



Rita Tucker, DCP Coordinator
62832 Range Rd.
Lore City, OH 43755
740-489-5811
ritatuck@aol.com

February 14, 2007

SHIRLIE HOLMES
1319 JEFFERSON
MT VERNON, IN 47620

Dear SHIRLIE,

Enclosed is your progress report for DCP module testing completed so far and dates the tests were completed. The progress report indicates the scores you received on the modules completed and the modules yet to complete. The original progress report is submitted to International in order to keep track of your DCP progress.

You have completed all the modules in the DCP and attained the status of Approved Director. The scores however, are not sufficient to reach the Certified Director level. To reach Certified Director, you need at least a 4.0 score in each category. You may retake the tests at any time to improve your scores.

Testing is available at most regional meetings. The next available testing date will be leaders retreat, June 15-16. The education committee, Zoe and I are planning a session on the judging category. Watch the regional publications for more details on the session and testing times. If you wish to retake other testing during the retreat week end, please let me know so I can have the appropriate testing materials.

I look forward to working with you to attain your goal of Certified Director. Please let me know if there is anything else I can do to help you attain your goal.

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Susanna Runyan, DCP
Lynn Hartmuth, Education Coordinator
Zoe Hagy, Director Coordinator
file

**Sweet Adelines International
Director Certification Program
Progress Report**

CONFIDENTIAL

Report for fiscal year 200 5 - 200 6

CONFIDENTIAL

DCP Member's Name Shirley Holmes Region # 4
Chorus Name Spirit of Evansville

Classification: ☒ Director/Co-Director ☐ Associate/Assistant Director ☐ Candidate

DCP Coordinator: Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

MUSICAL/TECHNICAL SKILLS

8.4 1. **Conducting** - 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.
Date of evaluation: 3/12/06

8.0 2. **Analytical Listening** - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.
Date of evaluation: 7/21/05

2.9 6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.
Date of exam: 1/20/06

4.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.
Date of exam: 11/11/05

4.6 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.
Date of exam: 11/11/05

7.1 10. **Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.
Date of evaluation: 2/26/06
Score Part 1: 4.1 Score Part 2: 3.0
Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

5.5 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.
Date of exam: 1/20/06

8.1 4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.
Date of evaluation: 2/26/06
Score Part 1: 8.1 Score Part 2: n/a
(Max. 10 pts.) (Max. 5 pts.)
Enter Part 1 or Part 2 above. **Do not total both scores.**

6.7 5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.
Date of evaluation: 2/26/06
Score Part 1: 3.9 Score Part 2: 2.8
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

7.7 8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.
Date of evaluation: 2/26/06
Score Part 1: 4.2 Score Part 2: 3.5
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

SCORE AND ADVANCEMENT REQUIREMENTS

- Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional director education training session or participated fully in the director's tract at IES (International Education Symposium) within the last 12 months
- Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 4 points in each area, and at least 40 points in musical/technical skills, and at least 26 points in management/communications skills; must have attended a regional director educational training session or participated fully in the director's track at IES during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a Sweet Adelines International chorus
- Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, and must have been the chorus' director for at least one year

35.5

Total score received in musical/technical skills

28.0

Total score received in management/communication skills

63.5

Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months: **Please give specific dates for each training session:**

Region director seminar 11/05 Region winter meeting 1/06

COMMENTS BY DCP COORDINATOR: _____

STATUS

4-7-05

Date applied to DCP

3-17-06

Date advanced to Approved Director

Date recommended to Certified Director

Date recommended to Master Director

Date reaffirmed at current status

Date: 3/17/06

Signed: _____

Lita A. Juehn

DCP Coordinator

Region # 4

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: _____

Chapter # _____

DCP Member _____

Chapter President _____

Address _____

Address _____

**Sweet Adelines International
Director Certification Program
Progress Report**

CONFIDENTIAL

Report for fiscal year 2005 - 2006

CONFIDENTIAL

DCP Member's Name Shirlee Holmes Region # 4
Chorus Name Spirit of Evansville

Classification: ☒ Director/Co-Director ☐ Associate/Assistant Director ☐ Candidate

DCP Coordinator: Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

MUSICAL/TECHNICAL SKILLS

8.0 1. **Conducting** - 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.

