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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

Tectrow L. Perkins Interim Director	Dana School of Music
Name and Title of Music Executive/Representative to NASM Tedrow L. Perkins Interior 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 Youngs town
State Zip Code Telephone (with area code) Facsimile (with area code) 0 H (330)742-3636 (330) 742	
GENERAL INFORMATION	
This questionnaire is seeking data about aspects of the music program at your institute and distributed by HEADS to allow music units to compare themselves with other portant that the questionnaire be completed as accurately as possible. Please estim specific instructions precede each section. If you have any questions about complete the section of	music units of similar size and type. It is extremely nate only if you cannot obtain access to exact numbers.
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 com of their public nature, may be released by HEADS for general information. Unless data by institution: Enrollment, Major Areas Offered, Degrees Awarded, Faculty Nur on the appropriate line below.	otherwise advised, HEADS may release the following mbers, Renovation, and New Construction. <i>Please sign</i>
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, 2000:

HIGHER EDUCATION ARTS DATA SERVICES
11250 Roger Bacon Drive, Suite 21
Reston, Virginia 20190

Completed early submissions are welcomed and helpful.

HEADS PARTICIPATION

appropria	the HEAD'S office and facilitate the processing of your Annual Report, please check the te 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.
i	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 <u>must</u> be made payable to "Higher Education Arts Data Services" or "HEADS."

Section I: General Institutional Information

1.	Is your institution private or public? (Please	e check only one.)		
	a. Private		b. Public	\checkmark
2.	What is the total institutional enrollment (ne enrollment. (Please check only one.)	umber of individuals	, i.e. head count) for Fall, 2000? Include	only local campus, not system-wide
	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	\checkmark	I. 40,001 plus	
3. :	Which is the highest program level offered a. Associate Degree	in music at your ins	titution? (Please check only one.) c. Master's Degree	\checkmark
	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 ch	neck only one.)	
	a. Member	$\overline{\vee}$	b. Non-Member	
6.	Is your institution involved with either of the involved with either, please leave blank.)	he following during	the 2000-2001 academic year? (Check all	that apply. If your institution is not
	Building a new music facility		b. Renovating the music facility	

HEADS 2000-2001 Annual Report Form

Degree-Granting Music Units

Section II: Music Enrollment

INSTRUCTIONS

ASSOCIATE DEGREES

1.

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.

Music Major

Enrollment

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.

Music Major

Enrollment

	Summer 2000	Fall 2000	July 1, 1999 through June 30, 2000
Associate of Fine Arts Degree Progr	ams or equivalent		
(Enter only number of major stud	lents enrolled in music programs	with at least 65% music con-	tent.)
Brass			
Guitar			
Harp			
Jazz Studies			
Music Education			
Music History			
Organ			
Percussion			
Piano/Harpsichord			
Strings			
Theory/Composition			
Voice			
Woodwinds			
Other (Please specify)			
TOTAL (Section II.A.1. only)	NA	NA	NA

(c)

Number of Degrees

Awarded to Music Majors

(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 (Enter only number of major stud			
	Music Education			
	Music/Business			
	Other (Please specify)			
	Other (Please specify)			
	тоты			
	TOTAL (Section II.A.2. only)	NA	NA	NA
3.	Associate Liberal Arts Degree Progr	ams in Music		
٥.	(Enter only number of major stud		programs with 30%-45% music co	ntent.)
	Liberal Arts Degree			
	Other (Please specify)			
	Other (Please specify)			
	TOTAL (Section II.A.3. only)	NA	NA	NA
в. <u>в</u> .	ACCALAUREATE DEGREES			
,	Bachelor of Music Degree Programs	or Other Professional Degra	a Dragrama	
1.	(Enter only number of major stude			ontent.)
	Accompanying			
	Brass		12	4
	Composition		11	
	Guitar		9	
	Harp			
		<u> </u>		

History/Literature

(continued on next page)

B. BACCALAUREATE DEGREES (continued) (b) (c) Number of Degrees Awarded to Music Majors July 1, 1999 through Music Major Music Major Enrollment Enrollment Fall 2000 Summer 2000 June 30, 2000 Jazz Studies 8 2 Organ 8 Percussion 2 Piano/Harpsichord Piano Pedagogy Sacred Music 8 Strings Theory Theory/Composition 24 6 Voice 19 Woodwinds Other (Please specify) 9 Other (Please specify) **TOTAL** 111 (Section II.B.1. only) 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.) 9 Music Education 21 177 Music Therapy Music/Business/Arts Administration Music/Engineering Musical Theatre Other (Please specify)

(Section II.B.2. only)

TOTAL

177

9

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

٦.	Baccalaureate	Liberal	Arts	Degree	Programs	in	Music	(B.A.,	B.S.
,,	Dactalaultut	LJIDCI WI	11113	D.C. L.C.	1 1 Og 1 Millis	***		1200	

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

Liberal Arts Degree	6	2.
Other (Please specify)		
Other (Please specify)		
TOTAL (Section II.B.3. only)	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.)

	r			
Accompanying				
Arts Administration				
Brass				
Composition				
Conducting				1
Ethnomusicology				
Guitar				
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 Degr Awarded to Music July 1, 1999 thro June 30, 2000
Pedagogy			
Percussion	1	2	1
Piano	2.	5	j
Sacred Music			
Strings		4	2
Theory			2
Voice	3	3	1
Woodwinds		2	
Other (Please specify)			
TOTAL (Section II.C.1. only)	16	30	14
eneral Master's Degree Programs (Enter only number of major stu	(M.A. or M.S.) dents enrolled in music degree p	rograms.)	
•	· · · · · · · · · · · · · · · · · · ·	<u> </u>	·
General Master's in Music			
General Master's in Music			

(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.)

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

E. GRAND TOTAL MUSIC MAJOR ENROLLMENT

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

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

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.

		BLAC	K NON- NIC		ICAN INDIAN/ KAN NATIVE	ASIAN ISLAN	//PACIFIC	HISPA	NIC	WHIT	E NON- NIC
Associate Degrees:		(a) Male	(b) Female	(c) Male	(d) Female	(e) Male	(f) Female	(g) Male	(h) Female	(i) Male	(j) Female
Professional	(01)										
Liberal Arts	(02)										
Baccalaureate Degrees:				Γ							
Professional	(03)	6	4					1		167	106
Liberal Arts	(04)	L									
Master's Degrees:		Γ			 	f	- []				
Specific	(05)	<u></u>								17	12
General	(06)										

Section III: Total Instructional Service

(IN SEMESTER CREDIT HOURS OR QUARTER HOURS)

INSTRUCTIONS

HEADS 2000-2001 Annual Report Form

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 x 3 x 12). (b) (a) 890 OR Semester Credit Hours Quarter Hours 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 x 12). (b) Quarter Hours OR Semester Credit Hours 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. (b) (a) ちともつ Quarter Hours OR Semester Credit Hours 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

Degree-Granting Music Units

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.

SALARIES ¹		iting ins	itituti	ons r		true	averag	es in the	pub H OF	lished I	nation to ensuesults of this s			
,	Norma	D	N #	5			No	1-4	5-9	10+	LOWEST Individual	HIGHEST Individual	TOTAL Salary	N: W
EXAMPLE	Number 5	3	1	1	. Assoc	:. Dipi	. Deg.	yrs. 2	yrs.	yrs. 3	\$ 30,500	\$ 41,765	\$ 178,865	T
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(1)	(m)	: -
Full Professors	7	3	4							7	\$6323	\$23479	\$ 496,773	
Associate Professors	7	5	1						2	t,	\$46,091	\$65821	\$367,899	
ssistant Professors	2	2							2.		\$39211	\$ 39584	\$78.800	
nstructors	2		2						1		\$ 32837	\$34000	\$66 837	
Lecturers											\$	\$	\$	
Jnranked	2		2					2			\$26,300	\$28235	\$ 57/535	
isiting			,								\$	\$	\$	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(1)	(m)	_
COTAL	20	10	10					3	5	12		111111	\$1,064,799	
		Sum o must e			h (g)			Sum o (j) mus	٠,	hrough al (a).				
¹ Salary	figures	should	l be	base	d on	a ni	ne-mo	nth aca	adem	iic yea	r, exclusive o	f benefits.		
² If a te	nure sys	tem do	es n	ot e	kist, (chec	k here	:	7					

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Degree-Granting Music Units

• 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.

