Please type or select the requested information. Print completed forms, add appropriate paper attachments, and route through MSU’s curricular process for recommendations and decisions.

**Proposed**
- College: Arts and Humanities
- Department: Music
- Program: Undergraduate

**Effective Date of Change:**
- Academic Year: 2007-08

**Course Designator Number of Credits**
- Number of and Credits: MUS 311 1

Include a course or program description for the Bulletin (30-40 words maximum for courses, 100 for programs):

A select group of wind and percussion players. Audition required. Pre-requisite: MUS 299 Sophomore Review.

**Rationale or Justification for change:**
See attached

---

### For General Education or Cultural Diversity Courses Only

**General Education Course:**
- GE Category #: N/A
- GE Category Name: (Maximum of 3 Categories)
  - N/A
  - N/A
  - N/A

1 For Writing Intensive Courses, attach a description of the kind and quantity of writing.
2 For Upper Division Courses, include a description of the respects in which it is broad and general rather than narrow and specific, and so suitable as GE.

Attach paper copies of the following:
- a. Syllabus or course outline.
- b. Course’s student learning outcomes associated with each GE competency or CD designation.
- c. A list of strategies to be used to assess students’ achievement of each GE competency or CD designation.

---

### For New Courses

- Course is an elective.
- Grading Format: Grade
- Pre- or Co-requisites: Permission of instructor, MUS 299
- Other courses are being changed or eliminated. (Explain.)

**Course will be offered:**
- Fall Semester
- Spring Semester
- Summer Session

- Course content or title is similar to courses in other departments. (Attach copy of letter of agreement with other program(s) contacted. Indicate the nature of the discussions and/or resolution of differences or potential conflicts.)

Attach paper copies of the following:
- a. Syllabus or course outline.
- b. Course’s student learning outcomes.
- c. A list of resources required to offer and support this course.
- d. A description of how teaching this course will affect department staffing.
- e. If 400/500 level course, an explanation of added expectations of graduate students.

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Revised September 2002
### Signature Page

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Rationale or Justification for change:

300-level course to accommodate upper-division requirement for undergraduate degrees.
Concert Wind Ensemble
MUS 111/311

2007-2008
HANDBOOK

The Minnesota State University, Mankato
Concert Wind Ensemble
Handbook
Congratulations, welcome to the MSU, Mankato Concert Wind Ensemble! You are now part of an extraordinary ensemble known for its musical excellence.

Concert Wind Ensemble (CWE) is designed for the professionally minded performer and music educator and requires a high level of discipline from its members. Throughout this year, you will be exposed to the highest quality of music written for wind and percussion instruments; our number one goal is to work together to make great music for ourselves and our audience.

CWE is a community of musicians. Each member of the ensemble is of very high value, both musically and individually. Each of you has earned a place in the band; therefore, each of you has earned both privilege and responsibility. Your personal study, practice, and preparation are essential, and will contribute to your own life-long learning. The rehearsal is primarily the place where we draw the connections between the individual parts to fulfill the whole. Therefore, your musical “homework” must take place in the practice room, not in the rehearsal room.

The goal of this ensemble in rehearsal and performance is to achieve a high degree of learning and performance excellence. This group offers each student an opportunity to read and perform the finest contemporary wind ensemble and traditional band literature.

Once again, congratulations in being chosen for this distinguished wind ensemble. Get ready for an incredible life-changing experience!

I. Auditions/Registration
Auditions for MSU Concert Wind Ensemble will be held during the first week of the fall semester. Sign-up sheets will be posted outside of Dr. Roisman’s office, PAC 229. Once all initial auditions have taken place, a final list of members will be posted outside Dr. Roisman’s door. Every instrumentalist MUST audition every year for the Concert Wind Ensemble.

Once selected for the MSU Concert Wind Ensemble, you will automatically be registered for the band. Wind Ensemble is offered for one (1) credit. The work and expectations are very high even through wind ensemble is only one credit. If you have already registered for 18 credits, make sure you get your permission from your academic advisor and from Dr. Roisman Foley to participate in the ensemble.

II. Attendance Policy
Attendance at all rehearsals and performances is required of all personnel. Should you have an illness or emergency, you must provide notification no less than three hours prior to rehearsal. You may contact Dr. Roisman Foley via email or voicemail.