Date of evaluation: _____

8.0 2. **Analytical Listening** - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

Date of evaluation: 7/21/05

2.9 6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.

Date of exam: 11/20/06

4.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.

Date of exam: 11/11/05

4.6 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam: 11/11/05

7.1 10. **Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

Date of evaluation: 2/26/06

Score Part 1: 4.1 Score Part 2: 3.0

Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

5.5 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.

Date of exam: 11/20/06

8.1 4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.

Date of evaluation: 2/26/06

Score Part 1: 8.1 Score Part 2: N/A

(Max. 10 pts.) (Max. 5 pts.)

Enter Part 1 or Part 2 above. Do **not** total both scores.

6.7 5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.

Date of evaluation: 2/26/06

Score Part 1: 3.9 Score Part 2: 2.8

(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

7.7 8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.

Date of evaluation: 2/26/06

Score Part 1: 4.2 Score Part 2: 3.5

(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

SCORE AND ADVANCEMENT REQUIREMENTS

Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional director education training session or participated fully in the director's tract at IES (International Education Symposium) within the last 12 months

Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 4 points in each area, and at least 40 points in musical/technical skills, and at least 26 points in management/communications skills; must have attended a regional director educational training session or participated fully in the director's track at IES during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a Sweet Adelines International chorus

Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, and must have been the chorus' director for at least one year

27.1 Total score received in musical/technical skills

28.0 Total score received in management/communication skills

55.1 Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months. Please give specific dates for each training session: Region director seminar 11/05
Region winter meeting 1/06

COMMENTS BY DCP COORDINATOR: _____

STATUS

4-7-05 Date applied to DCP

2-26-06 Date reaffirmed at current status

Date: 2/26/06 Signed: Lita A. Jueken Region # 4
DCP Coordinator

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: _____ Chapter # _____
DCP Member _____ Chapter President _____
Address _____ Address _____



Rita Tucker, DCP Coordinator
62832 Range Rd.
Lore City, OH 43755
740-489-5811
ritatuck@aol.com

March 5, 2006

Shirley Holmes
1319 Jefferson
Mt Vernon, IN 47620

Dear Shirley,

Enclosed is your progress report for DCP module testing completed at Winter Warmup 2006. The progress report indicates the scores you received on the modules completed and the modules yet to complete. Module #1, Conducting, is an evaluation of your conducting skills by a member of the regional music team. Once I receive your conducting evaluation, you have completed all the DCP modules. In order to advance to certified director, there is a minimum of 4 points in each category. I will be available at Leaders Retreat in May if you wish to retake any of the module tests, especially #6, Judging Categories & Competition.

I look forward to working with you to attain your goals. Testing is available at any regional education event by appointment in advance. Email or call me prior to an event in order to arrange a testing time. Please let me know if there is anything else I can do to help you attain your goal.

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Wanda Hartman, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
file

**Sweet Adelines International
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DCP Member's Name Shirlee Holmes Region # 4
Chorus Name Spirit of Evansville

Classification: ☒ Director/Co-Director ☐ Associate/Assistant Director ☐ Candidate

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Date of evaluation:

8.0 2. **Analytical Listening** - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.
Date of evaluation: 7/21/05

2.9 6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.
Date of exam: 11/20/06

4.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.
Date of exam: 11/11/05

4.6 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.
Date of exam: 11/11/05

 10. **Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.
Date of evaluation: 11/11/05
Score Part 1: Score Part 2: 3.0
Enter total score above.

MANAGEMENT/COMMUNICATION SKILLS

5.5 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.
Date of exam: 11/20/06

 4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.
Date of evaluation:
Score Part 1: Score Part 2:
(Max. 10 pts.) (Max. 5 pts.)
Enter Part 1 or Part 2 above. Do not total both scores.

 5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.
Date of evaluation: 11/11/05
Score Part 1: Score Part 2: 2.8
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

 8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.
Date of evaluation: 11/11/05
Score Part 1: Score Part 2: 3.5
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.