

MICHIGAN STATE UNIVERSITY

March 15, 2020

To all College of Music applied faculty,

COVID-19 has created an unprecedented situation that is evolving quickly. Thank you for your patience and cooperation as we navigate the challenges associated with it. We are making decisions as best we can with the information we have, guided by our responsibilities for the health and well-being of faculty, staff, and students in the College of Music and beyond and our responsibilities as educators to MSU students.

We understand that this situation imposes extra burdens and increased anxiety and stress on you as well as on our students. It has been incredibly heartening to see the response of so many of you to the challenges of moving to an online teaching format.

In an attempt to protect the health of individual students, faculty, and staff and the collective health of the Lansing community and the entire country, the following policy is effective beginning Monday, March 16.



College of Music

Music Building
Michigan State University
333 West Circle Drive
Room 102
East Lansing, MI 48824

517-353-5340
Fax: 517-432-2880
music.msu.edu

Applied lessons may NOT be taught in ANY one-on-one environment. **Students may NOT be taught off-campus (i.e. in faculty homes, etc.)** Lessons can be delivered via Zoom <https://msu.zoom.us> Facetime, Skype or another remote platform.

- Zoom is free to all MSU faculty, staff, and students using your MSU NetID and password. Information and tutorials on using Zoom are located at the link provided.
- Pianists and percussionists will be given access to locked practice rooms so they can use their own computers for virtual lessons with their teacher. Other practice rooms will be set aside for students who cannot do their lesson from home or some other space. Students will be warned to use appropriate disinfectant wipes on the keyboard, doorknobs, music stands and any other hard surfaces with which they are in contact.

All **non-degree recitals** will be canceled.

Required degree recitals for BM (perf and mus ed) and MM students intending to graduate in May or August have the highest priority. Two options are available to faculty.

- **OPTION 1:** Because of these extraordinary circumstances, the following statement, submitted via email by the applied teacher to either Assoc Dean Kroth or Assoc Dean Rayl will be accepted in lieu of the actual recital.

As the applied instructor and mentor of graduating senior or graduating master's candidate XXXX, I certify that XXXX has already demonstrated the technical and musical proficiency and mastery of repertoire necessary to satisfy the capstone recital requirement for graduation. XXXX has provided convincing evidence through area events, studio class, observed performances both at MSU and outside of MSU, juries, competitions, and non-required recitals to meet the requirements typically demonstrated by their capstone performance recital. Under these extraordinary circumstances, XXXX and I respectfully request that this certification be accepted in lieu of the capstone performance recital for graduation.

- **OPTION 2:** These recitals may be performed in Cook or Hollander at the time they are currently scheduled or from **any venue** where self-recording is possible.
 - Collaborative pianists may not be used. Electronic accompaniments may be used. Or, the repertoire may be performed without the accompaniment.
 - GAs assigned to your students as collaborative pianists may NOT rehearse or perform in person with any student. Students with GA accompanists may request that the GA record the accompaniment for their repertoire. Locked piano practice rooms are available for this purpose as are Zoom recorders. It is not reasonable to expect these recordings be done immediately, but this can be accomplished over the next few weeks. If you or your student encounter difficulties with this, please contact Dr. Zhihua Tang. If the situation is not satisfactorily resolved, then contact Assoc Dean Rayl.
 - No audience (including family members and faculty member) will be allowed.
 - Recording Services will providing recording and livestreaming options free of charge in Cook and Hollander Hall 24/7 for the foreseeable future. Livestreaming is automatic and does not require

staff to be present. Recording from the livestream via SD card is available to students. Zoom recorders will be available through sign-out process for recording in remote locations. Instructions for use will be posted on the College website.

