

**Caroline K. Jetton**

(prior professional name Caroline K. Perkins – 1988-2001)

Curriculum Vitae

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**Contact Information**

Campus: DePauw University  
School of Music  
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**Education**

Doctor of Education, University of Illinois, Urbana-Champaign, IL, 1996

- Area of Concentration: Music Education
- Music Education Concentration: Elementary General Music
- Secondary Areas: Special Education and Early Childhood
- Dissertation Title: *Elementary Music Educators' Adaptive Teaching Strategies for Integrated Students with Disabilities*

Master of Music, University of Memphis, Memphis, TN, 1992

- Area of Concentration: Music Education
- Music Education Concentration: Orff-Schulwerk
- Thesis Title: *The Development of Rhythmic Skills Through Movement Routines in Orff Instruction for Grade Two*

Bachelor of Music Education, Murray State University, Murray, KY, 1988

- Areas of Concentration: K-12 General, Instrumental, and Choral Music Education
- Certification and License: K-12 General, Instrumental, and Choral
- Primary Instrument: Piano
- Secondary Instruments: Organ and Voice

**Professional Experience**

2023-present DePauw University, Greencastle, IN  
Associate Dean of the School of Music (music unit head), Director of Music Teacher Education, and Professor of Music

- 2016-2023 DePauw University, Greencastle, IN  
Associate Dean of Academics and Advising for the School of Music, Director of Music Teacher Education, and Professor of Music
- 2013-2016 DePauw University, Greencastle, IN  
Associate Dean of Academics and Advising for the School of Music and Professor of Music
- 2012-2013 DePauw University, Greencastle, IN  
Professor of Music
- 2011-2012 DePauw University, Greencastle, IN  
Associate Professor of Music
- 2007-2011 DePauw University, Greencastle, IN  
Dean of the School of Music and Associate Professor of Music
- 1/2006-2007 DePauw University, Greencastle, IN  
Associate Dean of the School of Music and Associate Professor of Music
- 2002-12/2005 DePauw University, Greencastle, IN  
Associate Professor of Music
- 1996-2002 DePauw University, Greencastle, IN  
Assistant Professor of Music
- 1995-1996 University of Illinois, Urbana-Champaign, IL  
Administrative Assistant in the School of Music Student Teacher Placement Office
- Summer 1995 Illinois State University, Normal, IL  
Instructor of graduate course, *Significant Developments in Music Education Curricula*
- 1994-1995 University of Illinois, Urbana-Champaign, IL  
Administrative Assistant in the School of Music offices of Student Teacher Placement, Early Field Experience, and Home District Clinical Experience
- 1993-1994 University of Illinois Laboratory School, Champaign, IL  
Teacher of concept-based music education, responsible for training undergraduate pre-service music teachers and demonstrating expertise in classroom music teaching
- 1990-1993 Kingsbury Elementary School, Memphis City Schools, Memphis, TN

Orff Music Specialist, Grades K-6 and Special Education

1988-1990      Orleans Elementary School, Memphis City Schools, Memphis, TN  
Orff Music Specialist, Grades K-6

## **TEACHING AND ADMINISTRATION**

### **Course Responsibilities at DePauw University**

#### Music Education

- MUS 150, *Introduction to Music Education* (.25 credit)
  - Fall 2000, Fall 2001, Fall 2002, Fall 2003, Fall 2004, Fall 2005, Fall 2006, Fall 2012, Fall 2013, Fall 2015
- MUS 170, *Foundations of Music Education* (.5 credit)
  - Fall 2000, Fall 2001, Fall 2002, Fall 2003, Fall 2004, Fall 2005, Fall 2006, Fall 2012, Fall 2013, Fall 2015
- MUS 255, *Instrumental and Choral Music Education Lab* (variable credit; .5 credit toward teaching load)
  - Spring 2001, Spring 2002, Spring 2003, Spring 2004, Spring 2007, Spring 2013
- MUS 261, *Music in the Elementary Classroom* (1 credit)
  - Fall 1996, Spring 1997, Fall 1997, Fall 1998, Spring 2000, Fall 2000
- MUS 262, *Music in Early Childhood* (.5 credit)
  - Spring 1998 (as EXP), Spring 2000 (as EXP), Spring 2001, Spring 2003 (2 sections), Fall 2005, Spring 2007, Fall 2013, Spring 2015 (2 sections)
- MUS 263, *Music for Students with Diverse Needs* (.5 credit prior to Fall 2012; 1 credit beginning Fall 2012)
  - Fall 1997 (as EXP), Spring 2002 (2 sections), Fall 2003, Spring 2006, Fall 2012, Spring 2014, Spring 2016
- MUS 351, *Elementary General Music: Methods, Materials, and Curricula* (.5 credit prior to Fall 1998; 1 credit beginning Fall 1998)
  - Fall 1996, Fall 1997, Fall 1998, Fall 2000, Fall 2001, Fall 2002, Fall 2003, Fall 2004, Fall 2005, Fall 2012, Fall 2014
- MUS 352, *Secondary Vocal Music: Methods, Materials, and Curricula* (.5 credit prior to Spring 1999; 1 credit beginning Spring 1999)
  - Fall 1996, Fall 1997, Spring 1999, Spring 2000, Spring 2001, Spring 2002, Spring 2003, Spring 2004
- MUS 355, *Secondary General Music: Methods, Materials, and Curricula* (.5 credit)
  - Fall 2002, Fall 2004, Fall 2006, Spring 2013, Fall 2015
- MUS 375a, *Field Experience: Secondary Choral Music* (.5 credit)
  - Spring 2003, Spring 2004
- MUS 375b, *Field Experience: Elementary General Music* (.5 credit)
  - Fall 2002, Fall 2003, Fall 2014
- Observation of Student Teachers

- Spring 1997, Spring 1998, Fall 1998, Spring 1999, Spring 2000, Spring 2001, Spring 2002, Spring 2003, Fall 2003, Spring 2004, Fall 2005, Spring 2007, Spring 2013, Spring 2014, Spring 2015, Spring 2016

### Music

- MUS 001, *Concert Attendance* [course title until Fall 2017 was *Recital Attendance*] (0 credit)
  - Spring 2006, Fall 2006, Spring 2007, Fall 2007, Spring 2008, Fall 2008, Spring 2009, Fall 2009, Spring 2010, Fall 2010, Spring 2011, Fall 2016, Spring 2017, Fall 2017, Spring 2018, Fall 2018, Spring 2019, Fall 2019, Spring 2020, Fall 2020, Spring 2021, Fall 2021, Spring 2022, Fall 2022, Spring 2023, Fall 2023, Spring 2024
- MUS 381, Elective Recital (30-minute) (.25 credit)
  - Fall 2017, Spring 2018, Fall 2018, Spring 2019, Fall 2019, Spring 2020, Fall 2020, Spring 2021, Fall 2021, Spring 2022, Fall 2022, Spring 2023, Fall 2023, Spring 2024
- MUS 385, Junior Recital (.25 credit)
  - Fall 2017, Spring 2018, Fall 2018, Spring 2019, Fall 2019, Spring 2020, Fall 2020, Spring 2021, Fall 2021, Spring 2022, Fall 2022, Spring 2023, Fall 2023, Spring 2024
- MUS 481, Elective Recital (60-minute) (.25 credit)
  - Fall 2018, Spring 2019, Fall 2019, Spring 2020, Fall 2020, Spring 2021, Fall 2021, Spring 2022, Fall 2022, Spring 2023, Fall 2023, Spring 2024
- MUS 485, Senior Recital (.25 credit)
  - Fall 2018, Spring 2019, Fall 2019, Spring 2020, Fall 2020, Spring 2021, Fall 2021, Spring 2022, Fall 2022, Spring 2023, Fall 2023, Spring 2024

### Music (for Students in the College of Liberal Arts)

- MUS 100, *Fundamentals of Music Theory* (1 credit)
  - Spring 1997 (2 sections), Spring 1998, Fall 1998, Fall 2001, Fall 2002, Spring 2004
- MUS 102, *Music Appreciation* (1 credit)
  - Spring 1999

### Education

- EDUC 426, *Projects: Study Skills and Readings*
  - Spring 1998

### Extended Studies

- *Engaging Young Minds Through Literature and Poetry*
  - Winter Term 2002
- *Engaging Children's Minds Through Literature, Music, and Games*
  - Winter Term 2000
- *Orff-Schulwerk: An Alternate Approach to Elementary School Music*

- Winter Term 1998

### Extended Studies Internships and Independent Studies

- Independent Studies in Music Education
  - Winter Term 2019 (1; no Extended Studies obligation)
  - May Term 2019 (1; no Extended Studies obligation)
  - May Term 2022 (3 discrete student projects; no Extended Studies obligation)
- Internships
  - 1999 (no Winter Term obligation)
  - 2000 (in addition to Winter Term class)
  - 2001 (no Winter Term obligation)
  - 2002 (in addition to Winter Term class)
  - 2003 (no Winter Term obligation)
  - 2004 (no Winter Term obligation)
  - 2006
  - 2019 (1; no Extended Studies obligation)
  - 2020 (2; no Extended Studies obligation)
  - 2021 (4; no Extended Studies obligation)
  - 2022 (4; no Extended Studies obligation)
  - 2023 (5; no Extended Studies obligation)
  - 2024 (6; no Extended Studies obligation)

### New and EXP Course Development and Semesters Offered

Spring 2003, *Field Experience: Secondary Choral Music*  
 Fall 2002, *Secondary General Music: Methods, Materials, and Curricula*  
 Fall 2002, *Field Experience: Elementary General Music*  
 Spring 2001, *Music Education Lab*  
 Fall 2000, *Introduction to Music Education*  
 Fall 2000, *Foundations of Music Education*  
 Spring 1999, *Music Appreciation*  
 Spring 1998, *Music in Early Childhood*  
 Fall 1997, *Music for Students with Diverse Needs*  
 Spring 1997, *Fundamentals of Music Theory*  
 Fall 1996, *Elementary General Music*  
 Fall 1996, *Secondary Vocal Music*

### Course Adaptation/Revision and Semesters Offered

*Elementary General Music: Methods, Materials, and Curricula*

- Fall 1997, Fall 1998 (as 1 credit), Fall 2002, and Fall 2012

*Foundations of Music Education*

- Fall 2001, Fall 2005, Fall 2006, and Fall 2012

*Fundamentals of Music Theory*

- Fall 1998

*Instrumental and Choral Music Education Lab*

- Spring 2003, Spring 2007, and Spring 2013

*Introduction to Music Education*

- Fall 2001, Fall 2005, Fall 2006, and Fall 2012

*Music for Students with Diverse Needs*

- Spring 2002, Fall 2012 (expanded from .5 to 1 credit and added content related to multicultural education, a course previously offered by the Department of Education/Education Studies) and Spring 2016 (to ensure that all relevant state standards were addressed in course content)

*Music in Early Childhood*

- Spring 2007 and Fall 2013

*Music in the Elementary Classroom*

- Fall 1997

*Secondary General Music: Methods, Materials, and Curricula*

- Fall 2004, Fall 2006, and Spring 2013

*Secondary Vocal Music: Methods, Materials, and Curricula*

- Fall 1997, Spring 1999 (as 1 credit), Spring 2001, and Spring 2003

## **Conference Attendance**

### **Music Education, Music, and Education**

Indiana Music Education Association (IMEA) Professional Development Conference (1997, 1998, 1999, 2000, 2001, 2002, 2003, 2005, 2006, 2007, 2008, 2009, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021)

Indiana Association of Colleges for Teacher Education (IACTE) Summit, Innovations in Education (2019)

Indiana Association of Colleges for Teacher Education (IACTE) Summit, Our Future: Working Together to Recruit and Retain High Quality Teachers: A Summit of Regional and National Leaders (2018)

Network of Music Career Development Officers (NETMCDO) Conference, Zoom In/Zoom Out: Music Careers and Context (2018)

Indiana State Reading Association (ISRA) Conference (2016)

21CMposium: A Conference Like No Other (2016)

Symposium for Music Teacher Education (2005, 2007, 2011, 2013)

Mountain Lake Colloquium for Teachers of General Music Methods (1999, 2001, 2003, 2007, 2011, 2013)

Music Educators National Conference (MENC) National Biennial In-Service Conference (1998, 2000, 2002, 2004, 2006, 2008)

Extending the Culture of Evidence: Teacher Work Samples and Other Promising Practices (2006)

College Music Society National Conference (2002, 2004)

Mary E. Hoffman Symposium on Music Education (2004)

Allerton Retreat for Choral Music Education (1998, 2000, 2002)

Music Teacher Education for this Century: A Working Institute for Change and Innovation in Our Profession (2001)

Cognitive Processes of Children Engaged in Musical Activity (1999)

Midwest Kodaly Music Educators' Conference (1997)  
Symposium on Research in General Music (1997)

### Administrative

National Association of Schools of Music (NASM) Annual Meeting (2007, 2008, 2010, 2016, 2017, 2019)

- Attended four Pre-Meeting Workshops
  - *New Music Administrators in Higher Education*
  - *NASM Portfolio and Strategic Analysis Formats*
  - *Creating Effective Format A Self-Studies*
  - *Workshop for Visiting Evaluators* (by invitation only)

Higher Education Resource Services (HERS) Institute at Wellesley College, Boston, MA (2010-11)

- October 2010, November 2010, February 2011, and March 2011
- Selected for participation via a competitive application process.
- An intensive 12-day curriculum designed to prepare selected women faculty and administrators for institutional leadership roles. The institutes focused on knowledge, skills, and perspectives for achieving institutional priorities and maximizing institutional resources. Led by Judith White, President & Executive Director of HERS.
- Invited to be a member of the one institute panel comprised of three 2010-2011 HERS participants.