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in the "Full-Time Faculty: Male" chart only.

We are unable to provide faculty data by gender and are providing combined faculty data. This is recorded

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

Check here, if appropriate:

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

SALARIES¹		HIG	HEST	DEG	REE	EAR! Cert.				SERVIC FUTION	LOWEST	HIGHEST	TOTAL
	Number	Doct.	Mast.	Bacc.	Assoc	or	No	1-4 yrs.	5-9 yrs.	10+ yrs.	Individual Salary	Individual Salary	Salary Expenditure
EXAMPLE	5	3	1	1				2		3	\$ 30,500	\$ 41,765	\$ 178,865
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(1)	(m)
ull Professors											\$	\$	\$
ssociate Professors	2	2							2		\$44100	\$48,208	\$92.308
sistant Professors											\$	\$	\$
structors)						Į			\$35.741	\$	\$35741
cturers											\$	\$	\$
nranked											\$	\$	\$
siting											\$	\$	\$
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(1)	(m)
OTAL	3	3						1	2		1111111		\$123049
		Sum o			1 (g)			Sum o		hrough al (a).			

in the "Full-Time Faculty: Male" chart only.

We are unable to provide faculty data by gender and are providing combined faculty data. This is recorded

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 partial salaries for faculty in early retirement programs or on sabbatical.

• Do not include part-time faculty salaries in this chart (see Sections IV.B. and IV.C. for part-time faculty).

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

Check here, if appropriate:

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

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	
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) (b) (c) Actual Full-Time Number of Faculty Total Individuals Equivalence Salaries (i) With Faculty Status 6 1.6 \$60,000 Adjunct Faculty and Teaching Associates (ii) (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) (b) (c) Actual Full-Time Number of Faculty Total Individuals Equivalence Salaries With Faculty Status (i) \$ (ii) Adjunct Faculty and Teaching Associates 14 \$41,671.50 4.5 (iii) Graduate Teaching Assistants/Associates 33 6,000

2. Part-Time Music Instruction: Female

(a) (b) (c) Actual Full-Time Number of Faculty Total Individuals Equivalence Salaries With Faculty Status \$ Adjunct Faculty and Teaching Associates 9 (ii) 3107-1 3.1 4 (iii) Graduate Teaching Assistants/Associates , 33

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 (1), 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)	(1)	(m)
Number	Doctorate	Masters	Bacc.	Associate	Certificate/ Diploma	No Degree	 1 – 4 Years	5 – 9 Years	10 + Years	Lowe Hour Wag	y Hourly	Average Hourly Wage
15	1	11	3				9	3	3	42%	Valley P	VP PSA
(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	C	+	امة	α	-: 1	A	etanca

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?

s 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?

s

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.

WA

FTE Units

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

S

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)

		BUDGE1 2000-2001	19/1
a.	Faculty and Professional Travel (to meetings, etc.)	\$ 10,0000	
b.	Instructional Supplies Supplies	s 15 440.00	
c.	Library (performance scores and parts only)	\$ 24969.00	✓
d.	Library (other than performance materials)	\$	V
e.	Office Supplies No separate line	\$	
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	s N/1	V
j.	Student Wages	\$ 10,484.00	
k.	Short-Term Visiting Artists/Lecturers, etc. (less than one semester)	\$ 1/1	
ì.	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.)	\$ 20214.00	ļ
n.	Telephone/Fax/Electronic Communications	\$ 3500.00	
0.	Public Relations and Fundraising	\$ 1348.00	
p.	All Other Expenses	s 7150	
	OTAL INSTRUCTIONAL, OPERATIONAL, AND PERFORMANCE BUDGET otal of VI.A., a. through p. above)	\$ 187 75	

B. EQUIPMENT AND BUILDING BUDGET

1. Equipment	2000-2001 Academic Year N/I
a. Purchases	\$
b. Leases and Rentals	\$
c. Repair	\$
2. Building	2000-2001 Academic Year N/I
a. Renovation and Repair (budgeted in 2000-2001)	\$ \$\mu \neq \neq \neq \neq \neq \neq \neq \neq
b. Leases and Rentals	\$ WM
c. New Construction (Please describe)	\$
TOTAL EQUIPMENT AND BUILDING BUDGET (Total of VI.B.1. ac. and VI.B.2. ac. above only)	\$\$

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

\$ 3 8 7, 198

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)

5

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

Amt
P - Ck#
B - Inv#
()M ()NM ()NP
HEADS OFFICE ONLY

Higher Education Arts Data Services

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

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

National Association of Schools of Music

WORKING

Name and Title of Person Completing Survey Deb BAAH YINNAKI SECRETARY - DAWN Scho	old Music Yo. State Univ
No J. Title of Music Franchisc Department of the A. NACM	rod of Music YoungsTown S
Name of Institution (pleasedo not abbreviate) VOUNGSTOWN STATE UNIVERSITY	Name of Unit (please use full designation) DAW A SCHOOL OF MUSIC
Street Address and/or P. O. Box 1 UNWERSTY PLAZA Yo. Phio 44555	City or Town Youngstown
State OH 10 Zip Code Telephone (with area code) 330 - 742-1439 (330) 74:	
GENERAL INFORMATION	
This questionnaire is seeking data about aspects of the music program at your institution and distributed by HEADS to allow music units to compare themselves with other interportant that the questionnaire be completed as accurately as possible. Please estimates Specific instructions precede each section. If you have any questions about complete the section of the program of the section of the section of the program at your institution of the program at your instituti	music units of similar size and type. It is extremely ate only if you cannot obtain access to exact numbers.
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 composit their public nature, may be released by HEADS for general information. Unless of data by institution: Enrollment, Major Areas Offered, Degrees Awarded, Faculty Numon the appropriate line below.	otherwise advised, HEADS may release the following
I hereby APPROVE release of the data in the manner outlined above.	Signature of the Music Executive
	Organical of the france 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 components of the Self-Study prepared by institutions in conjunction with NASM re 3) The original survey must be returned to the HEADS Office—please do not fax or s	views for Membership and renewal of Membership.

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 assis	t the HEADS office and facilitate the processing of your Annual Report, please check the ate 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 <u>must</u> be made payable to "Higher Education Arts Data Services" or "HEADS."

Section I: General Institutional Information

1.	1. Is your institution private or public? (Please check only one.)									
	a. Private		b. Public							
2.	What is the total institutional enrollment enrollment. (Please check only one.)	t (number of individe	uals, i.e. head count) for Fall, 1999?	Include only local campus, not system-wide						
	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	\boxtimes	l. 40,001 plus							
	per Liky									
3.	3. Which is the highest program level offered in music at your institution? (Please check only one.)									
	a. Associate Degree		c. Master's Degree	\boxtimes						
	b. Baccalaureate Degree		d. Doctoral Degree							
4.	Which is the highest program level offer	red i n any unit a t yc	our institution? (Please check only on	e.)						
	a. Associate Degree		d. Post-Master's Degree (but not Doctoral)							
	b. Baccalaureate Degree		e. Doctoral Degree	\boxtimes						
	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 convolved with either, please leave blank,		ng the 1999-2000 academic year? (Ch	neck all that apply. If your institution is not						
	a. Building a new music facility		b. Renovating the music facility							

Degree-Granting Music Units

HEADS 1999-2000 Annual Report Form

Section II: Music Enrollment

NSTRUCTIONS

A.

In 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 1999 and the Fall of 1999 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, 1998 through June 30, 1999.

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.