- Senior recitals: The front office will continue to produce programs for archival purposes. The student will send a copy of the program and the video recording of the live performance to the instructor, who will send a copy of the program attached to an email approving the recital to Talitha Wimberley. This will substitute for the signed program.
- Master's recitals: The front office will continue to produce programs for archival purposes. Pre-recital hearings will be waived in all cases and the student allowed to perform the recital if the faculty member feels they are prepared. The student will share the video recording of the live performance with the instructor and others whom the area designates as the hearing committee (minimum of 2 faculty), who will approve the recital. Instructors will send those email approvals to Anne Simon in the Graduate Office (this will substitute for the pre-recital hearing form). The student will also share the program and recording with the Graduate Office in the previously agreed upon formats. For MM students who have passed their pre-recital hearing, the recital requirement will be considered to have been met by the hearing and no performance will be necessary.
- **DMA chamber music recitals** may not be performed. If the pre-recital hearing has been passed, the recital requirement will be considered to have been met by the hearing and no performance will be necessary.
- **DMA solo recitals** may be performed as scheduled or may be postponed until next fall. Those recitals currently scheduled in Fairchild will be moved to Cook or Hollander at a time that is available and acceptable to the student. DMA solo recitals may **ONLY** be performed under the following conditions.
 - Collaborative pianists may not be used. Electronic accompaniments may be used. Or the repertoire may be performed without the accompaniment.
 - GAs assigned to your students as collaborative pianists may **NOT** rehearse or perform in person with any student. Students with GA accompanists may request that the GA record the accompaniment for their repertoire. Locked piano practice rooms are available for this purpose as are Zoom recorders. It is not reasonable to expect

these recordings be done immediately, but this can be accomplished over the next few weeks. If you or your student encounter difficulties with this, please contact Dr. Zhihua Tang. If the situation is not satisfactorily resolved, then contact Assoc Dean Rayl.

- No audience (including family members and faculty member) will be allowed.
- Recording Services is providing recording and livestreaming options free of charge in Cook and Hollander Hall 24/7 for the foreseeable future. Livestreaming is automatic and does not require staff to be present. Recording from the livestream via SD card is available to students. Zoom recorders will be available through sign-out process for recording in remote locations. Instructions for use will be posted on the College website.
- The requirement of performing two recitals in consecutive semesters is waived.
- The front office should continue to produce programs for archival purposes. Pre-recital hearings will be waived in all cases and the student allowed to perform the recital if the faculty member feels they are prepared. The student will share the video recording of the live performance with the instructor and others whom the area designates as the hearing committee (minimum of 3 faculty), who will approve the recital. Instructor will send those email approvals to Anne Simon in the Graduate Office (this will substitute for the pre-recital hearing form). The student will also share the program and recording with the Graduate Office in the previously agreed upon formats.
- For DMA students who have passed the pre-recital hearing, the recital requirement will be considered to have been met by the hearing and no performance will be necessary.

Public performances and recordings: Recognizing that public performances are important both personally and professionally and that high-quality recordings of recitals are essential for current and future job opportunities, the College will make recital spaces available once the danger from COVID-19 has passed.

Juries: Each area should develop a jury protocol that serves the needs of students, ensures no one-on-one contact and maintains the integrity of our degree programs. The following jury protocols are provided for your consideration.

- Regular jury: Students will record themselves and submit the recording to the instructor for evaluation and final grade. Jury comment form and jury grade should be submitted for each student.

- **Barrier/Exit Juries:** The faculty member (with the assistance of the student) will be responsible for sharing the recording with a minimum of two other area faculty members, who should approve, or not. Barrier/Exit jury form must be approved electronically via email and submitted by the faculty member or the Area Chair.
- **Accompanist:** Juries will be performed either without accompaniment or with a recorded accompaniment track. No live accompanist will be allowed.

MM Orals/DMA/MA and PhD Defenses must be administered via Zoom or remote platform. The performance portion of a lecture recital defense will be performed without a pianist or with a virtual accompaniment. The actual ‘performance’ of a lecture recital, following the defense, may be in any venue. No audience is necessary but the student must submit a recording and program to Anne Simon in the Graduate Office.

Sincerely,

A handwritten signature in black ink, appearing to read "James Forger". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

James Forger
Dean