Chairing the Academic Department: A Workshop for Division & Department Chairs and Deans, San Diego, CA (2009)

- A Department Leadership Program, sponsored by the American Council on Education, designed to develop leadership capabilities of newly appointed department, division, and program heads, and renew the skills and enthusiasm of experienced heads. Topics included Evaluating College Teaching, Systems Thinking, Performance Counseling, Legal Issues for Chairs, and Leadership and Teamwork.

The Round Top Roundtable: Administering Music in Higher Education, Round Top, TX (2008)

- An intensive, week-long program covering topics such as institutional identity, faculty recruitment and development, fundraising, student recruitment, broadening of social demand for the arts, development, and entrepreneurial perspective among musicians. Led by Robert Freeman, former Dean of the University of Texas at Austin College of Fine Arts and former Director of The Eastman School of Music.

Music Management and Music Recruitment Workshop, Chicago, IL (2007)

- An intensive, week-long program of practical information specifically for new and recently appointed music administrators, including the music

department chair, coordinator, division head, director, and dean. Topics included management concepts, planning in the music unit, curriculum, budget, legal issues, and external relations. Led by Don Casey, Dean of the DePaul University School of Music.

### General Conferences

NACADA: The Global Community for Academic Advising (2017)  
National Conference on Race and Ethnicity in American Higher Education (2014, 2015)  
Higher Learning Commission Annual Conference (2013, 2015)  
Indiana Campus Compact (ICC) Service Engagement Summit (2011, 2012)  
The 14<sup>th</sup> Annual Illinois Leadership Conference: Vision into Action (2012)

### On-Campus Training

Green Dot Training (2024)  
Implicit Bias Training (2022)  
Bias Incident Workshop (2020)  
SEED Seminar: Seeking Educational Equity and Diversity (2019-2020)  
Insights Training (2018)  
Power, Privilege, and Diversity Workshop (2016)  
Facilitator Training for DePaul Dialogue (2016)  
Community-Based Learning Workshop (2013)  
“S” Workshop (2005)  
“W” Workshop Refresher (2005)  
Community Conduct Council Training (2004)  
“W” Workshop (1997)

### Off-Campus Training and Professional Development

Social Justice Training Institute (2015)

- Selected for participation via a competitive application process.
- A week-long forum for the professional and personal development of social justice educators and practitioners to enhance and refine their skills and competencies to create greater inclusion for all members of the campus community.

Higher Learning Commission (HLC) Professional Development Program for Peer Reviewers (2015)

- A full-day program for peer reviewers with sessions covering a variety of accreditation issues as well as topics relevant to higher education.

Higher Learning Commission (HLC) Professional Development Program for Peer Reviewers (2013)

- A two-day program for peer reviewers with sessions covering a variety of accreditation issues as well as topics relevant to higher education.



#### Higher Learning Commission (HLC) Peer Corps Reviewer Training (2012)

- An intensive three-day training program for selected reviewers who will be assigned evaluation projects such as member of evaluation visit team, member of a panel, project reviewer and/or member of an electronic evaluation team.

#### Butler University, Academic Administrative Fellow (Spring 2012)

- Worked with Associate Provosts Mary Macmanus Ramsbottom, Associate Provost for Student Academic Affairs, and Laura Behling, Associate Provost for Faculty Affairs and Interdisciplinary Programs.
- Completed project on First-Year Seminar and First-Year Experience.
- Met with Program Directors in Student Academic Affairs (Center for Faith and Vocation, Center for High Achievement and Scholarly Engagement, Internships and Career Services, Learning Resource Center, and Registration and Records), attended various program activities, and read related materials.
- Met with Program Directors in Faculty Affairs and Interdisciplinary Studies (Butler Institute for Research and Scholarship, Center for Citizenship and Community, Interdisciplinary Programs, and Office of Institutional Research and Assessment), attended various program activities, and read related materials.
- Met with various campus administrators (Assistant Director of the Efroymsen Diversity Center, Associate Dean for Public Services, Director of the Center for Academic Technology, Higher Learning Commission Self-Study Coordinator, Admission Counselor, Director of Counseling Services, Coordinator of Health Education and Outreach Program, Director of Health Services, Dean of Student Services, Dean of Student Life, Director of The Programs for Leadership and Service Education [PuLSE], Program Administrator of the Early College Program, and Coordinator of New Student Registration), attended various unit activities and meetings, and read related materials.
- Met with administrators, staff, and faculty from each of the six colleges (College of Business Administration, College of Communication, College of Education, College of Liberal Arts and Sciences, College of Pharmacy and Health Sciences, and Jordan College of Fine Arts).
- Attended Faculty Senate and Staff Assembly meetings.
- Attended committee meetings of the First-Year Seminar Advisory Work Group and University Tenure and Promotion Committee.
- Observed music, education, and business classes.
- Visited both Butler University laboratory schools.

#### **Workshop Attendance (On-campus, Off-campus, Virtual)**

##### Teaching and Education

Queering the Curriculum: Advocating for and Affirming LGBTQIA+ Identities in

the Teacher Education Curriculum in Challenging Times  
Real Talk on Shaping Your Future  
Critical Race Theory - Foundations, Journey, and Implications for the Future  
Learning Society  
Fostering and Sustaining Inclusive Classrooms for Students of Color  
Preparing Anti-Racist Educators  
Confronting Explicit Acts of Racism and Racial Violence on Campus  
Facing the Fallout of National Events: The Effects on Mental Health and Well-Being  
What's Wrong with Calling COVID-19 “The Chinese Virus:” Microinvalidation, Negligence and Duty of Care  
Complicity Under Oppression  
Microaggressions Matter: On the World-Shaping Power of So-Called “Subtle Speech”  
Leading Productive Conversations About Race  
Amplifying, Understanding and Embracing the Black Voices of DePauw  
Taking Action for Racial Change  
How To Be An Antiracist  
Exploring Your Racist Behaviors & Beliefs  
Introduction to LGBTQIA+  
Maintaining Effectiveness During a Global Pandemic and Social Unrest  
Race in America: When They See Us, Giving Voice to the Pain  
Understanding the Mindset of the Modern Student  
Back to School -- Diversity, Equity & Inclusion  
The Innocent Classroom: Building Relationships that Undermine Bias  
Investigating Racism in Educator Preparation  
Make the Mirror Your Best Friend: Embracing Your Unique Teacher Voice  
Indiana Department of Education Listening Tour about Every Student Succeeds Act (ESSA)  
Learning from Our Students  
Persistent Inequalities: Race and Universities  
A Twelve Step Program for Decolonizing the University  
Building Community in the Online Environment at DPU  
Assigning & Evaluating Presentations Online  
Exploring Late Adulthood Identity Via One's Path of Learning  
I Am Many: Exploring Social Identity in Higher Education (Parts I and II)  
Inclusive Pedagogy  
Generation Z  
Principles and Practices for Fostering Effective Growth Mindset  
Belonging and Retention  
Brief Writing Prompts as a Means of Engagement  
A Late Afternoon Coffee Break and Conversation: Supporting Students with Disabilities on Our Campus and in Our Classrooms  
Resisting White Silence: Pedagogies of Risk and Refusal  
Gradeless Writing Assignments in First-year Seminars and W-courses  
Coming to See Privilege Systems: The Surprising Journey  
Navigating ADA Accommodations in the Classroom  
Academic Freedom, Campus Speech Issues, and DePauw’s New M-Requirement

White Talk, Ignorance and Epistemic Closure  
Whiteness and Mentoring  
Critical Whiteness and the Liberal Arts  
From Trigger Warnings to Title IX: Sensitive Topics on Syllabi and in the Classroom  
Alexander Technique  
Race, Writing, and Evaluation  
Teaching International Students  
Individual and Institutional Awareness and Transformation  
Are Quiet Students Really a Problem?  
REAL TALK: Cultural Identity  
Collaborative Writing in the Classroom  
Walking on Eggs: Handling Difficult Discussions  
Writing to Learn, Learning to Write: Strategies for Creating a Writing-Rich Course  
REAL TALK: Racial Privilege  
Bridges Out of Poverty  
Teaching Roundtable on Digital Storytelling and Multiple Literacies  
Designing Writing Assignments to Promote Transfer of Learning  
Talking About Teaching: Millennials  
Difficult Discussions: Talking Through Differences  
Classroom Climate: Pedagogical Strategies for Difficult Situations  
safeTALK (Suicide Alertness Training)  
Students with Learning Differences  
Classroom Management and Classroom Climate  
Your Grades are Fair: Why Don't Students Recognize That?  
Connecting the University Classroom with the Local Community  
Ohio's Venture Capital School Improvement Initiative: Lessons for Teacher Education  
Making it Difficult to Teach: Problems in the Classroom and Some Ways for Alleviating Those Problems  
The Dyslexic Student at College  
Rethinking K-12: Lessons Learned  
Teacher Formation  
Effective Grading

### Music and Music Education

Indiana Society of Music Teacher Education Fall Workshop (2006, 2007, 2008, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021)  
Music, Arts & Social Emotional Learning: Working Together for Positive Student Outcomes  
Culturally Responsive Teaching in Music Education  
A Shift in Being: Music, Improvisation, and Transformation  
Indiana Orff Schulwerk Association (IOSA) Chapter Sharing (1996, 2000, 2001, 2002)  
IOSA Chapter Sharing and Folk Dancing (2003, 2005)  
IOSA Chapter Sharing: African Drumming and Folk Dancing  
Vocal Development in Grades 1-5