- E-mail: amy.roismum-foley@mnsu.edu
- Phone: (507) 389-2795

Any absence not reported in advance is considered unexcused. If any student has more than one unexcused absence, that student will be asked to leave the ensemble. In addition, two tardies equal one unexcused absence. It is expected that every musician will be in rehearsal every day, on time, and ready to play. Each member of the ensemble will receive two personal days and two
sick days per semester. Should you require more than two sick days, you may use your personal
days. Personal days must be applied for two weeks in advance. Any student with more than four
excused absences will be asked to leave the ensemble.

The following are not legitimate excuses for missing rehearsal and will be counted as an
unexcused absence:

- Work
- Meeting with an advisor
- Too much work in another class
- Meeting with financial aid
- Repairing your car
- Non-emergency visits to the doctor or dentist
- Early ride home
- The dog ate my music
- I’ve fallen and I can’t get up
- Etc…

Any members that are unable to attend the dress rehearsal will not perform in the concert.
Special circumstances will be taken into consideration with prior notification of at least one
month. All section members should be prepared to perform solos should an emergency arise.

III. Grading
Grading is based on your personal and musical commitment and contribution to the development
of the band in rehearsals, sectionals and performances. If you are late on two or more occasions
to rehearsal, it will affect your grade. Prior notification of class conflicts is required. Because it is
impossible to make up a missed rehearsal, attendance has legitimate educational purpose.
Absence from a performance will have a considerable impact upon a grade and may result in
removal from the ensemble. Absence from a dress rehearsal may result in exclusion from a
performance.

A- Exemplary musical contribution, probing and thoughtful participation, zero
unexcused absences, on time and prepared for each rehearsal.

B- Consistently strong musical contribution, probing and thoughtful participation,
consistently on time and prepared for each rehearsal.

C- Inconsistent musical contribution, thoughtless or distant participation, one unexcused
absence, an emerging pattern of lateness and lack of preparation*

* A minimum grade of C is required for all music majors for each course in the major field.

D- Poor evidence of musical contribution, distant participation, more than four excused
absences, established pattern of lateness and lack of preparation.
IV. Rehearsals and Sectionals

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One sectional rehearsal per week should be scheduled and directed by the section leader.

If you arrive with fewer than five minutes prior to the start of rehearsal, you will not have time to set-up, warm-up your instrument and to prepare yourself for rehearsal. Personal warm-up and rehearsal preparation are expected before the first downbeat. All members of the percussion section are expected to arrive at least ten minutes early to set up the section and to prepare the scheduled pieces. Please be very focused about being on time, ready to play. This will save us a great deal of time and will ensure that we will be able to achieve our ultimate goal—to make great music.

V. Performance Schedule

Fall Semester

Tuesday, September 4  
First Full Rehearsal

Monday, October 22   
Joint concert with Le Sueur-Henderson High School Bands
Load Truck 2:00 p.m.
Departure 3:00 p.m.
Concert 7:30 p.m.

Sunday, October 28   
Home Concert
7:30 p.m. Halling Recital Hall

Tuesday, October 30   
Brass Choir and Symphonic Band Concert

Thursday, December 6  
Joint Concert with Symphonic Band
7:30 p.m. Halling Recital Hall

Spring Semester

Tuesday, January 14  
First Full Rehearsal

Tuesday, February 14 
Concert at MMEA
5:15 p.m. Minneapolis Convention Center

Tuesday, February 21 
Joint Concert with Symphonic Band
7:30 p.m. Halling Recital Hall

Thursday, April 24   
Concert Wind Ensemble and Chamber Ensembles
7:30 p.m. Halling Recital Hall

Thursday, May 1      
Symphonic Band and Chamber Ensembles
Halling Recital Hall, 7:30 p.m.

VI. Information of Pre-purchase tickets for Concerts

1. Please make all advance purchase requests at least 24 hours before the concert begins

2. There are NO REFUNDS OR PRE-PURCHASED ADMISSIONS. Your pre-purchased admission is valid for that specified concert only. You cannot substitute another concert if you miss the concert.
3. Please be at the performance no later than 30 minutes before the scheduled starting time of the concert.

4. Concerts start at 7:30 p.m.- Sunday concerts may start at 3:00p.m. or 7:30 p.m. Consult your schedule. Remember, NO REFUNDS OR SUBSTITUTIONS IF YOU MISS THE CONCERT.