Does not apply	(a) Music Major Enrollment Summer 1999	(b) Music Major Enrollment Fall 1999	(c) Number of Degrees Awarded to Music Majors July 1, 1998 through June 30, 1999
Associate of Fine Arts Degree Progra (Enter only number of major stude)	ams or equivalent ents enrolled in music program	ns with at least 65% music conten	L)
Brass			
Guitar			
Нагр			
Jazz Studies			
Music Education			
Music History			
Organ			
Percussion			
Piano/Harpsichord			
Strings			
Theory/Composition			
Voice			
Woodwinds			
Other (Please specify)			
TOTAL (Section II.A.1. only)			

(DNA	(a) Music Major Enrollment Summer 1999	(b) Music Major Enrollment Fall 1999	(c) Number of Degrees Awarded to Music Majo July 1, 1998 through June 30, 1999
A	2. Associate Degree Programs in Mu (Enter only number of major str	sic Education, Music/Business, oudents enrolled in music degree p	r Music Combined with an Outprograms with at least 50% music	tside Field c content.)
	Music Education			
	Music/Business			
	Other (Please specify)			
	Other (Please specify)			
	TOTAL (Section II.A.2. only)			
HURG	3. Associate Liberal Arts Degree Pro (Enter only number of major st	grams in Music udents enrolled in music degree p	programs with 30%-45% music	content.)
λ, -	Liberal Arts Degree			
(Other (Please specify)			
	Other (Please specify)			
	TOTAL (Section II.A.3. only)			
В.	BACCALAUREATE DEGREES			
	Bachelor of Music Degree Program (Enter only number of major st	ms or Other Professional Degree udents enrolled in music degree p		c content.)
	Accompanying			
	Brass	4	13	2
	Composition		5	
	Guitar		8	
1	Harp			
(History/Literature			
	(continued on next page)			

3

Degree-Granting Music Units

A. ASSOCIATE DEGREES (continued)

HEADS 1999-2000 Annual Report Form

B. BAC

B. BACCALAUREATE DEGREES (continu	ued)		
	(a) Music Major Enrollment Summer 1999	(b) Music Major Enrollment Fall 1999	(c) Number of Degrees Awarded to Music Majors July 1, 1998 through June 30, 1999
Jazz Studies		. 15	
Organ		1	
Percussion		3	3
Piano/Harpsichord		(0	3
Piano Pedagogy			
Sacred Music			
Strings	2	9	2
Theory			
Theory/Composition			
Voice	5	31	2
Woodwinds	5	18	
Other (Please specify)			
Other (Please specify)	3	/ (e	
perf-noinstr.	/	7	
TOTAL (Section II.B.1. only)	<i>33</i>	132	12
2. Baccalaureate Degree Programs in Mu (Enter only number of major studen			
Music Education	37	181	10
Music Therapy			
Music/Business/Arts Administration			
Music/Engineering			
Musical Theatre		9 Suza	ine

Other (Please specify)

TOTAL (Section II.B.2. only)

190

	(a) Music Major Enrollment Summer 1999	(b) Music Major Enrollment Fall 1999	(c) Number of Degrees Awarded to Music Majors July 1, 1998 through June 30, 1999
3. Baccalaureate Liberal Arts Degree Position (Enter only number of major stude	rograms in Music (B.A., B	(S.S.) See programs with 30%-45% music co	ontent.)
Liberal Arts Degree			
Other (Please specify)	/	6	7
Other (Please specify)			
TOTAL (Section II.B.3. only)		6	7
MASTER'S DEGREES Specific Master's Degree Programs (ee programs.)	AND HOLD THE STATE OF THE STATE
Accompanying			
Arts Administration			
Brass			
Composition			
Conducting			
Ethnomusicology			
Guitar			
Harp			
Harpsichord			
Jazz Studies			
Music Education	8	13	5
Music History/Musicology $\mathcal{L}(t)$		3	
Music Therapy			
Opera			
Organ			

5

Degree-Granting Music Units

B. BACCALAUREATE DEGREES (continued)

(continued on next page)

HEADS 1999-2000 Annual Report Form

C. MASTER'S DEGREES (continued)

	0	
		1
1 1 1		2
	7	
	3	
3	2	
3.	5	2
		2
19	34	12
M.A. or M.S.) ats enrolled in music degree pro	ograms.)	
•	3.	3 5 1 1 34

D. DOCTORAL DEGREES

DNE

(a) Music Major Enrollment Summer 1999 (b) Music Major Enrollment Fall 1999 (c) Number of Degrees Awarded to Music Majors July 1, 1998 through June 30, 1999

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	<u>, , , , , , , , , , , , , , , , , , , </u>				
Strings					
Theory					
Voice					
Woodwinds					
Other (Please specify)					
TOTAL		· '			
(Section II.D. only)			ł		

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 1999 (b) Music Major Enrollment Fall 1999 (c) Number of Degrees Awarded to Music Majors July 1, 1998 through June 30, 1999

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.

80

362

41

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.

Jostiable Tuette	BLACK NON- HISPANIC	AMERICAN INDIAN/ ALASKAN NATIVE	ASIAN/PACIFIC ISLANDER	HISPANIC	WHITE NON- HISPANIC
	(a) (b) Male Female	(c) (d) Male Female	(e) (f) Male Female	(g) (h) Male Female	(i) (j) Male Female
Associate Degrees:					
Professional	(01)				
Liberal Arts	(02)				
Baccalaureate Degrees:	(03) /3 2				167 /26
Professional	(03) /3 1				2 2
Liberal Arts	(04)				20
Master's Degrees:					10/1/
Specific	(05)	14	1/2	<u> </u>	19/16
General	(06)				
			<u> </u>	a wood then	なり
			no	residal thea	

Section III: Total Instructional Service

(IN SEMESTER CREDIT HOURS OR QUARTER HOURS)

INSTRUCTIONS

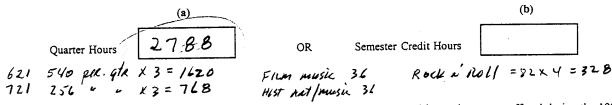
The information requested in this section is vital to the HEADS database. The answer to question III.C. is of particular importance, providing the database with information used in many of the ratios calculated from the data. Its exclusion limits the value of much of the other data submitted. If the 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).

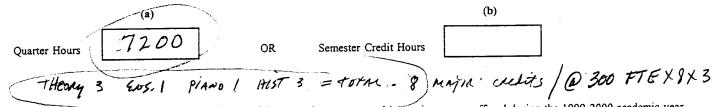
In question III.D., please provide the number of students (headcount, i.e. nonduplicated) involved in the curricular activities of the music unit in any way. An approximation of this figure would be useful to the database even if exact figures are not available.

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.

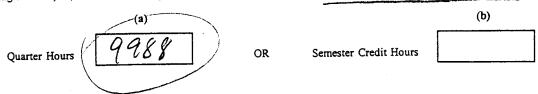
A. What is the projected total number of semester credit hours OR quarter hours generated in music courses offered during the 1999-2000 academic year (excluding summer) by non-music major students? (Please answer only one.) EXAMPLE: If your unit offers three courses to non-majors worth three credits to each student, and there are twelve students in each class, the answer would be 108 (3 x 3 x 12).



B. What is the projected total number of semester credit hours OR quarter hours generated in music courses offered during the 1999-2000 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 x 12).



C. What is the projected total number of semester-credit hours OR quarter hours generated in music courses offered during the 1999-2000 academic year (excluding summer)? (Please answer only one.) This figure is derived by adding the answers to A and B above.



D. What is the projected number of students (headcount, i.e. nonduplicated) involved in any curricular aspect of the music unit during the 1999-2000 academic year (excluding summer)? Please approximate this figure if you do not have access to an exact answer.

360

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: 1999-2000 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 1999-2000 - 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 (1), 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 1999-2000 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.