Songs and Games for Upper Elementary  
Right from the Start  
First Steps in Music  
Recorder Fun in the Kodaly Classroom  
Building a Repertoire of Conducting Gestures  
Listen Up! Exploring Rhythm, Melody, Harmony, and Form  
Explorations and Extensions: Improvisation, Movement, and Children's  
Literature in the General Music Classroom  
Kodaly for Little Kids  
Power Struggles: Successful Techniques for Educators  
Adapting Your Teaching for Reluctant Learners  
Integrating the Curriculum with Multiple Intelligences  
Collegiate Music Educators National Conference (CMENC) One-day Conference  
(concurrent sessions focused on a variety of topics related to music  
education)  
The Mozart Affect  
Motivating Young Musicians  
Sing and Play the Orff Schulwerk Way  
World Dances and Ethnic Movement Activities for the Multicultural Music  
Curriculum  
Springboards to Composition – Movement, Poetry, Visual Art, and the Orff  
Volumes  
Lullabies to Circle Games: A Music Environment for Preschool to Third Grade  
Children  
Games to Grow On: Developing Musical Skills from Preschool to Grade Two  
Orff and Kodaly: Pedagogical Partners in the American Classroom  
Inclusion of the Handicapped Student in the Music Classroom  
Rounds in Four Dimensions  
Indiana General Music Education Association (IGMEA) Fall Workshop  
From Dawn to Dusk  
The Beauty of Orff-Schulwerk and Choral Singing  
Teaching Music in the Upper Elementary Grades: It's a Tough Job but  
Somebody's Got to Do It  
Teaching Music Concepts Through the Magic of Puppetry  
Integrating Music and Language Arts  
Backwoods Heritage: Old-Time American Songs, Games, and Dances  
Singing Games for Primary Percussion Ensemble through the Orff Approach  
Arts as Intervention for At-Risk Students  
Assessment in the Music Classroom – Not as Painful as You May Think  
Early Childhood Music  
Active Listening is the Key: Unlock the Joy of Stories and Music  
Launch to Orff Schulwerk: Singing, Playing, Dancing, Saying, and Improvising  
Move and Motivate: Ideas and Materials to Keep the Older Students Involved

### Administrative

DEIB Leader Stakeholder Convening  
Managing and Navigating Change in Higher Education

Change Leadership and Shared Leadership: Resources for Action  
 Candid Conversations  
 SHE LEADS: Managing & Navigating Change in Higher Education  
 Leading Change  
 Ten Behaviors of Managers Who Excel  
 Seeking Cultural Competence in Hiring: Strategies for Attracting and Retaining the  
     Faculty and Staff We Need for the 21<sup>st</sup> Century  
 Foundations of 21<sup>st</sup> Century Leadership  
 Essential Employment Laws for Managers and Supervisors  
 Lessons in Diversity Management  
 Courageous Leadership: Disrupting the Status Quo  
 Teamwork is Serious Business  
 Active Listening and Effective Communication  
 Make Their Day: Motivating Yourself and Others  
 Choose Your Own Attitude: Dealing with Difficult People  
 Diversity Leadership: The Path to Inclusion  
 Managing (and Benefitting from) Conflict  
 Supervisor Orientation Training Workshop  
 A Positive Approach to Performance Management  
 Behavioral Interviewing  
 Overcoming Negativity in Ourselves, In Others, and In Our Organizations  
 Retention of DePauw Students  
 Communicating for Fun and Profit! Techniques for Improved Communication in  
     Professional and Personal Life  
 Teaching Effective Listening  
 Sandbaggers, Parasites, Mercenaries and Weasels: How to Avoid Breeding  
     Slackers in The Workplace  
 Working with International Students  
 Confronting Bullying in the Workplace  
 Effective Business Writing  
 Grant Writing Workshop

- A two-day training program, sponsored by *Grant Writing USA*, designed to dramatically enhance performance in the areas of grant writing, grants management and grant maker research.

### **Participation in Campus Reading Groups**

*Whistling Vivaldi* by Claude M. Steele

*Profit from the Positive: Proven Leadership Strategies to Boost Productivity and Transform your Business* by Margaret Greenberg and Senia Maymin

### **Professional Invitations Extended**

National Association of Schools of Music (NASM)

- Invited to be one of three facilitators for the pre-meeting Roundtable for Assistant Directors/Associate Deans on November 20, 2021, from 9:00am-

3:45pm in Orlando, Florida (annual meeting was cancelled due to the pandemic)

- Invited to be one of three facilitators for the virtual NASM Roundtable for Assistant Directors/Associate Deans on January 26, 2022, from 2:30-4:00pm (prepared to co-facilitate the session, but was unable to participate due to a family emergency)
- Invited to be one of three facilitators for the pre-meeting Roundtable for Assistant Directors/Associate Deans on November 19, 2022, from 9:00am-3:45pm in St. Louis, Missouri (unable to accept this invitation due to timing)

Indiana University East Music Program

- Invited to serve on a three-person team conducting an academic program review of the Music Program in March 2022 (unable to accept the invitation due to the timing)

### **Professional Travel Invitations Accepted**

DePauw Representative, IES Abroad Milan Familiarization Trip (April 2018)

- Learned about the strengths, unique features, and offerings of all programs -- Business Studies, Italy Today, Music: Tradition and Innovation, Fashion Design and Merchandising, and Full-Time Semester Internship
- Met IES Abroad faculty, staff, and students
- Toured IES Abroad facilities and student housing options
- Visited IES Abroad partner institutions
- Observed IES Abroad classes taught by local faculty
- Experienced IES Abroad local course-related trips
- Took part in Design Week

Invited Delegate, Supervision and Curriculum Development Delegation to China (November and December 2011)

- Suggested topics, during the planning phase of the itinerary, for discussion amongst members of the delegation and our school hosts.
- Visited numerous schools, universities, and governmental education agencies.
- Served as scribe: transcribing the discussions, describing the environments, noting observations about the teaching and learning processes as well as educational practices and policies.
- Engaged in stimulating discussions with members of the delegation and with faculty and students at the various schools and universities and with the staff of the various governmental education agencies.

Invited Delegate, Music Education Delegation to Brazil (August 2011)

- Suggested topics, during the planning phase of the itinerary, for discussion amongst members of the delegation and with our school hosts.
- Visited numerous music programs in schools and community centers.

- Served as scribe: transcribing the discussions, describing the environments, noting observations about the teaching and learning processes, etc.
- Engaged in stimulating discussions with members of the delegation and with faculty and students at the various schools.
- Submitted an article for publication about music education models in Brazil.

## **SCHOLARLY AND ARTISTIC WORK**

### **Publications**

Jetton, C. K. (2017). How do we, as teacher educators, define ourselves? Bluegrass Music News, 69(1), 15-17. [first published in September 2007 issue of the Indiana Musicator]

Jetton, C. K. (2016). How do we, as teacher educators, define ourselves? INform, 71(1), 22-23. [first published in September 2007 issue of the Indiana Musicator]

Jetton, C. K. (2014). Two million minutes: Making every minute count (part II). INform, 69(4), 20-21.

Jetton, C. K. (2014). Two million minutes: Making every minute count (part I). INform, 69(3), 20-21.

Jetton, C. K. (2014). Community-based learning: Take one. INform, 69 (2), 16-21.

Jetton, C. K. (2013). Winning with others. Indiana Musicator, June 2013, 24-26.

Jetton, C. K. (2012). The Finland educational phenomenon. Indiana Musicator, September 2012, 25, 27-31.

Jetton, C. K. (2012). A philosophy of teaching: Who needs one? We all do! Indiana Musicator, April 2012, 27-31.

Jetton, C. K. (2011). Learning from travel: Music education models from Brazil. Indiana Musicator, Winter 2011, 37-40.

Jetton, C.K. (2011). Service-learning and music teacher education: A winning combination. Indiana Musicator, Fall, 30-33.

Jetton, C. K. (2011). How does “who you are” affect others? Indiana Musicator, 66 (4), 21-23, 27.

Jetton, C. K. (2011). Improving teacher retention: What can teacher educators do? Indiana Musicator, 66 (3), 18-20.

Jetton, C. K. (2010). Asking the right questions and finding your true self. Indiana Musicator, 66 (1), 25-26.

- Jetton, C. K. (2010). Enroll today in Mentoring 101 (reprinted with permission). Cadenza, 54 (3), 27, 34.
- Jetton, C. K. (2009). Enroll today in Mentoring 101. Indiana Musicator, 65 (1), 28-30.
- Jetton, C. K. (2009). Life Stages: Reflections on earlier iterations of myself. Indiana Musicator, 64 (4), 30-32.
- Jetton, C. K. (2009). Tanglewood II: What will it mean for you and your pedagogy? Indiana Musicator, 64 (3), 31-33.
- Jetton, C. K. (2008). Touching the future. Indiana Musicator, 64 (1), 22, 27-28.
- Jetton, C. K. (2008). Recruiting future music educators. Indiana Musicator, 63 (4), 13-14.
- Jetton, C. K. (2008). Do they learn all they really need to learn in methods classes? Indiana Musicator, 64 (3), 29-31.
- Jetton, C. K. (2007). How do we, as teacher educators, define ourselves? Indiana Musicator, 63 (1), 30-32.
- Jetton, C. K. (2006). Putting the puzzle together: My quest to know Mary. In Mary E. Hoffman symposium on music education: Inheriting a legacy. Annville, PA: Lebanon Valley College.
- Perkins, C. K. (2002). MUS 261 Music in the elementary classroom; MUS 262 Music in early childhood; MUS 351 Elementary general music: Methods, materials, and curricula; and MUS 352 Secondary vocal music: Methods, materials, and curricula. In B. Lewis (Ed.), Syllabi for music methods courses (2nd ed.) (pp. 1-5, 10-17, 87-92, 105-113). Reston, VA: MENC - The National Association for Music Education.
- Perkins, C. K. (1991). Song of the dragon. In The world sings: International folk songs for voices and Orff instruments. Memphis, TN: Memphis Musicraft Publications.
- Unpublished Research**
- Perkins, C. K. (1996). Elementary music educators' adaptive teaching strategies for integrated students with disabilities. Unpublished doctoral dissertation. University of Illinois at Urbana-Champaign.
- Perkins, C. K. (1992). The development of rhythmic skills through movement routines in Orff instruction for grade two. Unpublished master's thesis. University of Memphis.



## Presentations

Jetton, C. K. (November 2022). Navigating the college maze. Presentation at the 88 + 4: Piano and String Day at DePauw University.

Jetton, C. K., & Lessly, C. (September 2017). A journey of self-discovery: Finding your “true north” as a music educator. Presentation at 2017 Kentucky Music Education Association (KMEA) Fall Collegiate Conference.

Jetton, C. K., & Lessly, C. (January 2017). Finding your “true north” as a music educator: A journey of self-discovery. Presentation at Indiana Music Education Association Professional Development Conference.

Jetton, C. K., Alexander, R., & Tremblay, S. (April 2015). Faculty Panel Discussion on Digital Storytelling Assignments. Presentation at DePauw University as part of the 2014-15 FITS Workshop Series.

Jetton, C. K., & Lessly, C. (January 2015). A journey of self-discovery: Finding your “true north” as a music educator. Presentation at Indiana Music Education Association Professional Development Conference.

Jetton, C. K. (January 2013). Student teaching tips and advice for your capstone semester. Presentation at Indiana Music Educators Association Professional Development Conference.

Jetton, C. K., Cissell, S., Mustafa, J., Patrick, S. & Sterk, J. (January 2009). Ensuring a Successful Student Teaching Experience: What I Wish I’d Known Then... Presentation at the joint Music Educators National Conference (MENC) North Central Division Convention and Indiana Music Educators Association Professional Development Conference.

Jetton, C. K. & Grabbe, C. (January 2008). Walking the Tightrope: Getting to the Other Side of the Music Education Degree. Presentation at the Indiana Music Educators Association Professional Development Conference.

Jetton, C. K. (August 2007). School of Music graduation requirements and policies. Presentation at the DePauw University New Advisor Orientation.

Jetton, C. K. & Klaus, C. (August 2006). Graduation requirements. Presentation at the DePauw University New Advisor Orientation.

Jetton, C. K. (January 2005). Classroom etiquette. Presentation for the DePauw University *No Harm in Charm* Winter Term Co-Curricular.

Jetton, C. K. & Lemons, M. (November 2004). Preparing future music educators for teaching music to diverse learners. Presentation at the College Music Society National Conference.

Jetton, C. K. (September 2004). Musical tales: Ideas for incorporating children's literature into the general music classroom. Presentation at the Indiana General Music Educators Association (IGMEA) Fall Workshop.

Jetton, C. K. (July 2004). Putting the puzzle together: My quest to know Mary. Presentation at the Mary E. Hoffman Symposium on Music Education.

Jetton, C. K. (May 2003). Reflecting on reflection. Presentation at the Mountain Lake Colloquium for Teachers of General Music Methods.

Jetton, C. K. (May 2003). Music education lab: An update. Presentation at the Mountain Lake Colloquium for Teachers of General Music Methods.

