of the music unit for the fiscal year related to the 2000-2001 academic year. Please use the categories provided as appropriate. Include only budgeted income expected during the fiscal year in question. For example, a three-year grant from a state arts agency would be recorded as including only that amount allocated in the 2000-2001 fiscal year.

Note: It is not intended that the total income of the music unit will be accounted for in this section; only income from the following categories should be included.

The figures should include only income derived specifically for the music unit.

1. **Public Grants** (special grants to the music unit from national, state, or local governmental arts funding sources)

\$ 17,680.00

2. **Foundation/Corporation Support** (special grants to the music unit from private foundations or corporations)

\$

3. **Private Gifts** (gifts from individuals given directly to the music unit)

\$

4. **Ticket Sales, Commissions, Rentals, etc.** (earned income of the music unit related to performance)

\$

Please do not include income figures reported above (VI.D.) in grand total annual budget below (VI.E.).

E. GRAND TOTAL ANNUAL BUDGET OF THE MUSIC UNIT IN 2000-2001

This figure should include monies that are **directly controlled by the music unit**. It must include faculty and staff salaries (including benefits), and operational budgets (*sum of expenses from Sections IV, V, and VI*).

\$ 2018,589.00

HEADS OFFICE ONLY
 ()M ()NM ()NP
 B - Inv# _____
 P - Ck# _____
 Amt _____
 DE by _____ Date _____

Higher Education Arts Data Services

ANNUAL REPORT FORM FOR DEGREE-GRANTING MUSIC UNITS
 1999-2000 ACADEMIC YEAR

WORKING
COPY

This document also serves as the Annual Report Form
 for institutional members of the

National Association of Schools of Music

Name and Title of Person Completing Survey
 DEBORAH YIANNAKI Secretary - DANA School of Music Yo. State Univ

Name and Title of Music Executive/Representative to NASM
 JOSEPH EDWARDS Director DANA School of Music Youngstown State Univ

Name of Institution (please do not abbreviate)
 Youngstown State University

Name of Unit (please use full designation)
 DANA SCHOOL OF MUSIC

Street Address and/or P. O. Box
 1 UNIVERSITY PLAZA Yo. Ohio 44555

City or Town
 Youngstown

State
 OHIO

Zip Code
 44555

Telephone (with area code)
 330-742-1439

Facsimile (with area code)
 (330) 742-1490

E-Mail (if available)
 jedwards@cc.ysu.edu

GENERAL INFORMATION

This questionnaire is seeking data about aspects of the music program at your institution. Composite and comparative data will be published and distributed by HEADS to allow music units to compare themselves with other music units of similar size and type. It is extremely important that the questionnaire be completed as accurately as possible. Please estimate only if you cannot obtain access to exact numbers. Specific instructions precede each section. If you have any questions about completing the questionnaire, please call (703) 437-0700.

Most information in the questionnaire covers the 1999-2000 academic year and the fiscal year that coincides with it.

CONFIDENTIALITY

SIGNATURE REQUIRED. Most answers provided in the questionnaire will remain completely confidential. However, some statistics, because of their public nature, may be released by HEADS for general information. Unless otherwise advised, HEADS may release the following data by institution: Enrollment, Major Areas Offered, Degrees Awarded, Faculty Numbers, Renovation, and New Construction. *Please sign on the appropriate line below.*

I hereby APPROVE release of the data in the manner outlined above.

 Signature of the Music Executive

I DO NOT APPROVE release of the data in the manner outlined above.

 Signature of the Music Executive

PLEASE NOTE: 1) A copy of your completed survey should be retained for your records. 2) Copies of HEADS reports are required components of the Self-Study prepared by institutions in conjunction with NASM reviews for Membership and renewal of Membership. 3) The original survey must be returned to the HEADS Office—please do not fax or send photocopied or retyped versions of this report.

This questionnaire must be returned by
 October 15, 1999:
 HIGHER EDUCATION ARTS DATA SERVICES
 11250 Roger Bacon Drive, Suite 21
 Reston, Virginia 20190

Completed early submissions are welcomed and helpful.

If you have questions, please contact the HEADS office at (703) 437-0700.

HEADS PARTICIPATION

To assist the HEADS office and facilitate the processing of your Annual Report, please check the appropriate box below, giving careful attention to the information set forth in each category.

Member — no fee required. We are an NASM accredited institution. We understand that filling out and returning this Annual Report form is a requirement of Membership in NASM and that failure to submit this report will cause our Membership status to be reviewed by the appropriate Commission on Accreditation. We further understand that a copy of the compiled 1999-2000 *Data Summaries* will be forwarded to us upon publication for no additional fee. This is a benefit of Membership in NASM and is covered by our Annual Membership dues.

Non-Member Participant — \$75.00 fee* required. We are not an NASM accredited member institution, but wish to participate in HEADS this year. We have filled out the Annual Report form and are returning it to the HEADS office with a check in the amount of \$75.00 payable to HEADS. We understand that a copy of the compiled 1999-2000 *Data Summaries* will be forwarded to us upon publication. The \$75.00 fee* for non-member participants covers the cost of our copy of the 1999-2000 compiled *Data Summaries*.

Non-Member Non-Participant — \$135.00 fee* required. We are not an NASM accredited member institution and do not wish to participate in HEADS this year, but *do wish to receive a copy of the 1999-2000 compiled Data Summaries*. We have returned our Annual Report form with only the top half of the cover page completed and a check in the amount of \$135.00 payable to HEADS. We understand that a copy of the 1999-2000 compiled *Data Summaries* will be forwarded to us upon publication. The \$135.00 fee* for non-participants covers the cost of our copy of the 1999-2000 compiled *Data Summaries*.

***PLEASE NOTE:**

Checks *must* be made payable to
"Higher Education Arts Data Services" or "HEADS."

Section I: General Institutional Information

1. Is your institution private or public? *(Please check only one.)*

a. Private

b. Public

2. What is the **total** institutional enrollment (number of individuals, i.e. head count) for Fall, 1999? Include only local campus, not system-wide enrollment. *(Please check only one.)*

a. 1-500

g. 15,001-20,000

b. 501-1,000

h. 20,001-25,000

c. 1,001-2,500

i. 25,001-30,000

d. 2,501-5,000

j. 30,001-35,000

e. 5,001-10,000

k. 35,001-40,000

f. 10,001-15,000

l. 40,001 plus

*per Ricky
Luthy*

3. Which is the highest program level offered in **music** at your institution? *(Please check only one.)*

a. Associate Degree

c. Master's Degree

b. Baccalaureate Degree

d. Doctoral Degree

4. Which is the highest program level offered in **any unit** at your institution? *(Please check only one.)*

a. Associate Degree

d. Post-Master's Degree
(but not Doctoral)

b. Baccalaureate Degree

e. Doctoral Degree

c. Master's Degree

5. Is your institution an accredited member of NASM? *(Please check only one.)*

a. Member

b. Non-Member

6. Is your institution involved with either of the following during the 1999-2000 academic year? *(Check all that apply. If your institution is not involved with either, please leave blank.)*

a. Building a new music
facility

b. Renovating the music
facility