Check here, if approp	riate:		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.													
	CONFID form of confider	ENTIAL compos	UTY. site da	Pleas ta. S.	e note	e tha figure	t sala	iry ovi	inforn ded b	nation y indi	ls rei Vidual	isic ease ins	regarding m administrate ed by HEADS titutions are I ation to ensu sults of this i	only in the neld strictly		
SALARIES ¹		HIG	HEST	DEG	REE 1			I			F SER		Œ	J 0 €	1	
	Number	Doct.	Mast.	Bacc.	Assoc.	Cert. or Dipi.	No		1-4 yrs.	5-9 yrs.	10+ yrs.		LOWEST Individual Salary	HIGHEST Individual Salary	TOTAL Salary Expenditure	Number With Tenure ²
EXAMPLE	5	3	1	1					2		3		\$ 30,500	\$ 41,765		4
	(a)	(b)	(c)	(d)	(e)	(f)	(g)		(h)	(i)	(j)	1	(k)	(1)	(m)	(n)
Full Professors	1	3	4		·				0	0	7] '	\$57,418	\$18,507	\$466,184	7
Associate Professors	6	4	2] ,		1	5		\$43,872	\$62,651	\$349,886	6
ssistant Professors	3	3							a		0		\$37,223	\$45.856	\$/21,701	2
Instructors										1			\$31,254	\$ 31.254	\$ 31,250	0
Lecturers													\$	\$	\$	
Unranked			1						1				\$ 27.500	\$ 27,50)		
Visiting													\$	\$ 1,200	\$	
	(a)	(b)	(c)	(d)	(e) ((f) ((g)	١	(h)	(i)	 (j)	1	701			
TOTAL	18	10	8					τ,	3	1	12	/	(R)	111111	(m)	(n)
		Sum of must eq	(b) thr	ough ((g)	,1_	J	(Sum of	f (h) tł t equa	rough l (a).	′ I		******	\$994,687	[5]
¹ Salary i	igures s	should	be ba	ased	on a	nina	2ma	. w. + !	h aaa	d			exclusive of			
² If a ten	ure syst	tem do	es no	t exis	t, ch	eck	here	:	u aca	luem]	ic yea	ar,	exclusive of	benefits.		
Please ensure that the to Please ensure that the to	etal in esi-	== (a) e	equals t	the tota	als in c	olum	ns (b)) thi	rough (ı (g).						

1. Full-Time Faculty: (Male

• Do not include part-time faculty secures 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.

Check here, if appropr	riate:			We are unable to provide faculty data by gender and are providing combined faculty data. This is record in the "Full-Time Faculty: Male" chart only.											recorded		
	SPEC:	IAL NC n this c	TE:	Pleas Secti	ie do on V.	not in requ	nclud ests:	le sa spec	dary (lific di	or otl ata fo	ner d: or mu	ata i isic s	regarding mi idministrato	isic execu- rs.			
	form of	f compo ential.	site d Institu	lata. S utions	Salary are	figur asked	es pr	ovid	led by ish co	indiv	ridual e inf	inst orma	d by HEADS itutions are h ation to ensu sults of this s	eld strictly re that all			
SALARIES ¹		ніс	HEST	ST DEGREE EARNED				LI	LENGTH OF SERVICE AT INSTITUTION				2	Joe7.			
	Number	Doct	Mast	. Bacc.	Assoc		No		1-4 yrs.	5-9 yrs.	10+ yrs.		LOWEST Individual Salary	HIGHEST Individual Salary	TOTAL Salary Expenditure	Number With Tenure	
EXAMPLE	5	3	1	1					2		3		\$ 30,500	\$ 41,765	\$ 178,865	4	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	7,	(h)	(i)	(i)	7	(k)	(1)	(m)	(n)	
Full Professors		1									1		\$61,294	\$ 61874	\$ 61 194		
Associate Professors							,			1			\$45,95	\$ 77 3 3 4 5	\$ 43 925		
Assistant Professors	2	2								2			\$ 28 50	\$ 12.74	\$81,632	2	
Instructors													\$19 202	\$ 39 900	\$19,000	0	
Lecturers													\$	\$	\$		
Unranked													\$	\$	\$		
Visiting													\$	\$	\$		
	(a)	(b)	(c)	(d)	(e)	(f)	(g)		(h)	(i)	(j)	, [(k)	(1)	(m)	(n)	
TOTAL	5	5								3					\$214,451	4	
			of (b) t equal (through	h (g)				Sum-o (j) mu					(_/	
¹ Salary	figures	shoul	d be	base	d on	a ni	ne-m	on	th ac	aden	ic y	ear,	exclusive o	f benefits.			
² If a ter	iure sy	stem d	oes r	ot ex	kist, (checl	k he	re:									
REMINDERS	•																

• Please ensure that the total in column (a) equals the totals in columns (b) through (g).

2. Full-Time Faculty: Female (1999-2000 Data Only)

- 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 ISLAN	PACIFIC DER	HISPA	WHITE NON- HISPANIC		
	(a) Male	(b) Female		c) Male	(d) Female		(e) Male	(f) Female	(g) Male	(h) Female		(j) Female
Full Professor											8	
Associate Professor											7	1
Assistant Professor											<u>B</u>	2
Instructors												
Lecturers			_									
Unranked												
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.

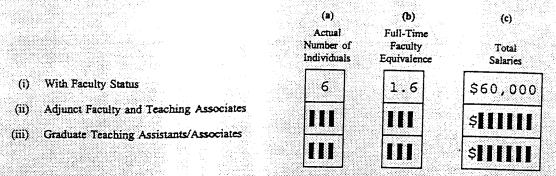
It is requested that institutions provide part-time music instruction data by gender. However, institutions unable to do so should check the box marked "We are unable to provide data by gender and are providing combined data" and enter figures in the "Male" chart. It is extremely important that the box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

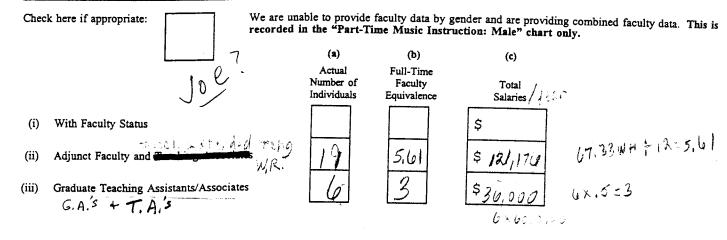
EXAMPLE: The institution employs six males with faculty status. The institution's definition of full-time is 15 semester credit hours per week Each individual in this example teaches 4 semester credit hours per week and is paid \$10,000 per year.



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



(a)

2. Part-Time Music Instruction: Female

		Number of Individuals	Faculty Equivalence	Total Salaries	
(i)	With Faculty Status			\$	3.31×12×3×000.00=71,486
(ii)	Adjunct Faculty and Teaching Associates	8	3.31	\$ 71,496	3.31X/2X3 X030.00
(iii)	Graduate Teaching Assistants/Associates	O ₁	4,5		7-4.5
				7 x 60calso	

(b)

(c)

C. PART-TIME PERFORMANCE STAFF ONLY

DNY

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 (1), 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, "houriy" 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)	(I)	(k)	(1)	(m)
Number	Doctorate	Masters	Bacc.	Associate	Certificate/ Diploma	No Degree	1 – 4 Years	5 – 9 Years	10 + Years	Lowest Hourly Wage	•	Average Hourly Wage
						İ					1	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(1)	(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).