Jetton, C. K. (January 2003). Reinforcing music learning with children's literature. Session at the Indiana Music Educators Association (IMEA) Professional Development Conference.

Jetton, C. K., Brummet, V., Hickey, M., & Snyder, D. (September 2002). Models for music education laboratory schools. Presentation at the College Music Society National Conference.

Jetton, C. K. (October 2001). Musical stories: Using children's literature to teach music concepts and skills. Teacher In-service Workshop for Vigo County elementary music teachers.

Perkins, C. K. (May 2001). Curricular changes: Dreams and realities. Presentation at the Mountain Lake Colloquium for Teachers of General Music Methods.

Perkins, C. K., Clifford, M. S. & Parcell, N. (January 2001). May madness: Securing a teaching position. Presentation at the Indiana Music Educators Association Professional Development Conference.

Perkins, C. K. (January 2001). Teaching musical concepts through children's literature. Session at the Indiana Music Educators Association Professional Development Conference.

Perkins, C. K., Perkins, A. S. & Zerkel A. (January 2000). Essential steps in securing a teaching position. Presentation at the Indiana Music Educators Association Professional Development Conference.

Perkins, C. K. (November 1999). Introduction to Orff and Kodaly approaches to music education. Demonstration for class members of *Introduction to Music Education* at DePauw University.

Perkins, C. K. (November 1999). Planning instruction for general music classes. Demonstration for class members of *Introduction to Music Education* at DePauw University.

Perkins, C. K. (January 1999). Inclusion: Background and practical strategies. Session presentation at the Indiana Music Educators Association Professional Development Conference.

Perkins, C. K. (October 1998). Introduction to Kodaly and Orff approaches to music education. Demonstration for class members of *Introduction to Music Education* at DePauw University.

Perkins, C. K. (May 1998). Strategies for teaching required courses. Presentation for *Faculty Forum* at DePauw University.

Perkins, C. K. (October 1997). Introduction to Kodaly and Orff approaches to music education. Demonstration for class members of *Introduction to Music Education* at DePauw University.

Perkins, C. K. (August 1997). Teaching at DePauw. Presentation for the *New Faculty Workshop* at DePauw University.

Perkins, C. K. (January 1997). Elementary music educators' adaptive teaching strategies for integrated students with disabilities. Presentation of dissertation findings at the Indiana Music Educators Association Professional Development Conference.

Perkins, C. K. (March 1996). Music Education in an inner-city school. Lecture presentation for class members of *Introduction to Music Education* at the University of Illinois at Urbana-Champaign.

Perkins, C. K. (March 1996). What is Orff-Schulwerk? Lecture/Demonstration for class members of *Trends in Elementary School Music: Kodaly and Orff* at the University of Illinois at Urbana-Champaign.

Perkins, C. K. (February 1996). Elementary music educators' adaptive teaching strategies for integrated students with disabilities. Research poster session of preliminary dissertation findings at the Illinois Music Educators Association Conference.

Perkins, C. K. (February 1996). Elementary music educators' adaptive teaching strategies for integrated students with disabilities. Presentation of preliminary dissertation findings at the Illinois Music Educators Association Conference.

Perkins, C. K. (October 1995). Teaching music in the inner-city. Lecture presentation for class members of *Introduction to Music Education* at the University of Illinois at Urbana-Champaign.

Perkins, C. K. (March 1995). Inner-city music education. Lecture presentation for class members of *Introduction to Music Education* at the University of Illinois at Urbana-Champaign.

Perkins, C. K. (November 1994). An introduction to Orff-Schulwerk. Lecture/Demonstration for class members of *Trends in Elementary School Music: Kodaly and Orff* at the University of Illinois at Urbana-Champaign.

Perkins, C. K. (October 1994). Music teaching in inner-city schools. Lecture presentation for class members of *Introduction to Music Education* at the University of Illinois at Urbana-Champaign.

Perkins, C. K. (November 1993). An introduction to Orff-Schulwerk and Orff-Schulwerk process. Lecture/Demonstration for class members of *Trends in Elementary School Music: Kodaly and Orff* at the University of Illinois at Urbana-Champaign.

### **Peer Reviews for Higher Learning Commission**

Team Member, Higher Learning Commission Program to Evaluate and Advance Quality (PEAQ) Comprehensive Evaluation Visit at Hope College (Fall 2013)

Team Member, Higher Learning Commission Academic Quality Improvement Project (AQIP) Systems Appraisal of Lorain County Community College (Summer 2013)

### **External Reviews of Music Departments and Faculty/Staff Dossiers**

External Reviewer, Tenure and Promotion Dossier Materials of a Music Education Faculty Member at Butler University (Fall 2023)

- Read and evaluated dossier materials on scholarly and creative work provided by the Dean of the Jordan College of the Arts.
- Prepared a written analysis of the materials and an assessment regarding the award of tenure and promotion to Assistant Professor.

External Reviewer, Promotion Dossier Materials of a Music Education Faculty Member at Ball State University (Fall 2023)

- Read and evaluated dossier materials on scholarship provided the Director of the School of Music.
- Prepared a written analysis of the materials and an assessment regarding promotion to Professor.

Invitations, Team Member for official National Association for Schools of Music (NASM) on-site accreditation visits (invitations declined due to DePauw's NASM reaccreditation process and caregiving responsibilities for my parents)

- Alverno College (March 2020)
- North Central College (February 2021)
- Utah Valley University (April 2021)
- Florida Gulf Coast University (October-November 2021)
- Trevecca Nazarene University (Spring 2023)

- Moody Bible Institute (Spring 2024)

Administrative Review Committee Member, Administrative Dossier Materials of Ron Dye, Coordinator of the Performing Arts Series at DePauw University (Spring 2018)

- Read and evaluated administrative dossier materials provided by Academic Affairs.
- Contributed to and edited a written analysis and assessment of the dossier materials.

Review Team Member, Proposal for New Music Teacher Education Program at Indiana University Southeast submitted to the Indiana Department of Education (Spring 2016)

- Read materials provided by the Indiana Department of Education.
- Used the provided rubric to evaluate the degree to which the proposal and corresponding syllabi met the state standards for Program Approval.

External Reviewer, Tenure Dossier Materials of a Music Education Faculty Member at the University of Missouri-St. Louis (Fall 2015)

- Read and evaluated materials provided.
- Prepared a written analysis of the materials and an assessment regarding the award of tenure.

External Consultant, Ten-year Curricular Review of College of Wooster Department of Music (Spring 2014)

- Read the Music Department materials that were provided prior to the site visit.
- Reviewed Music Department web pages.
- Read faculty curriculum vitas and course syllabi.
- Interviewed music faculty, collaborative pianists, staff members, music students as well as campus and music administrators.
- Observed music classes and ensemble rehearsals.
- Contributed to the content of the Consultants' Report.
- Authored sections of the Consultants' Report.

External Evaluator, Dossier of Scholarly Work for a Music Education Faculty Member Standing for Reappointment at Lawrence University (Spring 2013)

- Read and evaluated a sample of the faculty member's scholarly work, current curriculum vita, and a statement of scholarly or creative activity/interest.
- Provided a written analysis of the materials.

External Reviewer, Program Review of Xavier University Department of Music (Fall 2012)

- Read the Music Department materials that were provided prior to the site visit.

- Interviewed music faculty, music students as well as music administrators and staff members.
- Contributed to the content of the Evaluators' Report.
- Read all faculty curriculum vitas and course syllabi and provided comments on each.
- Served as the primary editor of the Evaluators' Report that was submitted to the Dean.

External Reviewer, Program Review of Saint Mary's College Department of Music (Spring 2010)

- Read the University and Music Department materials that were provided prior to the site visit.
- Interviewed music faculty, music students as well as campus and music administrators.
- Observed music classes and ensemble rehearsals.
- Contributed to the content of the Evaluators' Report.
- Served as the primary editor of the Evaluators' Report submitted to the Provost.

### **Professional Activities**

Coordinator, Planner, and Presider, *Indiana Society of Music Teacher Education Fall Workshop*, October 2007, 2008, 2009; September 2010; October 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, and 2021.

Coordinator, Planner, and Presider, *Indiana Society of Music Teacher Education January Meeting* at the Indiana Music Education Association Professional Development Conference, January 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, and 2022 (planned, but unable to attend).

Session Co-Facilitator, *Defining Expectations for and Developing Subject Matter Expertise in Undergraduate Discipline-Specific Areas: Music Education* at the National Association of Schools of Music Annual Meeting, November 2019.

Session Presider, *Scaffolding Your Performance: How to Help All Students Attain Musical Success* at the Indiana Music Education Association Professional Development Conference, January 2019.

Session Presider, *Secondary General Music* at the Indiana Music Education Association Professional Development Conference, January 2016.

Session Presider, *The Successful Elementary Music Teacher Evaluation: A Panel Discussion* at the Indiana Music Education Association Professional Development Conference, January 2016.

Session Presider, *Meaningful and Ethical Grading in Music* at the Indiana Music Education Association Professional Development Conference, January 2016.

Session Presider, *Maximizing the Student Teaching Experience* at the Indiana Music Education Association Professional Development Conference, January 2016.

Panelist, *Pay it Forward: Community Music Instruction* during Student Recital Hour at the DePauw University School of Music, November 2014.

Session Coordinator and Moderator, *Effective Classroom Management Strategies for Music Classes and Performing Ensembles* at the Indiana Music Education Association Professional Development Conference, January 2014.

Session Presider, *Compose with the Flow!* at the Indiana Music Education Association Professional Development Conference, January 2014.

Session Presider, *Rock and Roll History: A High School Course* at the Indiana Music Education Association Professional Development Conference, January 2014.

Session Presider, *Understanding Communication and Cognition and Students with Autism* at the Indiana Music Education Association Professional Development Conference, January 2014.

Session Presenter, Coordinator, and Moderator, *Student Teaching Tips and Advice for Your Capstone Semester* at the Indiana Music Educators Association Professional Development Conference, January 2013.

Session Presider, *Understanding Intellectual Giftedness in the Music Classroom* at the Indiana Music Educators Association Professional Development Conference, January 2012.

Session Presider, *Drumming Up World Music: Rhythms and Songs from West Africa* at the Indiana Music Educators Association Professional Development Conference, January 2012.

Session Presider, *Ouch! Hurting in Professional Settings* at the Indiana Music Educators Association Professional Development Conference, January 2012.

Session Presider, *Affordable Music Education Software Applications from Sibelius for Teachers, Students, and Labs* at the Indiana Music Educators Association Professional Development Conference, January 2011.

Session Presider, *Navigating Change When Change Is Hard* at the Indiana Music Educators Association Professional Development Conference, January 2011.

Session Presider, *Realizing Musical Creativity with Pro Tools* at the Indiana Music Educators Association Professional Development Conference, January 2011.

Session Presider, *Classroom Management 101: Practical Tips from Practicing Teachers* at the Indiana Music Educators Association Professional Development Conference, January 2008.

Session Presider, *Motivating Meandering Musicians* at the Indiana Music Educators Association Professional Development Conference, January 2008.

Session Presider, *Redesigning a K-12 Sequence of Courses* at the Mountain Lake Colloquium for Teachers of General Music Methods, May 2007.

Session Presider, *Survey Research as a Springboard for Re-forming Music Teacher Education* at the Mountain Lake Colloquium for Teachers of General Music Methods, May 2007.

Session Coordinator and Moderator, *Teamwork in Student Teaching: The Key to Success* at the Indiana Music Educators Association Professional Development Conference, January 2007.

Discussion Leader, *Syllabus Exchange*, at the DePauw University New Faculty Orientation, August 2006.

Session Presider, *Aural/ Visual Experience of Music Literacy* at the MENC National Biennial In-Service Conference, April 2006.

Session Presider, *I Got the Job: Now What Do I Do?* at the MENC National Biennial In-Service Conference, April 2006.

Session Coordinator and Moderator, *Survival of the Fittest: Student Teachers Unleashed* at the Indiana Music Educators Association Professional Development Conference, January 2006.

Discussion Leader and Panelist, *What are the roles of music in American society? Are they changing? Do these changes affect the foundations of music education?* at the Mary E. Hoffman Symposium on Music Education, July 2004.

