

ECC Private Music Lesson Instructor Training 2024

Hosted by:

Tommy Hensel, Senior Director of Performing Arts

JoEllyn Caulfield, Private Music Lesson Coordinator/Conservatory Manager

Dr. Mary Perkins, Dean of Liberal, Visual, and Performing Arts

Private Music Instruction Support

- **Andrea Kleban, Performing Arts, Office Coordinator**

- Create class section
- Link faculty contracts, prepare special payment forms
- Assist students with registration (*support also provided by Chantel Bosso, Admin Assistant*)
- Direct potential students to available teachers, provide bios and contact information (*also Chantel Bosso*)

- **JoEllyn Caulfield, Private Music Lesson Coordinator, ECC Conservatory Manager**

- Organize all Juries and ECC-Hosted recitals
- Manage private website www.elginfacultyhub.com (password - EccMusicLessons)
- Coordinates marketing for Concerts, Recitals, Lessons, and Ensembles
- Work with Private Lesson faculty to troubleshoot problems and answer questions
- Provide support and coordination of Private Music Lesson faculty teaching lessons at ECC
- Reviews syllabi to ensure accuracy and alignment with ECCFA Contract

- **Laura Schaefer, Operations Assistant**

- Organize room assignments for Private and Group Lessons, Ensembles, Rehearsals, and Performances
- Reminder to keep informed regarding room/day/time teaching assignments and changes

Private Music Instruction Support (cont.)

- ***Paula Johannesen, Private Music Lesson Coordinator, Larkin HS Conservatory Manager***
 - Provide support and coordination of Private Music Lesson instructors teaching lessons at Larkin HS
 - Communicate with Larkin teachers about important dates, days off, Juries, and schedule changes
 - Work with Private Lesson faculty and Larkin staff to troubleshoot problems and answer questions
- ***Tommy Hensel, Senior Director of Performing Arts***
 - Supervises Performing Arts office staff and Private Music Lesson Faculty
 - Works closely with ECC and Larkin Lesson Coordinators, Performing Arts Office staff, and Dean
 - Advocate for the Music faculty and students
 - Ensures curriculum and college policies followed
- ***Dr. Mary Perkins, Dean of the Liberal, Visual, and Performing Arts***
 - Advocate for the Music faculty and students
 - Works closely with Tommy Hensel and Performing Arts support staff
 - Coordinates and ensures curriculum and college policies followed

MUS 140/240 Requirements - Spring 2024

1. MUS 140 - Credit Course (Ages 16 and Up)
 - a. 14 weekly lessons at 30 minutes a lesson (total 420 minutes)
 - b. Performance Requirement - Jury OR Recital
2. MUS 240 - Credit Course (Ages 16 and Up)
 - a. 14 weekly lessons at 30 minutes a lesson (420 minutes)
 - b. Performance Requirement - Jury AND Recital
3. Any student may audit a course which means they are NOT required to complete a final performance exam, however, faculty must ensure audit status shows on roster as well as track student attendance and issue midterm and final grades.
4. Qualifying senior citizens will still receive a discount if they audit MUS140/240
5. ECC faculty and staff can use their ECC tuition reimbursement benefit only if they take the course For Credit; therefore, must complete a Jury/Recital requirement.
6. **IMPORTANT:** Credit Lessons may not be carried over to the next semester or summer. If a student does not finish their MUS 140/240 course by semester end, they should receive an “Incomplete” and the teacher should issue a “Change of Grade” after all lessons are taken (within 120 days per college policy).

CSX140 Requirements – Spring 2024

CSX 140 - Non-Credit Course (Ages 15 and Under)

- a. 14 weekly lessons at 30 minutes a lesson (420 minutes)
- b. Syllabus with the required contractual information must be submitted
- c. No performance requirement - Recital participation is optional but encouraged.
- d. Faculty verify rosters, track attendance, and submit final grades.

CSX 140 - Half Session (Case-by-Case Basis)

- a. 7 weekly lessons at 30 minutes a lesson (210 minutes)
- b. Intended for students who enroll for lessons after enrollment deadline.
- c. Intended for students seeking lessons between regular semesters

Registration Procedures

1. Performing Arts staff provides all instructor bios and contact information to potential student
2. Student must have application for admission on file for credit lessons or completed Continuing Education form for non-credit lessons
3. Student contacts potential instructor to determine which course, length, and availability
4. Instructor emails Andrea the following information which provides consent for the student to register:
 - a. Student Name (first and last)
 - b. Student email and phone
 - c. ECC ID number
 - d. Course number (MUS 140/240 or CSX 140)
 - e. Registration status (Audit or Credit)
 - f. Lesson details (must be entered into database for each section)
 - i. Day of week
 - ii. Start and end times
 - iii. Start and end dates
5. Andrea will notify the student about registration process & payment deadlines