B. ASSISTANT OR ASSOCIATE MUS	IC EXECUTIVE (co	ontinued from previous pa	<u>ge)</u>
(Questions 2 through 6 from previous p	page are repeated in s	the event that additional s	Page is manded)
, , , , , , , , , , , , , , , , , , ,	ougo aro ropoulou in i	me evem mai aaamonai sp	ouce is needed).
2. What are the titles of the assistant of	r associate music exec	cutives?	
(d)		(e)	(f)
3. What percentage (estimated) of the a	ssistant or associate r	nusic executives' time is as	ssigned to the following duties?
, ,			·
a. Teaching	(d) %	(e) %	(f) %
b. Research/Creative Activities	%	%	%
c. Administrative Matters	%	%	%
d. Service (to professional organizations and community)	%	%	%
e. Fundraising	%	%	%
TOTAL(S) MUST EQUAL	100%	100%	100%
A What are the excistant and are			
4. What are the assistant or associate m			
S	(d)	(e) S	(f)
Ľ		3	S
5. Upon how many months are the assis	tant or associate musi	ic executives' salaries base	d?
9 or 10 months	(d)	(e)	(f)
11 or 12 months			
6. Are the assistant or associate music e	xecutives male or fem	nale?	
	(d)	(e)	(f)
MALE			
FEMALE			

C OTHER PERSONNEL ASSIGNMENTS (including student he	NTS (including student help)	NEL ASSIGNMENTS	OTHER PERS	C
---	------------------------------	-----------------	------------	---

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. Inits (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.)		FTE Units
	b. What are the total salary expenditures (exclusive of benefits) for secretarial and clerical assistance?	s 23, 558	
2.	Library Staff The A		
۷.	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		FTE Units
	Main Library		FTE Units
	Other Library		FTE Units
	b. What are the total salary expenditures (exclusive of benefits) for music library staff?	S	
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.		FTE Units
	b. What are the total salary expenditures (exclusive of benefits) for professional/technical staff?	s	

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 1999-2000 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 1999-2000 academic year)

a. Faculty and Professional Travel (to meetings, etc.)	BUDGET 1999-2000	N
a. Faculty and Professional Travel (to meetings, etc.)	\$ 14,120	
b. Instructional Supplies n^{R}	s 2640	
:. Library (performance scores and parts only)	s MA	
l. Library (other than performance materials)	s NA	
e. Office Supplies	\$14,153	
Printing/Duplication	Seup. \$ 2533	
3. Student Recruitment 51583	1EX \$ 1000	
1. Undergraduate Scholarships (administered by music unit) including tuition remission \sqrt{w}	s 90,000	
. Graduate Scholarships (administered by music unit) including fellowships/assistantships/tuit remission not already reported in a previous section	tion s NA	
. Student Wages 4 stigards	s 19,284	
c. Short-Term Visiting Artists/Lecturers, etc. (less than one semester)	s 12550	
Student Travel (i.e., ensemble tours - includes funds raised and administered by the music u	s 8,000	
n. Technical Services (instrument maintenance, office equipment, repair, piano tuning, etc.)	s 21,422	
n. Telephone/Fax/Electronic Communications	s 3,500	_
o. Public Relations and Fundraising	s 5763	
o. All Other Expenses postage, & uls, security, misc.	s 7,987	
TOTAL INSTRUCTIONAL, OPERATIONAL, AND PERFORMANCE BUDGET	\$ 106 952	

B. EQUIPMENT AND BUILDING BUDGET

1. Equipment	1999-2000 Academic Year N/I
a. Purchases	\$ 16,000
b. Leases and Rentals	\$ 1,350
c. Repair	\$
2. Building	1999-2000 Academic Year N/I
a. Renovation and Repair (budgeted in 1999-2000)	\$ 850,002 V
b. Leases and Rentals	LOLIANE \$ 2000
c. New Construction (Please describe)	\$
	1999-2000 Academic Year
TOTAL EQUIPMENT AND BUILDING BUDGET (Total of VI.B.1. ac. and VI.B.2. ac. above only)	\$270,350

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.

1999-2000 Academic Year	
\$ 357,745	Fringe binef
	Janus 10, 1005)

D. SPECIFIC SOURCES OF INCOME BUDGETED FOR THE MUSIC UNIT IN 1999-2000

This section seeks information on several specific types of income sources of the music unit for the fiscal year related to the 1999-2000 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 1999-2000 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)
- 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)

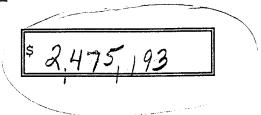
- 000
- 4. Ticket Sales, Commissions, Rentals, etc. (earned income of the music unit related to performance)

DNÀ

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 1999-2000

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).



DMH

Section VII: Demographic Survey of Doctoral Degree Students*

— Only institutions granting doctoral degrees should complete Section VII. —

*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.

A. DOCTORAL DEGREE STUDENTS WHO GRADUATED IN 1998-99

For each major area, please indicate the number of doctoral degree students who graduated in 1998-99. Every doctoral degree student who graduated should be included in one of the categories below.

	BLACK NON- HISPANIC	AMERICAN INDIAN/ ALASKAN NATIVE	ASIAN/PACIFIC ISLANDER	HISPANIC	WHITE NON- HISPANIC
	(a) (b) Male Female	(c) (d) Male Female	(e) (f) Male Female	(g) (h) Male Female	(i) (j) Male Female
Accompanying	(01)				
Brass	(02)				
Composition	(03)				
Conducting	(04)				
Ethnomusicology	(05)				
Guitar	(06)				
Harp	(07)				
Harpsichord	(08)				
Music Education	(09)				
Musicology	(10)				
Opera	(11)				
Organ	(12)				
Percussion	(13)				
Piano	(14)				
Sacred Music	(15)				
Strings	(16)				
Theory	(17)				
Voice	(18)				
Woodwinds	(19)				
Other (Please specify)	(20)				
TOTAL	(21)				

SECTION VII. DEMOGRAPHIC SURVEY (continued)



— Only institutions granting doctoral degrees should complete Section VII. —

B. DOCTORAL DEGREE CANDIDATES WHO DID NOT GRADUATE IN 1998-99

For each major area, please indicate the number of doctoral degree students enrolled in 1998-99 who did not graduate. Every doctoral degree candidate enrolled who did not graduate in 1998-99 should be included in one of the categories below.

		BLAC HISPA	K NON- NIC		AMERI ALASK	ICAN INDIAN/ IAN NATIVE	ASIAN ISLAN	/PACIFIC DER	HISPA	NIC	WHIT HISPA	E NON- NIC
		(a) Male	(b) Female	! -	(c) Male	(d) Female	(e) Male	(f) Female	(g) Male	(h) Female	(i) Male	(j) Female
Accompanying	(01)											
Brass	(02)											
Composition	(03)											
Conducting	(04)											
Ethnomusicology	(05)				-							
Guitar	(06)											
Harp	(07)											
Harpsichord	(08)			. [
Music Education	(09)											
Musicology	(10)											
Opera	(11)											
Organ	(12)											
Percussion	(13)											
Piano	(14)											
Sacred Music	(15)											
Strings	(16)											
Theory	(17)											
Voice	(18)											
Woodwinds	(19)											
Other (Please specify)	(20)			r								
	,			-							-	
Other (Please specify)	(21)								į			
	į			L			L				L	
TOTAL	(22)											

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

Higher Education Arts Data Services

ANNUAL REPORT FORM FOR DEGREE-GRANTING MUSIC UNITS 1998-99 ACADEMIC YEAR

Morking

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	
Name and Title of Music Executive/Representative to NASM JOSTPH EdwardS - Director	
Name of Institution (please do not abbreviate) Younge tough State In Vincity	Name of Unit (please use full designation) DOGA SCHOOL のキバルとし
Street Address and/or P. O. Box University Placa	City or Town Young Stown
State Zin Code Telephone	(include area code) Facsimile (include area code)
This questionnaire is seeking data about aspects of the music program at your institute and distributed by HEADS to allow music units to compare themselves with other important that the questionnaire be completed as accurately as possible. Please esting Specific instructions precede each section. If you have any questions about compart information in the questionnaire covers the 1998-99 academic year and the PLEASE RETAIN A COPY OF YOUR COMPLETED SURVEY FOR YOUR RECOVER RETAIN A COPY OF YOUR COMPLETED SURVEY FOR YOUR RECOVER COMPLETED SURVEY FOR YOUR COMPLETED SURVEY FO	ter music units of similar size and type. It is extreme timate only if you cannot obtain access to exact number pleting the questionnaire, please call (703) 437-0700. The fiscal year that coincides with it. TORDS. Note that copies of HEADS reports are a with NASM reviews for Membership and renewal of
CONFIDENTIALITY	·· ,
Signature Required. Most answers provided in the questionnaire will remain con of their public nature, may be released by HEADS for general information. Unles data by institution: Enrollment, Major Areas Offered, Degrees Awarded, Faculty N on the appropriate line below.	ss otherwise advised, HEADS may release the follow:
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
·	

This questionnaire must be returned by October 15, 1998:

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

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 1998-99 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 — \$60.00 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 \$60.00 payable to HEADS. We understand that a copy of the compiled 1998-99 Data Summaries will be forwarded to us upon publication. The \$60.00 fee* for non-member participants covers the cost of our copy of the 1998-99 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 1998-99 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 1998-99 compiled Data Summaries

*PLEASE NOTE:

1998-99 compiled Data Summaries.