Panelist, *What is the current state of music education in the United States? How are we doing?* at the Mary E. Hoffman Symposium on Music Education, July 2004.

Session Coordinator and Moderator, *Teamwork in Student Teaching: The Key to Success* at the Indiana Music Educators Association Professional Development Conference, January 2003.

Session Coordinator and Moderator, *Starting from Scratch: Making the Most of a Small Program* at the Indiana Music Educators Association Professional Development Conference, January 2002.

Evaluator, *Consensual Music Creativity Assessment*, designed by Thom Priest, faculty member at the Marion campus of The Ohio State University, June 2000.



Reviewer, *National Board for Professional Teaching Standards (NBPTS) Music Standards Draft*, feedback on the draft standards served as the basis for National Board Certification in Music Education, May 2000.

Discussion Leader, *Cognitive Processes of Pre-School Aged Children* at the Cognitive Processes of Children Engaged in Musical Activity Conference, June 1999.

## **SERVICE**

### **School of Music Committee and Program Service**

School of Music Personnel Committee (1997-2011, 2012-present)

- Voting member
- Met for business related to special sessions, personnel reviews (term, interim, tenure, and promotion), searches (tenure-track and term), opportunity hire proposals, etc. (1997-2011, 2012-present)
- Chaired committee (2007-2011, 2013-present)
- Participated in all searches (2007-2011, 2013-present)
- Ensured that all University search procedures were followed (2007-2011, 2013-present)
- Served on all personnel reviews (2002-2011, 2012-present)
- Authored, co-authored and/or edited personnel reports (2013-present)
- Co-authored some sections of the personnel reports and edited those authored by others (2007-2011)
- Participated in five searches; served on sub-committee for two searches; chaired one search (2002-2007)

Music Teacher Education Program (MTEP) Advisory Council, formerly Unit Assessment System Review Committee (2003, 2006-2007, Summer 2015-2023)

- Voting member
- Co-convened committee with Program Coordinator of Music Education (Summer 2015-present)
- Co-created membership list with Program Coordinator of Music Education (Summer 2015-present)
- Attended and planned meetings (Summer 2015-present)
- Committee convened by the Chair of the Department of Education Studies (2003, 2006-2007)
- Provided feedback on initiatives, changes, and programs in the Department of Education Studies, including the Teacher Education Program (2003, 2006-2007)

Curriculum and Partnerships Oversight Committee (CPOC) for the Music Teacher Education Program (Fall 2018-present)

- Voting member

- Co-created committee and membership list with Program Coordinator of Music Education
- Co-convened committee with Program Coordinator of Music Education
- Attended and planned meetings

Full-Time Position Request Committee (2006-2011, 2017-present)

- Voting member
- Chaired committee (2007-2011, 2017-present)
- Discussed and voted on business related to hiring requests and position proposals

Curriculum Working Group; formerly Curriculum Committee (Spring 2006-2009; 2017-2018; 2019-present)

- Member
- Coordinator/chair and convener of the working group
- Discussed various curricular issues and developed proposals for consideration by the music faculty
- Led the committee informally; created a comprehensive list of agenda items that needed to be addressed by committee members and, subsequently, music faculty members (the list was generated after completing a detailed review of the faculty business meeting minutes from the previous ten years); drafted and disseminated minutes for each meeting; presented issues and proposals to the School of Music faculty after consideration and deliberation by committee members; submitted proposals to CAPP and MAO; apprised the Dean of the School of Music of the committee's progress (Spring 2006-2007)
- Submitted all necessary proposals and forms to MAO (2006-2011)
- Discussed curricular components of 21CM and coauthored School of Music learning goals that were approved by music faculty in Fall 2018
- Charge (2023): Consider, review and recommend changes and revisions to existing music courses; graduation requirements for degrees and minors; proposals for new courses, minors, degrees, concentrations within degrees and minors, pathways, etc.; discontinuation of existing courses, degrees, etc.; and policies for curricular implementation

Artistic Planning and Community Engagement Working Group (2023-present)

- Chair
- Charge (2023): Support and reviewed procedures related to the Community Music Program (e.g., lessons, Communiversity, Lunchbox Concert Series, etc.); review proposals for faculty guests, faculty recitals, performance initiatives, festivals, recruiting activities, etc.; provide feedback on the performance calendar; survey faculty and students, and suggest programming and Green Guest Artists, with a lens toward DEIB, that are appealing and appropriate for the campus and local communities

Admission Working Group (Summer 2016-2017; 2023-present)

- Chair, 2023-present
- Member, Summer 2016-2017
- Supported effort to raise admission numbers; reviewed data to understand admission patterns; identified additional data needed; established five-year goals for application numbers, yield rates, discount rate, faculty engagement, and diversity; identified resources and planned initiatives and strategies to reach prioritized goals; tracked return on investment on each initiative to determine if strategies were working (Summer 2016-2017)
- Revised the audition report form to focus on measuring students' talent to provide Admission with precise, standardized/consistent, and essential information for its use in the determining and issuing music award offers in a timelier manner; considered the audition day schedule/components for the Institute of Music; and developed, in consultation with Admission, a recruitment plan (outreach calendar, communication, strategies, etc.) for the Institute of Music (2023-present)

Diversity, Equity, Inclusion, and Belonging (DEIB) Working Group (2023-present); formerly School of Music Working Group on Diversity and Inclusion (2018-2020)

- Member
- Chair, 2023-present
- Drafted School of Music Diversity and Inclusion Plan (2019)
- Participated in group book study, *Is Everyone Really Equal? An Introduction to Key Concepts in Social Justice Education*
- Charge (2023): Promote and provide guidance on DEIB-related goals in the School of Music and coordinate with Creative School and University-wide initiatives and programs; plan initiatives and facilitate events that engage faculty, staff, and students in opportunities promoting diversity, equity, inclusion, and belonging; assess, consult, and report on DEIB-related recommendations to the School of Music; and maintain the SOM DEIB plan

School of Music Senior Staff Team (2022-2023)

- Member
- Attend regularly scheduled meetings convened by the Dean of the School of Music

Senior Staff (2020-2022)

- Member
- Attended regularly scheduled meetings convened by the Dean of the School of Music

Core Studies, 21CM and Music Education (Spring 2020)

- Contributing members
- Participated in discussions related to curricula and staffing

Dean's Direct Reports (2018-2020)

- Member
- Attended monthly meetings convened by the Dean of the School of Music

School of Music National Association of Schools of Music (NASM) Working Group (2017-2020)

- Member
- Developed plan for the self-study process
- Worked with full membership and subset of membership on the self-study process

School of Music 21CM/NASM Curriculum Working Group (2019-2020, Chair Spring 2020)

- Member
- Considered issues related to 21CM curricula/degree programs and courses in the School of Music

Community Music Program Committee (2017-2018)

- Member
- Discussed how to prepare our students to teach and how to assess their teaching effectiveness

School of Music Working Group: Mission/Purpose/Vision: Who Are We and Where Are We Going? (2017-2018)

- Member
- Gathered faculty input about who we are as a School of Music and our aspirations
- Coauthored School of Music mission statement that was approved by the music faculty in Fall 2018

School of Music Executive Team (2016-2017)

- Member
- Planned strategic initiatives

21CM Advisory Working Group (Fall 2016)

- Co-Leader
- Strategized to align School of Music curriculum and programming with 21CM
- Planned agendas for each meeting

School of Music Chamber Music Subcommittee (Fall 2014)

- Member
- Reviewed issues related to chamber music and developed a general proposal for faculty consideration

School of Music Awards Subcommittee (Spring 2013)

- Member
- Reviewed nominations for student awards

#### Budget Committee (2007-2009)

- Voting member
- Discussed Permanent Equipment and Guest Artist proposals
- Provided the budget information necessary for committee members to complete their work
- Submitted Permanent Equipment requests to the Vice President for Academic Affairs
- Worked with Janice Bagwell on Guest Artist proposals that were approved

#### Performance Committee (2007-2009)

- Voting member
- Discussed a range of issues pertaining to performance aspects of the School of Music program

#### Recruitment and Visibility Committee (2007-2009)

- Voting member
- Discussed issues related to School of Music recruitment and visibility (e.g., website, sound files, etc.)

#### 125<sup>th</sup> Season Celebration Committee (2008-Fall 2009)

- Contributing member
- Discussed and proposed ideas for the Music Affinity Reunion and for other 2009-2010 activities celebrating the 125<sup>th</sup> Season of the School of Music
- Met with Lisa Hollander, Jennifer Soster, and Tricia Cooksey about ideas and initial plans for the Music Affinity Reunion and continued to communicate regularly during the planning process

#### Peer Institutions Ad Hoc Committee (Fall 2008)

- Contributing member
- Generated a list of peer and aspirant institutions; committee members researched each institution put forth, refined the list of institutions after collecting sufficient data, and presented a distilled list of peer and aspirant institutions to the School of Music faculty
- Work of the committee was part of our NASM Self-Study and internal Program Review

#### Permanent Equipment Committee (2002-2006, Chair 2002-2003)

- Voting member
- Discussed proposals and made recommendations for the use of School of Music Permanent Equipment funds
- Established meeting schedule; prepared agendas; solicited proposals from faculty for use of Permanent Equipment funds; led discussions during

meetings; maintained a master file of proposals, minutes, and rankings; communicated recommendations to the Dean of the School of Music (2002-2003)

Music Education Curriculum Task Force (2004-2005)

- Contributing member
- Met regularly with music education colleague and faculty from the Department of Education

School of Music Task Force on Faculty Load (2001-2002)

- Contributing member
- Ad Hoc Task Force created by the Interim Dean of the School of Music

School of Music "Vision" Subcommittee (1999-2001)

- Contributing member
- Volunteer subcommittee discussing the future vision of the School of Music

### **School of Music Search Committee Service**

Search Committee for Part-Time Position in Voice and Vocal Pedagogy, Chair (2023)

Search Committee for Secondary General Music, Chair (2023)

Search Committee for Part-Time Position in Bassoon, Chair (2023)

Search Committee for Part-Time Position in Trombone and Euphonium, Chair (2023)

Search Committee for Part-Time Position in String Bass, Chair (2023)

Search Committee for Part-Time Position in Viola, Chair (2023)

Search Committee for Part-Time Position in Voice and Vocal Pedagogy, Chair (2023)

Search Committee for Part-Time Position in Instrumental Music Education, Chair (2023)

Search Committee for Part-Time Position in Music Education, Chair (2023)

Search Committee for Part-Time Position in String Techniques, Chair (2023)

Search Committee for Part-Time Position in Viola, Co-chair (2023)

Search Committee for Part-Time Position in Choir, Co-chair (2023)

Search Committee for Tenure-Track Position in Voice, Chair (2022-2023)

Search Committee for Tenure-Track Position for Choral Director, Chair (2022)

Search Committee for Accompanying Coordinator and Senior Staff Accompanist, Co-chair (2022)

Search Committee for Part-Time Position in String Bass, Co-chair (2022)

Search Committee for Part-Time Position in Bassoon, Co-chair (2022)

Search Committee for Part-Time Position in Flute, Co-chair (2022)

Search Committee for Brass Techniques, Chair (2022)

Search Committee for One-Year Term Position in Violin, Chair (2022)

Search Committee for Part-Time Position in French Horn, Chair (2022)

Search Committee for Part-Time Position in Jazz Ensemble, Chair (2021)

Search Committee for Executive Administrative Assistant, Member (2021)

Search Committee for Music in Early Childhood, Chair (2021)

Search Committee for Secondary Vocal Music: Methods, Materials and Curricula, Chair (2021)

Search Committee for Part-Time Position in Applied Trumpet, Chair (2021)

Search Committee for Part-Time Position in Applied String Bass, Chair (2021)

Search Committee for Boswell Distinguished University Professorship in Music Education, Chair (2021)

Search Committee for Music Entrepreneurship, Chair (2020)

Search Committee for Percussion Techniques, Chair (2020)

Search Committee for Brass Techniques, Chair (2020)

Search Committee for Administrative Executive Assistant, Member (2020)