5. E-mails requests (PREFERRED transaction method)
   MSU Music Box office - Mr. Dale Haefner
   E-mail address          dale.haefner@mnsu.edu
   Office Phone            507-389-5548

In your e-mail message, give the following information IN THIS ORDER:

A. Name
B. Your telephone number (in the unlikely event there is a problem with your request)
C. Your card type (Visa, MasterCard, etc.) and your 16-digit credit card number; type the numbers in groups of four numbers as they on your card. (for instance 2233 3322 4432 1234) PLEASE—FOUR NUMBERS TO EACH GROUP. DO NOT SEND A STRING OF 16 CONSECUTIVE NUMBERS. **Check your credit card number after you have typed it.** Typing the card number incorrectly is a very common error.
D. Your expiration date – month/year in this format please, i.e., 06/05 (June 2005)
E. Concert time, concert date, and the number of seats you want reserved; specify whether these are MSU STUDENT, OTHER STUDENT OR GENERAL ADMISSION seats. There is no long a Senior discount.
F. You must have an e-mail REPLY from Mr. Dale Haefner in order to reserve seating; print a copy of Mr. Haefner’s e-mail reply to your request; this is your receipt of purchase.

**Print Mr. Haefner’s e-mail reply to your request. This will be the receipt of your transaction.**

6. Pre-purchase requests by telephone- Mr. Dale Haefner 507-389-5549 (V) **(NOT the PREFERRED transaction method).** (These requests may not be filled especially when requested close to the concert date and time).

   A. State your name and spell your first and last name SLOWLY.
   B. Leave your telephone number (in the event there is a problem with your request)
   C. Give your 16-digit credit card number, speak slowly; state the credit card number in groups of four numbers as they appear on your credit/debt card
   D. Give the expiration date with month/year in this format please. i.e., 06/05 (June 2005)
E. The concert date and the number of seats you want reserved—specify whether these are MSU STUDENT, OTHER STUDENT or GENERAL ADMISSION seats.
F. You must receive a verbal reply from Mr. Dale Haefner in order to reserve seating

VII. Concert Dress
Men - Tux, bow tie, vest, dress white tuxedo shirt (provided by MSU Music), black shoes, black socks
Women - Black concert dress (one will be provided for you), black shoes (No flip flops), black hose

VIII. Band Officers
The MSU Concert Wind Ensemble Officers for the 2007-2008 concert season are:
Bethany Meyer
Justin Tollefson
Megan Vossen

IX. Important Information
If you are in violation of any alcohol/drug policy during any Concert Wind Ensemble function, including rehearsal, you are subject to immediate dismissal from band with a failing grade. It is each member’s responsibility to maintain accountability in the community of the MSU Concert Wind Ensemble.

The MSU Concert Wind Ensemble is required to adhere to all Minnesota State University, Mankato policies regarding behavior and conduct. Band members are expected to follow all MSU rules and regulations at all MSU Band functions, whether they are on campus or not. MSU Concert Wind Ensemble serves as ambassadors of Minnesota State University, Mankato when performing for the public—especially on tour—and is expected to represent MSU in a responsible manner. If you have any questions on this matter, please speak with Dr. Roisman-Foley or one of the Wind Ensemble officers.

Please refer to these passages in The Basic Stuff, the Minnesota State University, Mankato student handbook on policy and regulations:
- pg. 55-58 Alcohol Policy
- pg. 57-58 Guidelines for Sponsors of Social Events which Involve Alcoholic Beverages
- pg. 63-65 Discrimination/Harassment & Violence Policy
Resources required: No additional resources are required for this new course.

Department staffing will not be affected by this new course.
Name ___________________________ Total Points _____

Student Assessment—Ensemble Participation

**Attendance:**
Missed performance: Failing grade for term
Missed rehearsal, setup/teardown: letter grade lowered by one grade

**Preparation:**

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Department of Music
Faculty Meeting
October 2, 2007


John reported on the Arts & Humanities Council Meeting. Academic Affairs reported there is a deficit that will have to be made up from Department base budgets.

Faculty wanting recordings done should contact Dave Schreiber.

New Admission Procedures for Graduate Students and Ensemble Registration was discussed. Paul moved to accept. Joseph seconded. All were in favor. The Graduate procedures will be put on the Music website.

Admission requirements with Normandale College were discussed.

Curriculum proposals for addition of new courses, changes in course numbers and program changes were discussed. Karen moved to accept, Kimm seconded, all were in favor.