Checks <u>must</u> be made payable to "Higher Education Arts Data Services" or "HEADS."

will be forwarded to us upon publication. The \$135.00 fee* for non-participants covers the cost of our copy of the

Section I: General Institutional Information

l.	Is your institution private or public? (Please	check only one.)		
	a. Private		b. Public	
2.	•		i.e. head count) for Fall, 1998? Include o	only local campus, not system-wide
	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		I. 40,001 plus	
,	Which is the highest program level offered in	music at your instit	ution? (Please check only one.)	
	a. Associate Degree		c. Master's Degree	\boxtimes
	b. Baccalaureate Degree		d. Doctoral Degree	
4.	Which is the highest program level offered in	any unit at your in	stitution? (Please check only one.)	
	a. Associate Degree		d. Post-Master's Degree (but not Doctoral)	
	b. Baccalaureate Degree		e. Doctoral Degree	\bowtie
	c. Master's Degree			
5.	Is your institution an accredited member of N	ASM? (Please chec	k only one.)	
	2 Member	\bowtie	b. Non-Member	
6.	Is your institution involved with either of the involvea with either, please leave blank.)	following during the	e 1998-99 academic year? (Check all tha	t apply. If your institution is not
	a. Building a new music facility		b. Renovating the music facility	\boxtimes

Music Enrollment Section II:

INSTRUCTIONS

A. ASSOCIATE DEGREES

Does not apply

In 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 1998 and the Fall of 1998 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, 1997 through June 30, 1998.

Music Major

Enrollment

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.

(b)

Music Major

(c)

Number of Degrees

5 Hot apply	Enrollment Summer 1998	Enrollment Fall 1998	Awarded to Music Majo July 1, 1997 through June 30, 1998
ssociate of Fine Arts Degree Progra (Enter only number of major stude		s with at least 65% music con	itent.)
Brass			
Guitar			
Нагр			
Jazz Studies			
Music Education			-
Music History			
Organ			
Percussion			
Piano/Harpsichord			
Strings			
Theory/Composition			
Voice			
Woodwinds			
Other (Please specify)			
TOTAL (Section II.A.1. only)			

A. <u>AS</u>	SSOCIATE DEGREES (continued)			
つ:	nes not Epply	(a) Music Major Enrollment Summer 1998	(b) Music Major Enrollment Fall 1998	(c) Number of Degrees Awarded to Music Majors July 1, 1997 through June 30, 1998
	Associate Degree Programs in Music	: Education, Music/Business, o	r Music Combined with an (
	(Enter only number of major stud	ents enrolled in music degree p	programs with at least 50% mu	sic content.)
				
	Music Education			
	Music/Business			
	Other (Please specify)			
	Other (Please specify)			
	TOTAL (Section II.A.2. only)			
3.	Associate Liberal Arts Degree Progra (Enter only number of major stude		rograms with 30%—45% musi	c content.)
	Liberal Arts Degree			
	Other (Please specify)			
	OH (PI :G)	-		
	Other (Please specify)			
	TOTAL (Section II.A.3. only)			
В. <u>ВА</u>	CCALAUREATE DEGREES			
1.	Bachelor of Music Degree Programs (Enter only number of major stude		Programs 5 Tu de, rograms with at least 65% mus	nts en rolled by major reports
	Accompanyin _i .			
	Brass	2		
į	Composition			
	Guitar		7	
	Harp			
	History/Literature		(0)	

(continued on next page)

	(a) Music Major Enrollment Summer 1998	(b) Music Major Enrollment Fall 1998	(c) Number of Degree Awarded to Music M July 1, 1997 throu June 30, 1998
Jazz Studies \\		9	
Organ			
Percussion	/	6	
Piano/Harpsichord	&	7	
Piano Pedagogy			
Sacred Music			
Strings	4	8	1
Theory			
Theory/Composition			
Voice	10	38	2
Woodwinds /	3	12	7
Other (Please specify) Unde termined Other (Please specify)	1	10	
TOTAL (Section II.B.1. only)	23	115	4
Baccalaureate Degree Programs in Mus (Enter only number of major students	enrolled in music degree	apy, and Music Combined with ar programs with at least 50% music co	ontent.)
Music Education	43	176	7
Music Therapy			
Music/Business/Arts Administration			
Music/Engineering			
Musical Theatre			
Other (Please specify)			
TOTAL (Section II.B.2. only)	42	176	7

B.	BACCALAUREATE DEGREES	(continued)
----	------------------------------	-------------

(2) Music Major Enrollment Summer 1998 (b) Music Major Enrollment Fall 1998

(c) Number of Degrees Awarded to Music Majors July 1, 1997 through June 30, 1998

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

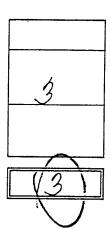
(Enter only number of major students enrolled in music degree programs with 30%-45% music content.)

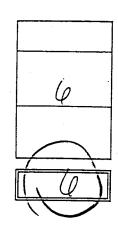
Other (Please specify)

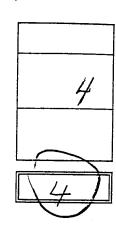
Other (Please specify)

Other (Please specify)

TOTAL







C. MASTER'S DEGREES

(Section II.B.3. only)

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

Ethnomusicology

Guitar

Harp

Harpsichord

Jazz Studies

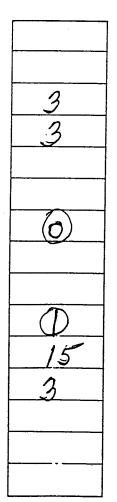
Music Education

Music History/Musicology

Music Therapy

Opera

Organ



3
/
-
7

(continued on next page)

C. MASTER'S DEGREES (continued)

	(a) Music Major Enrollment Summer 1998	(b) Music Major Enrollment Fall 1998	(c) Number of Degrees Awarded to Music Major July 1, 1997 through June 30, 1998
Pedagogy			
Percussion			·
Piano			
Sacred Music			
Strings	4	2	
Theory			
Voice	2	5	
Woodwinds		4	
Other (Please specify)		,	
TOTAL (Section II.C.1. only)	(25)	(37)	/3
		:	
General Master's Degree Programs (Enter only number of major study)	(M.A. or M.S.) lents enrolled in music degree p	orograms.)	_
General Master's in Music			
Other (Please specify)			
Other (Please specify)			
TOTAL (Section II C 2, only)			

2.

D. DOCTORAL DEGREES

Does not apply

(a) Music Major Enrollment Summer 1998 (b) Music Major Enrollment Fall 1998 (c) Number of Degrees Awarded to Music Majors July 1, 1997 through June 30, 1998

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)					
			_		
		- ·		- 1	
TOTAL (Section II.D. only)]			

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.)

Please provide the aggregate number of nonduplicated music major students listed in H.A.-D. above. The combined totals of each section MUST equal the grand total.



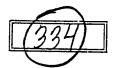
(a)

Music Major

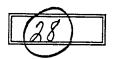
Enrollment

Summer 1998

(b) Music Major Enrollment Fall 1998



(c) Number of Degrees Awarded to Music Majors July 1, 1997 through June 30, 1998



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.