Faculty Expectations

1. Monitor and use college-issued email addresses regularly
 - a. @elgin.edu account used for all college business - may sign up for text notifications to be alerted when new messages received (see music lesson site for instructions)
 - b. @student.elgin.edu may be used for student communication - may be forwarded to @elgin.edu
2. Office Hours
 - a. Per faculty contract must provide at minimum 25 minutes per credit hour assigned
 - b. May provide student support in person or virtually
3. Class Rosters
 - a. Review multiple times in the first weeks of term via Self-Service at <https://my.elgin.edu/quick-links/>
 - b. May NOT teach students who are not registered
 - c. Notify Andrea/Chantel regarding any issues with roster accuracy
 - d. Outreach to students who are not attending - faculty can initiate withdrawals (see link below)
 - e. Audit status must be finalized within 7 calendar days of first lesson - see <https://www.elgin.edu/about-ecc/administration/procedures/schedule-changes-course-withdrawals-policy/>
4. Student Privacy - Review FERPA video via eTalent
5. Student Recruitment
 - a. Encourage faculty participation in community to recruit students
 - b. Stipends available for recruitment at local schools - contact Andrea/Chantel

Syllabi Procedures

- Use provided template to ensure include required information per ECCFA Contract
- PDF and Word templates at www.elginfacultyhub.com (password - EccMusicLessons)
 - CSX/MUS 140
 - MUS 240
 - MUS/CSX 140 Example Caulfield Syllabus Example
- Requirements must include expectations established for course for jury/recital
- Required to post syllabus to D2L per ECCFA Contract - *see video tutorials at <https://distancelearning.elgin.edu/> or contact Distance Learning staff*
- Email completed syllabi to JoEllyn Caulfield (jcaulfield@elgin.edu)
 - Due no later than the first day of instruction per ECCFA Contract
- Syllabus will be reviewed to ensure that it meets contractual requirements
 - See page 28 of ECCFA Contract

Building H Procedures

Key Places to Know

- Performing Arts Office - H231
- Adjunct Faculty Office - H104
- Faculty Workroom/Mail - H231.01
- Lesson Rooms - Various Building H rooms
- Practice Rooms - H221, 223, 225, 226, 227, 230, 229, 228 (lockbox SAD)

Closest Parking

- Faculty/staff lot outside Building H entrance - requires parking tag (contact Chantel)
- Open to all - G & H parking lot

Building H Room Access

- Open Mon-Sat when college is open - refer to www.elgin.edu/calendar
- Instructors have/will have keys to practice rooms; Performing Arts staff have key
- H104 adjunct office key code 12203 or visit Dean's office in H103

Supplies/Equipment/Maintenance - Request through Performing Arts Office H231

- Piano tuning
- Chairs
- Stands
- Room Maintenance (lights, etc.)
- Other

Building H Procedures (cont.)

Make-Up Lessons Reservations

- E-mail Laura Schaefer at lschaefer@elgin.edu to ask for room availability and to reserve a room
- Provide multiple day/time options available when you request to reschedule
- Room availability *is not guaranteed* unless you reserve directly through Laura

Faculty Absence

- Email akleban@gmail.com and cbosso@elgin.edu to report absences
- Reminder faculty pay docked for missed classes unless lesson rescheduled
- Missed lessons can be made up virtually - email Tommy Hensel when this is needed
- Notify students as you are able
- Performing Arts staff will post cancellation signs and can outreach to students via email if needed

Important Spring 2024 Dates

1. **Syllabus due to JoEllyn:** On the first day of lessons for the semester
2. **Audit change:** 7 days from the first lesson of the semester
3. **10th Day Attendance Reporting:** Review each roster; notify Andrea/Chantel if issues
(strongly recommend checking prior to term and in days prior to 10th day)
4. **Midterm Grades Due:** Date depends on class start and end dates (see spreadsheet posted to www.elgin.edu/grading for specific date)
5. **Withdrawal Deadline:** Date depends on class start and end dates (see spreadsheet posted to www.elgin.edu/grading for specific date)
6. **Student Recitals:** Fri, April 26 - 5 and 7:30pm; Location: H123
7. **Student Juries:** Thurs, May 16; Location: H123; Larkin HS May 13-17 from 1:35-2:55 pm
8. **Final Grades Due:** 4 p.m. on the Monday following the last day of a course

Question: Any faculty recital interest?

Upcoming PMLI Changes

Curriculum & Scheduling changes effective summer 2024

- Increased instructional time to meet state and federal requirements for awarding college credit
 - Expanded number of lessons from 14 to 16 (Half hour: 420 to 480 minutes; One hour: 840 to 960 minutes)
 - Additional requirement to observe musical performances (between 3-7 required; varies by course; adds between 270 to 630 minutes)
- Revised course learning outcomes based on faculty input
- New courses for one-hour lessons: MUS141 and MUS241 (non-credit CSX141 and CSX241)
- Revised course titles - clarify courses for half hour and one hour lessons
- Faculty must provide course (MUS 140, 141, 240, 241 or CSX), length of lesson, day of week and time for class section to be created and student registered

Seeking faculty to assist with the following (\$28/hr meeting pay rate):

- Process for documenting student's participation in ensemble or solo performances
- Creating assignment to assess student learning for each musical performance observation and related course outcome
- Compile resource list for ECC, local, and/or virtual musical performances
- Creating PMLI faculty resources in D2L
- Developing D2L training for PMLI faculty