Search Committee for One-Year Term Position in Music Education, Chair (2020)

Search Committee for Interim Dean, Member and Sub-committee Member for Phone Interviews (2019-2020)

Search Committee for Part-Time Position in Applied Voice, Chair (2019)

Search Committee for Part-Time Position in Applied Clarinet, Chair (2018-2019)

Search Committee for Part-Time Position in Applied Cello, Chair (2018)

Search Committee for Part-Time Position in Secondary Piano, Co-chair (2018)

Search Committee for Part-Time Staff Accompanist, Co-chair (2018)

Search Committee for Part-Time Position in Applied Flute, Chair (2018)

Search Committee for Part-Time Position in Theory, Chair (2018)

Search Committee for Part-Time Position in Musicianship, Chair (2018)

Search Committee for Three-year Term Position for Choral Director, Chair (2018)

Search Committee for Position in Applied Voice, Chair (2018)

Search Committee for University Band Director, Chair (2017)

Search Committee for Opera Director, Chair (2017)

Search Committee for Part-Time Position in Choral Music Education, Chair (2017)

Search Committee for Part-Time Position in Voice, Chair (2017)

Search Committee for Part-Time Position in 21CM Curriculum, *State of the Art*, Member (2017)

Search Committee for Jazz Ensemble Director, Chair (2017)

Search Committee for Part-Time Position in Applied Voice, Chair (2017)

Search Committee for Interim Dean of the School of Music, Chair (2017)

Search Committee for One-year Term Position in Applied Voice, Chair (2017)

Search Committee for One-year Term Position in Instrumental Music Education, Chair (2017)

Search Committee for Position in Voice, Chair (2017)

Search Committee for Position of Choral Director, Chair (2016)

Search Committee for Dean of the School of Music, Chair (2016)

Search Committee for Event Coordinator, Member (2016)

Search Committee for Position in Theory/Composition, Co-chair (2015)

Search Committee for Position in Applied Voice, Co-chair (2015)

Search Committee for One-year Term Position in Music Theory, Co-chair (2015)

Search Committee for Position in Violin, Co-chair (2015)

Search Committee for Position in Music History, Co-chair (2014)

Search Committee for Part-time Choral Director, Member (2014)

Search Committee for Position in Jazz and Applied Jazz, Co-chair (2014)

Search Committee for 2011-12 Visiting Opera Director, Chair (2011)

Search Committee for Two-year Term Position in Voice, Chair (2011)  
Search Committee for Part-time Position in Woodwind Techniques, Chair (2011)  
Search Committee for One-year Term Position in Theory and Musicianship, Chair (2011)  
Search Committee for Choral Director, Chair (2010)  
Search Committee for Part-Time Position in Choral Literature, Chair (2010)  
Search Committee for Part-Time Position in Viola, Chair (2010)  
Search Committee for Part-Time Accompanist, Member (2010)  
Search Committee for Jazz Ensemble Director, Chair (2010)  
Search Committee for Part-Time Position in Cello, Chair (2010)  
Search Committee for Part-Time Accompanist and Secondary Piano Instructor, Member (2010)  
Search Committee for Part-Time Position in Secondary Piano, Member (2010)  
Search Committee for One-Year Term Position for Choral Director, Chair (2010)  
Search Committee for Part-Time Percussion Instructor, Chair (2010)  
Search Committee for Director of Music Promotions, Chair (2010)  
Search Committee for Director of Music Promotions, Chair (2010)  
Search Committee for Tenure-Track Voice Position, Chair (2009-2010)  
Search Committee for Director of Accompanying Center, Chair (2009)  
Search Committee for Part-Time Music Education Instructor, Chair (2009)  
Search Committee for Part-Time Music Education Instructor, Chair (2009)  
Search Committee for Part-Time Music Education Instructor, Chair (2009)  
Search Committee for One-Year Term Position in Voice, Chair (2009)  
Search Committee for Part-time Jazz History Instructor, Chair (2009)  
Search Committee for Tenure-Track Voice Position, Chair (2009)  
Search Committee for Part-Time Position in Voice, Chair (2008)  
Search Committee for Part-Time Position in Voice, Chair (2008)  
Search Committee for Part-Time Accompanist, Chair (2008)  
Search Committee for Piano Technician, Chair (2008)  
Search Committee for Part-Time Position in Clarinet, Chair (2008)  
Search Committee for One-Year Term Position in Voice, Chair (2008)  
Search Committee for Part-Time Music Education Instructor, Chair (2008)  
Search Committee for Part-Time Music Education Instructor, Chair (2008)  
Search Committee for Academic Coordinator, Chair (2008)  
Search Committee for Term Position in Musicology/Ethnomusicology, Chair (2008)  
Search Committee for National Association of Schools of Music (NASM) Consultant, Chair (2008)  
Search Committee for Part-Time Musicianship Instructor, Member (2008)  
Search Committee for Part-Time Piano Instructor, Member (2007)  
Search Committee for Vocal Pedagogy Instructor, Chair (2007)  
Search Committee for Musicianship Instructor, Member (2007)  
Search Committee for School of Music Faculty Secretary, Chair (2007)  
Search Committee for Director of Accompanying Center and Part-Time Instructor, Chair (2007)  
Search Committee for Part-Time Accompanist, Member (2007)  
Search Committee for Part-Time Accompanist, Member (2007)  
Search Committee for Assistant to the Dean, Chair (2007)



Search Committee for Part-Time Music Education Instructor, Chair (2007)  
 Search Committee for Part-Time Music Education Instructor, Chair (2007)  
 Search Committee for Part-Time Music Education Instructor, Chair (2007)  
 Search Committee for Part-Time Saxophone Instructor, Chair (2007)  
 Search Committee for Dean of the School of Music, Member and Sub-committee Member (2006-2007)  
 Search Committee for School of Music Viola Position, Member and Sub-committee Member (2005)  
 Search Committee for Part-time Choral Director, Member (2003)  
 Search Committee for School of Music Theory Position, Member (2003)  
 Search Committee for Future Faculty Teaching Fellow in Music, Chair (2002)  
 Search Committee for Dean of the School of Music, Member (2001-2002)  
 Search Committee for Position in Music Theory, Member (2001)  
 Search Committee for Academic Coordinator, Member (1999)  
 Search Committee for Position in Piano, Member (1999)  
 Search Committee for Position in Voice, Member (1998-1999)

### **School of Music Administrative Service**

Associate Dean of the School of Music (June 2023-present)

- Music unit head (department chair equivalent)
- Responsibilities include managing operational and endowed funds; serving as chair of the School Personnel Committee; serving as chair of search committees; leading curriculum planning (revised BMA and Music Major leading to a BA, developed new courses, and revised music minors in Fall 2023); mentoring untenured term and tenure-track faculty members; interviewing applicants for part-time faculty positions; writing responses to untenured faculty members' annual reports; evaluating part-time faculty; creating the Schedule of Classes for the School of Music; making assignments for peer observations; assigning faculty teaching loads; monitoring and submitting grades for *Concert Attendance*; monitoring student progress and eligibility for scholarship renewal; determining faculty staffing needs; submitting forms and documents to the NASM; attending monthly Chairs and Directors meetings; overseeing the advisement of music students; overseeing all curricular offerings; evaluating transcripts of applicant transfer students and advising on admission decisions; meeting with prospective students and their families; presenting sessions (e.g., Parent Session during audition days); overseeing nominations and voting for student awards; placing incoming students in their first-semester music classes; reading and rating music students' off-campus study application essays; leading business and senior staff meetings; attending Creative School Team meetings; etc.
- Serve as a member of the following University committees: Transition Team, Petitions Committee (for SOM petitions), Academic Standing Committee (for SOM cases), Course and Calendar Oversight (as non-voting Dean's representative), Committee on Global Risk Assessment, University Leadership Team
- Other duties as assigned

- Five-sixths appointment during academic year and three months of summer work: beginning June 1, 2023

Associate Dean of Academics and Advising for the School of Music (August 2013-May 2023)

- Primary responsibilities in the areas of Academics and Advising
- Other responsibilities include serving as chair of the School Personnel Committee; serving as chair of search committees; leading curriculum planning; mentoring untenured term and tenure-track faculty members; interviewing applicants for part-time faculty positions; writing responses to untenured faculty members' annual reports; evaluating part-time faculty; creating the Schedule of Classes for the School of Music; making assignments for peer observations; assigning faculty teaching loads; monitoring and submitting grades for *Concert Attendance*; monitoring student progress and eligibility for scholarship renewal; determining faculty staffing needs; submitting information for the NASM self-study (2020 and update in 2022), preparing for the site visit (2022) and crafting the Optional Response (2022-2023); attending monthly Chairs and Directors meetings; overseeing the advisement of music students; overseeing all curricular offerings; evaluating transcripts of applicant transfer students and advising on admission decisions; meeting with prospective students and their families; presenting sessions and tabling at admission events (e.g., Parent Session during audition days); overseeing nominations and voting for student awards; placing incoming students in their first-semester music classes; reading and rating music students' off-campus study application essays; attending senior staff meetings; attending Creative School Team meetings; etc.
- Serve as a member of the following University committees: Transition Team, Petitions Committee (for SOM petitions), Academic Standing Committee (for SOM cases), Course and Calendar Oversight (as non-voting Dean's representative), Diversity and Equity (as non-voting Dean's representative), Committee on Global Risk Assessment, University Leadership Team
- Other duties as assigned
- Half-time appointments: Fall 2013, Spring 2014, Fall 2014, Spring 2015, Fall 2015, Spring 2016
- Two-thirds appointment during academic year and three months of summer work: July 1, 2016-May 31, 2023

Director of Music Teacher Education (July 2016-present)

- Oversee the Music Teacher Education Program (MTEP)
  - Conduct three to four information meetings per academic year for prospective music education students; these may occur during School of Music (SOM) Audition Days as well as during the academic year for both prospective students and enrolled students who are not yet admitted to the MTEP

- Update and align MTEP criteria, practices and policies as well as Bachelor of Music Education (BME) degree requirements with state and national standards
- Oversee student teaching, field experience, and internship placements
- Evaluate students' final project and reflection for their Extended Studies internship in the secondary schools
- Oversee all facets of MTEP Checkpoint 3 and rate all portfolio submissions
- Serve as a third rater for portfolios in Checkpoints 1 and 2, if necessary
- Chair the committee that oversees Checkpoint 1: Teacher Education Admission Committee, which reports to Curricular Policy and Planning
- Complete a review of each student's advising transcript and an assessment of each student's options if they are denied admission or continuance in the program, has to resubmit any part of the application or portfolio, or is admitted and allowed to continue in the program with identified concerns
- Check midterm and final grades of each music education major and contact any student if there are concerns about academic work, musical studies, or progress through the degree and program
- Create and revise, as necessary, all MTEP documents (e.g., Student Teaching Handbook; evaluation forms for Student Teaching, Field Experience, and Internship; Disposition Rubric, etc.)
- Work with Music Education Program Coordinator to collect and analyze all MTEP data
- Oversee the completion and submission of the annual Title II and 1388 reports
- Chair or co-chair the two committees that provide guidance and input on the MTEP: MTEP Advisory Council and the Curriculum and Partnerships Oversight Committee
- Establish and revise, as necessary, learning goals, student outcomes and performance indicators for the BME degrees that align with SOM and University learning goals as well as National Association of Schools of Music (NASM) standards, Association for Advancing Quality in Educator Preparation (AAQEP) standards and Indiana Department of Education (IDOE) standards
- Oversee the coordination of licensure for music education graduates
- Oversee communications with faculty (music education, music and Education Studies) who also teach and are responsible for the education of our pre-service music teachers
- Write sections or provide information for sections of the 2020 NASM self-study that pertain to music education
  - Contribute to and gather music education documents for the appendices and Management Documents Portfolio (MDP)
  - Submit any necessary information or documentation to be included in the Optional Response, if necessary