Votvai lable		BLACK NON- HISPANIC			IICAN INDIAN/ KAN NATIVE	asian Islan	//PACIFIC IDER	HISPA	NIC		WHITE NON- HISPANIC		
Associate Degrees:		(a) Male	(b) Female	(c) Male	(d) Female	(e) Male	(f) Female	(g) Male	(h) Female	(i) Male	(j) Female		
Professional	(01)												
Liberal Arts	(02)												
Baccalaureate Degrees:							<u> </u>		Т				
Professional	(03)												
Liberal Arts	(04)										<u> </u>		
Master's Degrees:	1	 -	 		1		 	Γ		<u> </u>	т		
Specific	(05)												
General	(06)												

Section III: Total Instructional Service

(IN SEMESTER CREDIT HOURS OR QUARTER HOURS)

INSTRUCTIONS

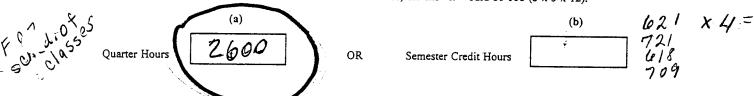
The information requested in this section is vital to the HEADS database. The answer to question III.C. is of particular importance, providing the database with information used in many of the ratios calculated from the data. Its exclusion limits the value of much of the other data submitted. If the 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).

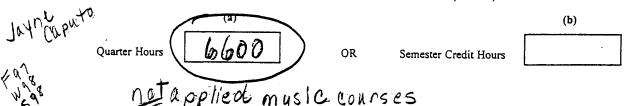
In question III.D., please provide the number of students (headcount, i.e. nonduplicated) involved in the curricular activities of the music unit in any way. An approximation of this figure would be useful to the database even if exact figures are not available.

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.

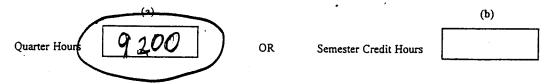
A .	. What is the projected total number of semester credit hours OR quarter hours generated in music courses offered during the 1998-99 academic year
	(excluding summer) by non-music major students? (Please answer only one.) EXAMPLE: If your unit offers three courses to non-majors worth
	three credits to each student, and there are twelve students in each class, the answer would be 108 (3 x 3 x 12)



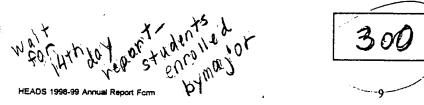
B. What is the projected total number of semester credit hours OR quarter hours generated in music courses offered during the 1998-99 academic year (excluding summer) by music major students? (Please answer only one.) EXAMPLE: If your unit has twenty-five full-time music majors each taking twelve credits of music courses during the academic year, the answer would be 300 (25 x 12).



C. What is the projected total number of semester credit hours OR quarter hours generated in music courses offered during the 1998-99 academic year (excluding summer)? (Please answer only one.) This figure is derived by adding the answers to A and B above.



D. What is the projected number of students (headcount, i.e. nonduplicated) involved in any curricular aspect of the music unit during the 1998-99 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: 1998-99 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 1998-99 - 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 (1), 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 1998-99 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.

	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.															
SALARIES ¹	Number			Γ DEC		Cert	No	L	ENGT AT II 1-4 yrs.		SERV TUTIO 10+ yrs.		E LOWEST Individual Salary	HIGHEST Individual Salary	TOTAL Salary Expenditure	Numb With Tenur
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)	(1)	(m)	(n)
Full Professors	8	4	4										\$57,417	\$ 78,50 ?	\$545.331,	8
Associate Professors	6	3	3										\$43,872	\$62,551	\$305,293	4
Assistant Professors	3	3											\$273,3	\$45,936	\$/20,900	
Instructors			1										\$31 254	\$ -1,256	\$3/270	0
Lecturers													\$	\$	\$	
Unranked													\$	\$	\$	
Visiting													\$	\$	\$	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)		(h)	(i)	(j)		(k)	(1)	(m)	(n)
TOTAL	18	10	8											111111	\$1,002,853	15
	•	Sum o		_	h (g)				Sum o (j) mu		_	h				
_	y figures : enure sys								th ac	aden	ic 76	ear,	, exclusive o	of benefits.		

in the "Full-Time Faculty: Male" chart only.

We are unable to provide faculty data by gender and are providing combined faculty data. This is recorded

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 partial salaries for faculty in early retirement programs or on sabbatical.

• Do not include part-time faculty salaries in this chart (see Sections IV.B. and IV.C. for part-time faculty).

REMINDERS

1. Full-Time Faculty: Male (1998-99 Data Only)

Check here, if appropriate:

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

	CONFI form of confider	DENTI compo	ALIT site d Instit	Y. Ple lata. utions	ease n Salar are	ote th y figu asked	at sali res pr to f	ary i ovid urni	inforn led by sh co	nation indi- molet	i is releas vidual ins te inform	administrato ed by HEADS titutions are l ation to ensu lts of this surv	only in the seld strictly re that all		
SALARJES ¹		HIG	HES	T DEC	GREE	EAR Cert		LE			SERVIC	E LOWEST	W.C.W.C.	mom. v	
	Number	Doct.	Mast	t. Bacc.	. Asso	or	No		1-4 yrs.	5-9 yrs.	10+ yrs.	Individual Salary	HIGHEST Individual Salary	TOTAL Salary Expenditure	Numbe With Tenure
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)	(1)	(m)	(n)
Full Professors												\$ 12.0	\$97,370	\$24,322	
Associate Professors												\$	\$	\$	
Assistant Professors	4	4										\$379.3	\$43,925	\$162,880	0
Instructors												\$	\$	\$	
Lecturers												\$	\$	\$	
Unranked												\$	\$	\$	
Visiting												\$	\$	\$	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)		(h)	(i)	(j)	(k)	(1)	(m)	(n)
TOTAL	5	5											111111	\$228,960	
		Sum o must e			h (g)				Sum o: j) mus		hrough al (a).				
									h aca	dem	ic year,	exclusive o	f benefits.		
² If a te	enure sys	tem do	oes n	ot ex	cist, (check	her	e:							

in the "Full-Time Faculty: Male" chart only.

SPECIAL NOTE: Please do not include salary or other data regarding music execu-

We are unable to provide faculty data by gender and are providing combined faculty data. This is recorded

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 partial salaries for faculty in early retirement programs or on sabbatical.

Do not include part-time faculty salaries in this chart (see Sections IV.B. and IV.C. for part-time faculty).

REMINDERS

2. Full-Time Faculty: Female (1998-99 Data Only)

Check here, if appropriate:

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

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			ICAN INDIAN/ KAN NATIVE	asian Islan	N/PACIFIC NDER	HISP	WHITE NON- HISPANIC		
	(a) Male	(b) Female	(c) Male	(d) Female	(e) Male	(f) Female	(g) Male	(h) Female		(j) Female
Full Professor									Gy	
Associate Professor									7	
Assistant Professor									3	4
Instructors									/	
Lecturers										
Unranked										
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.

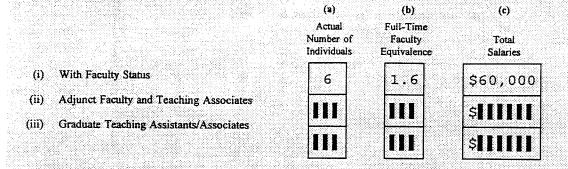
It is requested that institutions provide part-time music instruction data by gender. However, institutions unable to do so should check the box marked "We are unable to provide data by gender and are providing combined data" and enter figures in the "Male" chart. It is extremely important that the box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



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.

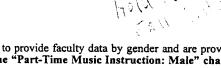
(c)

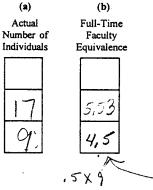
Total

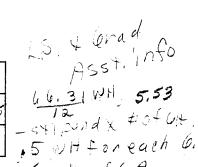
Salaries



- With Faculty Status
- (ii) Adjunct Faculty and Teaching Associates
- (iii) Graduate Teaching Assistants/Associates

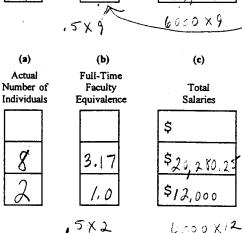






2. Part-Time Music Instruction: Female

- With Faculty Status (i)
- (ii) Adjunct Faculty and Teaching Associates
- (iii) Graduate Teaching Assistants/Associates



C. PART-TIME PERFORMANCE STAFF ONLY

サックのアンスタタイト

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 (1), 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
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	[(k)	(I)	(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).