- Oversee any necessary changes to the MTEP or BME as a result of the reaccreditation process
  - Review materials relevant to NASM accreditation annually
  - Maintain MTEP records for ongoing review cycles
- Coordinate the self-study and site visit review processes for accreditation of DePauw's Educator Preparation Program (EPP), the Music Teacher Education Program (MTEP) [Indiana Department of Education in 2017; planning for the anticipated 2024 Council for the Accreditation for Educator Preparation process, when Indiana only recognized one national accrediting body for educator preparation; and, planning for the 2024 Association for Advancing Quality in Educator Preparation, the newly recognized national educator preparation program accreditation body recognized by the state of Indiana as of July 1, 2022] – as of Fall 2023 the BME will be phased out as a curricular offering at DePauw, as such AAQEP accreditation is no longer being pursued; the Indiana State Board of Education (SBOE) will continue our state accreditation through June 2028
  - Write and edit the self-study
  - Contribute to and gather documents for the collection of evidence
  - Write and edit the response to the evaluators' report, if necessary
  - Oversee any necessary changes to the MTEP or BME as a result of the accreditation process
  - Review materials relevant to national accreditation annually
  - Maintain MTEP records for ongoing review cycles
- Attend, or send a representative to, state and national meetings that are relevant and necessary for staying apprised of current trends and mandates in education
  - Independent Colleges' Teacher Education (ICTE) meetings
  - Association of Teacher Educators-Indiana (ATE-I) meetings
  - Indiana Association of Colleges for Teacher Education (IACTE) meetings
  - Indiana Department of Education (IDOE) Office of Educator Effectiveness and Licensing update meetings
  - Council for the Accreditation for Educator Preparation (CAEP) meetings (2017-2022)
  - Association for Advancing Quality in Educator Preparation (AAQEP) meetings (beginning 2022)
- Monitor the course content of all music education courses, inform faculty of standards that need to be met in each course required for the BME, ensure that courses meet the required standards, and hold meetings with faculty as needed
- Schedule course offerings, working with Education Studies to coordinate
- Participate in hiring processes of music education faculty (adjunct and full-time)
- Make decisions about issues related to the MTEP
- Manage the MTEP budget

- Schedule dates, determine topics, and identify presenters for the MTEP Professional Learning Community Workshops and attend each workshop
- Coordinate and attend one field trip per semester for music education majors
- Serve as the Licensing Advisor for the University
- Work with Music Education Program Coordinator to craft and edit the MTEP alumni newsletter, *The Alumnote*
- Plan, with the Music Education Program Coordinator, virtual gatherings of MTEP alumni and Student Teaching Orientation
- Oversee the work of the Music Education Program Coordinator
  - Meet weekly to plan tasks/responsibilities and prioritize work as well as to ensure that all facets of the MTEP are operating smoothly and standards are being met
  - Contribute feedback to the chair of the Department of Education Studies regarding the annual performance review of the Education Studies and Music Education Program Coordinator

#### Dean of the School of Music (2007-2011)

- Full-time appointment
- Provided leadership and vision for the School of Music; managed academic, fiscal, and personnel matters; fostered excellence in teaching, research, performance, and service; planned, developed, and assessed curricular offerings; advanced community relations and institutional development; oversaw recruitment and advisement of students; and worked collaboratively with colleagues to develop and meet institutional goals

#### Associate Dean of the School of Music (January 2006-June 2007)

- Responsibilities were in the areas of Curriculum, Advising, and Petitions
- Full-time appointments: January 2006 and January 2007
- Half-time appointments: Spring 2006, Summer 2006, Fall 2006, Spring 2007, and Summer 2007

### **Chapter Advisor**

DePauw's Chapter of Collegiate National Association for Music Education (NAfME), formerly Collegiate Music Educators National Conference (CMENC), Co-Advisor (1996-2007), Advisor (2016-present)

- Attended chapter meetings and events
- Assisted in the planning of events and programming
- Met regularly with officers
- Served as a sounding board for officers and members about various ideas, initiatives, and concerns
- Collected students' membership forms and annual dues each fall semester and submitted them to the national MENC office (prior to 2007)

- Invited officers to speak to first-semester music education majors enrolled in MUS 150 and 170 about CMENC membership benefits and chapter activities
- Prepared students for field trip to Indiana Department of Education Listening Tour about Every Student Succeeds Act (ESSA); three students advocated for music education and professional development opportunities for music teachers; 15 students attended

### **University Committee and Program Service**

#### University Leadership Team (2021-present)

- Purposes: Create a forum where administrative and faculty leaders and cabinet members meet regularly to share information about critical university issues and priorities and where university leaders can learn more about other departmental and university priorities; serve as consulting body for the President on new ideas, initiatives, policies, etc.; further the University's pursuit of openness and transparency community-wide
- Membership: Cabinet members, key senior staff leaders nominated by Cabinet members and faculty to be designated in consultation with faculty governance

#### Creative School Leadership Team (2023-present)

- Meet with Dean of the Creative School and heads of academic units in the school, as scheduled

#### Committee on Global Risk Assessment (Spring 2021-present)

- Charge: "Refers to international academic (curricular & co-curricular) programs for students. Meets once per semester and as needed. Responsible for reviewing individual and group applications to visit State Department Travel Alert of 3 or higher countries and for recommending whether or not to suspend travel already underway in countries where a new State Department Travel Alert of 3 or higher is issued or other safety concerns arise, such as natural disasters, pandemics and wars or political disturbances."

#### Teacher Education Admission Committee, formerly Teacher Education Committee (1998-2001, 2020-present)

- Faculty Executive Committee reporting to Curricular Policy and Planning Committee
- Chair, Teacher Education Admission Committee (2020-present)
  - Evaluated student applications to the Educator Preparation Program
  - Co-convened meetings and co-managed committee business with Program Coordinator for Education Studies and Music Education
- Voting Member, Teacher Education Committee (1998-2001)
  - Reviewed applications for the Teacher Education Program
  - Reviewed program admission standards and policies

Institutional Representative to the National Association of Schools of Music (2007-2011, 2017-present)

- Attended NASM Annual Meetings
- Voted at Annual Meetings
- Reviewed proposed drafts and changes to the by-laws, providing feedback to the National Office
- Completed and submitted all paperwork and forms pertaining to NASM membership and accreditation
- Completed and submitted assigned sections of the HEADS Data Survey each year

Course and Calendar Oversight (2016-present as SOM representative)

- Standing Appointed Committee
- Non-voting member
- Provided School of Music perspective on committee matters, which includes the independent major, calendar, scheduling, individual course changes, approval of individual courses, grading system, and comprehensive examinations

Petitions Committee (1997-1998, Spring 2006-2007 as Dean's representative, 2007-2011 and 2016-present as SOM representative, Fall 2019 voting member)

- Faculty Executive Committee
- Non-voting member (Spring 2006-2011, 2016-present)
- Attended meetings when School of Music petitions were being considered (Spring 2006-2011, 2016-present)
- Advised committee on School of Music petitions and provided pertinent information as requested (Spring 2006-2011, 2016-present)
- Voting member (Fall 2019 second half of the semester)
- Consulted Dean of the School of Music as necessary and kept him informed about sensitive situations (Spring 2006-2007)
- Voting member on all cases (1997-1998)

Academic Standing Committee (1997-1998, Spring 2006-2007 and Spring 2014 as Dean's representative, 2007-2011 and 2016-present as SOM representative)

- Faculty Executive Committee
- Non-voting member (Spring 2006-2011, 2016-present)
- Attended meetings when School of Music appeals, re-admission petitions, and suspensions were being considered (Spring 2006-2011, 2016-present)
- Advised committee on School of Music appeals and readmission petitions, and provided pertinent information as requested (Spring 2006-2011, 2016-present)
- Voting member (Fall 2019 for the second half of the semester)
- Consulted Dean of the School of Music as necessary and kept him informed of the committee's decisions (Spring 2006-2007)
- Voting member (1997-1998)

#### Transition Team (Spring 2015-Fall 2023)

- Member
- Co-planned the transition of each class of incoming students from the admission to the matriculation processes

#### School of Music Capacity Building Group (Spring 2023)

- Member
- Charge: “The School of Music Capacity Building Group was charged with determining the costs associated with investing at a level that will allow us to support all of our current music degree programs (BM, two BME tracks, BMA, and BA) as well as the costs associated with focusing only on degree programs that can be offered by the number of tenured and tenure-track faculty we currently have.”
- Completed research on degrees and music faculty at peer and aspirant institutions for comparison to DePauw
- Developed survey for distribution to music units heads at peer and aspirant universities
- Contributed to and edited report submitted in April 2023

#### Diversity and Equity Committee (2012-Summer 2016, Spring 2014-Summer 2016, SOM Representative 2018-2022 and 2023-present)

- Advisory Committee to the Administration and faculty on policy related to matters of diversity, inclusiveness, and equity
- Non-voting member (2018-present)
- Voting member (2012-Summer 2016)
- Chair (Spring 2014-Summer 2016)
- Contributed to 2015-16 Campus Inclusion Plan
- Organized the 2016-21 Campus Inclusion Plan
- Met, along with the Vice President for Academic Affairs and Associate Director of Human Resources, with each search committee undertaking a tenure-track search (2015-2016)
- Met weekly with Senior Advisor to the President for Diversity and Compliance (Spring 2014-Summer 2016)

#### Bias Education and Action Team (BEAT) (2021-2022)

- Charge: “The Bias Education and Action Team (BEAT) will host programs and events to educate the campus community on issues related to diversity and inclusion. The BEAT team will also assess the environmental impact bias incidents may have had on the DePauw community and develop programming and education that can serve as restorative measures and prevent future incidents on campus. Members of this team may meet with relevant student groups and organizations to provide ongoing support.”



Summer Working Group (SWG) for the School of Music, Media, and Creative Arts (Summer 2021)

- Charge: “The Summer Working Groups, acting under the coordination of the Strategic Planning Steering Committee (SPSC), will deliberate and make recommendations to SPSC and President White regarding a Strategic Plan draft that will be shared with the working groups, especially the goals and preliminary objectives that form the basis for the plan. More specifically, the groups will meet throughout June and July to complete the following by August 2nd:
  - Engage relevant constituencies to review and provide feedback on the draft objectives, recommending any revisions or additions for consideration to ensure that the University achieves the respective goal.
  - Review related TWG documents and the May 2021 Strategic Directions document and prioritize three to five (existing and/or new) activities to actualize each objective, consulting with campus partners where appropriate.
  - Where appropriate, and to the extent time permits, some Summer Working Groups may begin implementing a small subset of activities that will help the community better understand the direction of the plan.
  - Periodically interact with other Summer Working Groups to share information and identify areas of connection.
  - Report progress directly to appropriate campus constituencies during the summer and provide written updates, when requested by President White and SPSC, that will be used as part of report-outs to the campus community.”
- Structure Subcommittee

Bias Incident Report Team (BIRT) (2020-2021)

- Volunteer
- Completed Bias Incident Workshop in 2020

Strategic Planning Thematic Working Group (TWG) A: The Liberal Arts and Career Connections (Fall 2020- Winter Term 2021)

- Charge: “The charge of Thematic Working Group A is to make recommendations regarding the ways in which DePauw, while maintaining a liberal arts focus, can be more intentional about its connections to very strong career outcomes and for the enhancement of current, or development of new, academic programs to enhance our distinctiveness and market position as a liberal arts college with a career focus. Some examples of areas the group should consider should include: General education (including competencies) that prepares for careers and life-long learning; new and/or revised academic majors, minors, and programs; Pathways; and DePauw’s response to new market interests by students, parents, employers or emerging fields of study. As part of its work the group should work with existing faculty committees (e.g., the Curriculum Committee, General

Education Subcommittee, Course and Calendar Oversight Committee); consider market demand data; connect with employers; and benchmark other institutions and organizations.”

COVID-19 Financial Planning Group (Summer 2020)

- Representative for Diversity and Equity Committee
- Mission: “The mission of the COVID-19 Financial Planning Group is to collaboratively develop contingency plans to protect the financial integrity of the University in response to any significant and additive financial challenges brought about by the COVID-19 crisis.”

COVID-19 Operations Task Force (Summer 2020)

- Member, First-Year Student Transition Pod
- Member, Music/Theatre Pod

Grievance Committee (2008, February 2019-January 2020)

- Faculty Executive Committee
- Was not called for duty

EAS-SSC Advising Workflow Team (Spring 2016)

- Contributing member
- Determined the functionality of the new online advising platform, Educational Advisory Board
- Selected features that will be available to faculty advisors

Core Planning Committee for DePauw Dialogue (Fall 2014, January 2015, Spring 2015, January-Spring 2016)

- Contributing member
- One of four members of Core Planning Group charged with planning a day-long event to raise awareness of issues related to diversity and to build community
- Member of large group of faculty, staff, and students who met to offer feedback to Core Planning Group
- Solicited faculty volunteers to serve on planning sub-committees and as facilitators (2016)
- Offered names of potential keynote speakers (2016)
- Suggested firm, Montage Diversity Consultants, to train facilitators (2016)
- Chaired the Pre- and Post-Day Programming Subcommittee (2016)
- Completed Facilitator Training to lead caucus group discussions

Student Academic Support Committee (2013-2014)

- Appointed member
- Committee focused on programming to support students experiencing academic difficulties

Committee on Management of Academic Operations (Spring 2006-2007 as Dean's representative, 2007-2011 as SOM representative)

- Faculty Coordinating Committee
- Non-voting member
- Attended all meetings
- Provided School of Music information to the committee as necessary
- Answered questions about School of Music proposals
- Participated in all of the business of the committee
- Read documents and course proposals prior to each meeting
- Provided written feedback between regularly scheduled meetings when requested
- Served on Cross-committee Team (committee members from MAO, SLAAC, and CAPP discussing President's charges)
- Completed the same amount of work as the voting members

"S" Program Steering Committee (2006-2011)

- Competency program oversight committee
- Voting member
- Planned "S" activities in collaboration with other members of the committee
- Attended meetings as well as "S" luncheons and roundtables
- Edited committee documents and proposals for "S" Program Director
- Attended CAPP meeting to represent the "S" Program Steering Committee

"S" Liaison for School of Music (2006-2011)

- Competency program liaison
- Attended "S" Liaison lunches
- Disseminated information from "S" Program Director to music faculty
- Gathered information from music faculty and summarized it for the "S" Program Director

Commencement Platform Party Committee (2007-2011)

- Contributing member
- Worked on the planning of commencement ceremonies each year
- Contributed feedback about what went well and what could be improved the following year

First-Year Experience Steering Committee (2008-2011)

- Contributing member
- Oversight committee of the First-Year Experience (FYE)
- Focused on Orientation activities and schedule, First-year Experience survey results, First-year Housing Proposal, On-Campus Information Sessions, student retention, etc.
- Attended meetings

- Edited the Orientation Schedule and content of the FYE website, providing feedback to the appropriate individuals and suggesting edits
- Provided feedback on ideas and initiatives submitted to the committee

#### Academic Council (2009-2011)

- Contributing member
- Committee of senior academic leaders appointed by and advising the President
- Served as a sounding board to senior academic leaders
- Attended meetings
- Provided written feedback on documents as requested by members of the council

#### United Way representative for the School of Music (2010-2011)

- Attended informational meeting for all unit representatives
- Distributed United Way brochures and donation pledge cards to all School of Music faculty

#### Senior Academic Staff (2007-2009)

- Contributing member
- Committee of senior academic staff appointed by and led by the Vice President for Academic Affairs
- Attended Academic Affairs All Staff Meetings and Academic Affairs Small Staff Meetings
- Provided verbal feedback during meetings and written feedback as requested between meetings
- Provided unit reports as requested

#### Senior Administrative Team (2008-2009)

- Contributing member
- Committee of senior administrators appointed by and led by the President
- Meetings were aimed at facilitating communication amongst administrators in various campus units and raising awareness of the more global university issues
- Units reported to one another and feedback on various issues was sought from the larger body
- Attended meetings

#### Presidential Inaugural Committee (Summer 2008-October 2008)

- Contributing member
- Contributed to the planning of the Presidential Inauguration

#### New Faculty Mentor (1999-2007)

- Program administered by the Faculty Development Coordinator

- Served as mentor for a new tenure-track or term faculty member each year, during both fall and spring semesters
- Met monthly with each mentee
- Observed class(es) of each mentee and provided feedback (in person and via written summary)

Committee on Academic Policy and Planning (2000-2002, Spring 2006-2007 as Dean's representative)

- Faculty Coordinating Committee
- Non-voting member (Spring 2006-2007)
- Voting member (2000-2002)
- Attended all meetings
- Provided School of Music information to the committee as necessary (Spring 2006-2007)
- Answered questions about School of Music proposals (Spring 2006-2007)
- Participated in all of the business of the committee
- Read all information provided for each meeting
- Provided written feedback between regularly scheduled meetings when requested
- Drafted minutes as assigned
- Drafted documents to departments
- Completed the same amount of work as the voting members (Spring 2006-2007)

International Education and Off-Campus Study Committee (2004-2007)

- Faculty Executive Committee
- Voting member
- Read Off-Campus Study (OCS) Applications
- Shared my evaluations of OCS applications, voicing opinions about each application, such as whether students' applications should be approved as submitted and whether students' applications should be revised and then re-evaluated by the committee
- Drafted minutes as assigned
- Discussed, with committee members, the charge and purpose of the committee

Admissions Advisory Committee (2005-2007)

- Committee convened by the Vice President for Admission
- Contributing member
- Advised the Vice President for Admission on issues related to admissions
- Provided feedback to Vice President for Admission on matters she brought to the committee

Opportunity Hire Advisory Committee (2005-2006)

- Committee convened by the Vice President for Academic Affairs
- Appointed member
- Read all Opportunity Hire proposals submitted to the Vice President for Academic Affairs
- Deliberated with committee members
- Advised the VPAA on Opportunity Hire proposals
- Met once or twice each semester, depending on the number and timing of proposals submitted by departments and programs

Grievance Committee, Alternate (2005-2006)

- Faculty Executive Committee
- Alternate member
- Was not called for duty

Community Conduct Council (2004-2005)

- Contributing member
- Committee members appointed by the Director of Community Standards
- Served on hearing boards for several minor cases and one major case

COF Review Board, Alternate (2004-2005)

- Alternate member
- Was not called for duty

COF Review Board (2002-2004)

- Served on one case that was brought to the committee

Committee on Administration (Spring 2004)

- Voting member
- Focused on issues related to insurance and University and Distinguished professorships

Division One, Chair (2001-2002)

- Sent out calls for nominations and volunteers to serve on university committees

Winter Term Subcommittee (1998-2001, Chair 1999-2001)

- Subcommittee of Committee on Academic Policy and Planning
- Voting member
- Read and voted on all Winter Term proposals

Resource Allocations Subcommittee (2001)

- Subcommittee of Committee on Academic Policy and Planning
- Voting member
- Read and voted on all position proposals

Advising Committee (2001)

- Subcommittee of Management of Academic Operations
- Contributing member

Student Conduct Board (1997-1998)

- Read, listened to, and voted on all cases

### **University Search Committee Service**

Search Committee for Events Coordinator (2022)

Search Committee for Arts Administration Graduate Intern (2017)

Search Committee for Designer/Technical Director (2017)

Search Committee for Assistant Technical Director (2017)

Search Committee for Associate Director of Admission for the School of Music (2017)

Search Committee for University Registrar (2004-2005)

Search Committee for Rhetoric Position in Communication Department (2003-2004)

Search Committee for two Positions in Theater (2002)

Search Committee for Chair of Education Department (1999)

Search Committee for Position in Education (1999)

### **Other University Service**

University Marshall Assistant (2016 Opening Convocation)

### **Current Professional Memberships**

National Association for Music Education (NAfME), formerly Music Educators National Conference (MENC)

Indiana Music Education Association (IMEA)

Society of Music Teacher Education (SMTE)

American Conference of Academic Deans (ACAD)

Phi Delta Kappa

ASCD, formerly Association for Supervision and Curriculum Development

### **Professional Service**

Curriculum Area of Strategic Planning and Action (ASPA) of the Society of Music Teacher Education (2005-Fall 2022)

- Mission: “To examine the assumptions on which the music teacher education curriculum is founded by analyzing current curricular practices and proposing new avenues for consideration”
- Attended national biennial Society of Music Teacher Education (SMTE) conferences (2005, 2007, 2011, 2013)

- Attended ASPA meetings at SMTE conferences and MENC (name change to National Association for Music Education) National Conferences
- Participated in the work and projects of Curriculum ASPA

Indiana Music Education Association (IMEA), Board of Directors (Spring 2007-Fall 2022)

- Attended Executive Board Meetings and Board Retreats
- Attended IMEA Convention Planning Meetings
- Worked on the revision of the by-laws and other organizational initiatives
- Submitted Board Reports four times per year
- Attended IMEA Professional Development Conferences
- Presided at IMEA State Conference sessions as assigned

Indiana Society of Music Teacher Education (ISMTE), Chair (Spring 2007-Fall 2022)

- Coordinated, planned, and facilitated ISMTE Fall Workshops
  - Planned the program, arranged for speakers, provided refreshments, sent various announcements to Indiana music education faculty, provided updates on initiatives of the national Society of Music Teacher Education (SMTE), welcomed newcomers, solicited ideas for future meeting topics, etc.
- Coordinated, planned, and facilitated ISMTE January Meetings at the Indiana Music Education Association Professional Development Conference
  - Planned the program, arranged for speakers, ordered refreshments, sent various announcements to Indiana music education faculty, provided updates on initiatives of the national Society of Music Teacher Education, welcomed newcomers, solicited ideas for future meeting topics, etc.
- Served as Contributing Editor for *Indiana Musicator*, the state music education journal (Spring 2007-Summer 2013); submitted three articles per year focused on topics relevant to music teacher education (Spring 2007-Summer 2013)
- Contributed articles for *INform*; articles focused on topics relevant to music teacher education (Summer 2013-2016)
- Attended national biennial Society of Music Teacher Education Conferences in Greensboro, NC and provided updates to ISMTE members (2005, 2007, 2011, 2013)
- Served as liaison between national SMTE and music education faculty in Indiana

Society for Research in Music Education (SRME) Music Teacher Education (MTE) Special Research Interest Group (SRIG), North Central Division Chair (2006-September 2019 when SRIG was disbanded)

- Mission: “To encourage, develop, and disseminate research that focuses on various aspects of music teacher education”
- Disseminated pertinent information to members in the North Central Division of NAFME (formerly MENC)



- Planned, in collaboration with other SRIG members, MTE SRIG sessions at divisional and national conferences
- Submitted suggestions for topics, speakers, and formats for MTE SRIG sessions
- Encouraged submission of research sessions and posters at national and divisional meetings, and shared the calls for proposals
- Reviewed and evaluated proposals for MTE SRIG sessions at divisional and national meetings

#### Indiana Arts Education Network (IAEN) (2016)

- Attended meetings
- Participated in the work of establishing a long-term vision for Indiana music and arts education and identifying next steps for developing an effective, long-term advocacy organization

#### Indiana Orff Schulwerk Association (IOSA), Executive Board Member (2002-2006)

- Attended Saturday workshops
- Attended Executive Board Meetings (during the summer and before or after workshops)
- Worked with Board Members in generating ideas for guest presenters
- Helped in planning various events to occur at workshops (silent auctions of teaching materials, West Music bookstore, etc.)
- Welcomed attendees at registration and prior to the beginning of the workshop
- Assisted with tear-down of workshop space and return of music instruments to the music classroom

#### Indiana Orff Schulwerk Association (IOSA), Scribe/Historian (2002-2006)

- Organized and archived all IOSA materials (workshop handouts, IOSA newsletters, AOSA journals, photos, member directories, etc.)

#### Indiana Kodaly Educators (IKE), Executive Board Member (2002-2004)

- Attended Saturday workshops
- Attended Executive Board Meetings (after each workshop and during the summer)
- Assisted with the mailing of the IKE newsletter
- Worked with Board Members in generating ideas for guest presenters
- Assisted with attendee registration as well as the collection of fees and dues
- Welcomed attendees at registration and prior to the beginning of the workshop
- Worked on set-up and tear-down of workshop space
- Was in charge of hospitality and refreshments