B. ASSISTANT OR ASSOCIATE MUSIC EXECUTIVE (continued from previous page)

(Questions 2 through 6 from previous page are repeated in the event that additional space is needed).

2	. What are the titles of the assistant	t or associate music eve	ecutives?	,	
	(d)		(e)	(f)	
3.	What percentage (estimated) of the	e assistant or associate	music executives' time is a	ssigned to the following duties?	
				and to the tone time dates.	
		(d)	(e)	(f)	
	a. Teaching	%	%	9/	
			/0	%	
	b. Research/Creative Activities				
	b. Research/Creative Activities	%	%	%	
				<u> </u>	
	c. Administrative Matters	%	%	%	
		L		/6]	
	d. Service (to professional			· ·	
	organizations and community)	%	%	%	
		r			
	e. Fundraising	%	%	%	
	TOTAL (S) MUST FOUND		L		
	TOTAL(S) MUST EQUA	L 100%	100%	100%	
	Wn				
4.	What are the assistant or associate	music executives' salar	ies for 1998-99 (exclusive	of benefits)?	
		(d)	(e)	(f)	
		s			
	į	•	\$	\$	
5	Unon how many manths and				
٥.	Upon how many months are the ass	sistant or associate mus	ic executives' salaries based	1?	
		(d)	(e)	(f)	
	9 or 10 months				
	11	<u></u>	<u></u>		
	11 or 12 months				
				L	
6.	Are the assistant or associate music	executives male or fen	nale?		
	3447.00	(d)	(e)	(f)	
	MALE				
	FEMALE			<u> </u>	
				1 1	

C. OTHER PERSONNEL ASSI	GNMENTS (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.)		FTE Units
	b. What are the total salary expenditures (exclusive of benefits) for secretarial and clerical assistance?	\$21,965]
2.	Library Staff Oces not apply. 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		FTE Units
	Main Library		FTE Units
	Other Library		FTE Units
1	b. What are the total salary expenditures (exclusive of benefits) for music library staff?	s	
3.]	Professional/Technical Staff Does not apply.		
а	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.		FTE Units
b	. What are the total salary expenditures (exclusive of benefits) for professional/technical staff?	s	

INTEROFFICE MEMORANDUM

TO:

Mr. Turk

FROM:

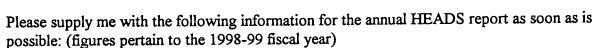
Deb Yiannaki

DATE:

October 23, 1998

SUBJECT:

HEADS REPORT



\$ 50,00%

Total amount Undergraduate Scholarships (administered by music unit) including tuition remission.

\$10,000 2.

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

Thank you.

dy



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 1998-99 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 1998-99 academic year)

		BUDGET 1998-99	N/I
a.	Faculty and Professional Travel (to meetings, etc.)	\$6,960,00	
ь.	Instructional Supplies	s 1,350.00	
c.	Library (performance scores and parts only)		
d.	Library (other than performance materials)	s NA	
e.	Office Supplies	\$ NA	
		\$ /4,153.00	
f.	Printing/Duplication	\$ 2,533,00	
g.	Student Recruitment	s NA	
h.	Undergraduate Scholarships (administered by music unit) including tuition remission	s 50,000.00	
i.	Graduate Scholarships (administered by music unit) including fellowships/assistantships/tuition remission not already reported in a previous section	\$ 66,000,00	
j.	Student Wages	\$ 10,484.30	
k.	Short-Term Visiting Artists/Lecturers, etc. (less than one semester)	s NA	
1.	Student Travel (i.e., ensemble tours - includes funds raised and administered by the music unit)	\$ 5,500.00	
m.	Technical Services (instrument mainter ince, office equipment, repair, piano tuning, etc.)	\$ 20,034.00	
n.	Telephone/Fax/Electronic Communications	s 3,500.00	
о.	Public Relations and Fundraising	\$ 3,190,00	
p.	All Other Expenses	\$ 9, 137.00	
TO (To	TAL INSTRUCTIONAL, OPERATIGNAL, AND PERFORMANCE BUDGET tal of VI.A., a. through p. above)	\$ 192,841,00	

B. EQUIPMENT AND BUILDING BUDGET

1. Equipment	1998-99 Academic Year N/I
a. Purchases	\$ 708,00
b. Leases and Rentals	\$ 1,350.00
c. Repair	\$ 20,214,00
2. Building	1998-99 Academic Year N/I
a. Renovation and Repair (budgeted in 1998-99)	\$
b. Leases and Rentals	\$ 3,000,00
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)

1998-99 Academic Year \$ 2'5, 27 2,00

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.

1998-99 Academic Year

\$377,791,00

D. SPECIFIC SOURCES OF INCOME BUDGETED FOR THE MUSIC UNIT IN 1998-99

This section seeks information on several specific types of income sources of the music unit for the fiscal year related to the 1998-99 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 1998-99 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)
- 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)

Total Restrictifts

 Ticket Sales, Commissions, Rentals, etc. (earned income of the music unit related to performance) \$5,411.00 Romasic

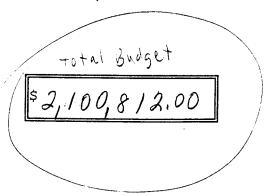
\$ 14.681.00

\$ DNA

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 1998-99

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).



Section VII: Demographic Survey of Doctoral Degree Students*

— Only institutions granting doctoral degrees should complete Section VII. —

*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.

A. DOCTORAL DEGREE STUDENTS WHO GRADUATED IN 1997-98

For each major area, please indicate the number of doctoral degree students who graduated in 1997-98. Every doctoral degree student who graduated should be included in one of the categories below.

		BLACK NON- HISPANIC	ALASK	CAN INDIAN/ AN NATIVE	ASIAN/PA ISLANDE	ACIFIC R	HISPAI	NIC	WHITE	WHITE NON- HISPANIC		
		(a) (b) Male Female	(c) Male	(d) Female	(e) (Male F	f) Female	(g) Male	(h) Female	(i)	(j) Femal		
Accompanying	(01)							Cinale	Iviale	remai		
Brass	(02)									-		
Composition	(03)											
Conducting	(04)											
Ethnomusicology	(05)									-		
Guitar	(06)											
Нагр	(07)								ļ			
Harpsichord	(08)						-					
Music Education	(09)											
Musicology	(10)											
Opera	(11)											
)rgan	(12)											
Percussion	(13)											
iano	(14)											
acred Music	(15)									···		
trings	(16)											
heory	(17)											
oice	(18)											
oodwinds	(19)											
ther (Please specify)	(20)											
	<u></u>											
OTAL	(21)											

SECTION VII. DEMOGRAPHIC SURVEY (continued)

- Only institutions granting doctoral degrees should complete Section VII. -

B. DOCTORAL DEGREE CANDIDATES WHO DID NOT GRADUATE IN 1997-98

For each major area, please indicate the number of doctoral degree students enrolled in 1997-98 who did not graduate. Every doctoral degree candidate enrolled who did not graduate in 1997-98 should be included in one of the categories below.

		BLAC! HISPA	K NON- NIC	AN AI	AMERICAN I ALASKAN NA		ASIAN ISLAN	i/PACIFIC	Н	ISPA	NIC		WHIT: HISPA	E NON- NIC
		(a) Male	(b) Female	(c) Ma	ale	(d) Female	(e) Male	(f) Female	(g M) ale	(h) Female		(i) Male	(j) Female
Accompanying	(01)													
Brass	(02)													
Composition	(03)									-				
Conducting	(04)													
Ethnomusicology	(05)													
Guitar	(06)													
Нагр	(07)										`			
Harpsichord	(80)													
Music Education	(09)													
Musicology	(10)													
Opera	(11)													
Organ	(12)													
Percussion	(13)													
Piano	(14)													
Sacred Music	(15)													
Strings	(16)											Ī		
Theory	(17)													
Voice	(18)											ŀ		
Woodwinds	(19)											ŀ		
Other (Please specify)	(20)											<u> </u>		
Other (Please specify)	(21)													
TOTAL	(22)													