

DATE: July 9, 1995
 FROM: Pat Estok, DCP Coordinator #23
 TO: Beverly Hyden, Director, Shoals Harmony
 RE: Directors Certification Program/Test Scores

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| <u>TEST</u> | <u>POSSIBLE SCORE</u> | <u>DATE OF TEST</u> | <u>SCORE</u> |
|--|---------------------------|-------------------------|--------------|
| D1: *Conducting Skills | 10 | | |
| D2: *Analytical Listening Skills | 10 | 09/16/94 | 7.0 |
| D3: **Organizational Knowledge | 10 | 05/05/95 | 8.0 |
| D4a:**Teaching Skills A (Director) | 10 | 07/03/95 | 8.7 |
| D4b:**Teaching Skills B (Other) | 10 | N/A | |
| D5a:**Management Skills (Directors) | 5 | 07/03/95 | 4.0 |
| D5b:**Management Skills (All) | 5 | 05/05/95 | 3.5 |
| D6: *Judging Categories | 10 | 05/05/95 | 6.0 |
| D7: *Vocal Production Knowledge | 10 | 01/20/95 | 6.5 |
| D8a:**Communication Skills (Directors) | 5 | 07/03/95 | 4.6 |
| D8b:**Communication Skills (All) | 5 | 05/05/95 | 3.0 |
| D9: *Music Theory | 10 | 01/20/95 | 7.2 |
| D10: *Rehearsal Planning I (Directors) | 5 | 07/03/95 | 4.4 |
| D10a:*Rehearsal Planning II (All) | 5 | 10/08/93 | 5.0 |
| | | | <hr/> |
| *MUSICAL/TECHNICAL | | | 36.1 |
| **MANAGEMENT/COMMUNICATION | | | 31.8 |
| | | | <hr/> |
| TOTAL | | | 67.9 |

NOTE ABOUT RE-TESTING:

If the "Date of Test" did not change in an area you where you retested, you did not make a higher score.

cc: Barbara Hansen, DMA

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA IV: TEACHING SKILLS/PART I
(FOR DIRECTOR/CO-DIRECTOR OR ASSOC./ASS'T DIRECTOR)

COMPILATION OF RESULTS
(To be completed by DMA)

PARTICIPANT'S NAME Beverly Hyden Chapter Shoals Hammy Date 7/3/95
Classification: Director/Co-Director ☒ Assoc./Ass't. Director ☐

INSTRUCTIONS: Evaluate the participant's teaching skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

| | TOTAL PTS. | NUMBER OF RESPONSES | SCORE |
|---|---------------|------------------------|---------------|
| 1. Methods of teaching: | | | |
| a. A song | <u>50</u> | <u>÷ 12</u> | = <u>4.16</u> |
| b. Vocal skills | <u>55</u> | <u>÷ 12</u> | = <u>4.58</u> |
| c. Section work | <u>50</u> | <u>÷ 12</u> | = <u>4.16</u> |
| 2. Clarity of language | <u>52</u> | <u>÷ 12</u> | = <u>4.33</u> |
| 3. Logical progression of learning | <u>51</u> | <u>÷ 12</u> | = <u>4.25</u> |
| 4. Vocal inflection | <u>54</u> | <u>÷ 12</u> | = <u>4.5</u> |
| 5. Body language | <u>52</u> | <u>÷ 12</u> | = <u>4.33</u> |
| 6. Facial expression | <u>51</u> | <u>÷ 12</u> | = <u>4.25</u> |
| 7. Maintains attention and control of the group | <u>49</u> | <u>÷ 12</u> | = <u>4.08</u> |
| 8. Presentation of material is appropriate to the level of the group. | <u>57</u> | <u>÷ 12</u> | = <u>4.75</u> |

Total 43.39 ÷ 5 = Score 8.7

Signed: Pat Estok, DCP Coordinator, DMA # 23 Date 7/9/95

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA V: MANAGEMENT SKILLS

PART I: (FOR DIRECTOR/CO-DIRECTOR OR ASSOC./ASS'T. DIRECTOR)

COMPILATION OF RESULTS
(To be completed by DMA)

PARTICIPANT'S NAME Beverly Hyden CHAPTER Shoals Harmony DATE 7/3/95

Classification: Director/Co-Director _____ Assoc./Ass't. Director _____

INSTRUCTIONS: Evaluate the participant's management skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

| | TOTAL PTS | NUMBER OF RESPONSES | SCORE |
|--|--------------|------------------------|---------------|
| 1. The participant selects and utilizes chorus members to assist her in the chapter's musical program. | <u>48</u> | <u>÷ 12</u> | <u>= 4.0</u> |
| 2. The participant provides training for the music staff members. | <u>39</u> | <u>÷ 12</u> | <u>= 3.25</u> |
| 3. The participant delegates duties to members showing strength in special areas. | <u>52</u> | <u>÷ 12</u> | <u>= 4.33</u> |
| 4. The participant works effectively with chapter administration. | <u>59</u> | <u>÷ 12</u> | <u>= 4.91</u> |
| 5. The participant develops, trains, and utilizes a musical team that makes it possible for each individual to receive assistance. | <u>44</u> | <u>÷ 12</u> | <u>= 3.66</u> |
| | TOTAL | | <u>20.15</u> |

Total 20.15 ÷ 5 = Score, Part I 4.0

Signed: Pat Estok, DCP Coordinator # 23, DMA Date 7/3/95

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS.

Score, Part I _____ + Score, Part II _____ = TOTAL SCORE _____

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA VIII: COMMUNICATION SKILLS

PART I: (FOR DIRECTOR/CO-DIRECTOR OR ASSOC./ASS'T. DIRECTOR)

COMPILATION OF RESULTS
(To be completed by DMA)

PARTICIPANT'S NAME Beverly Hyden CHAPTER Shoals Harmony DATE 7/3/95

INSTRUCTIONS: Evaluate the participant's communication skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

| | TOTAL PTS | NUMBER OF RESPONSES | SCORES |
|--|--------------|------------------------|---------------------------------|
| The participant: | | | |
| 1. Solicits and utilizes input from the chorus. | <u>56</u> | <u>÷ 12</u> | <u>= 4.66</u> |
| 2. Gives clear instructions and communicates expectations. | <u>51</u> | <u>÷ 12</u> | <u>= 4.25</u> |
| 3. Communicates in a positive manner. | <u>58</u> | <u>÷ 12</u> | <u>= 4.83</u> |
| 4. Exhibits enthusiasm. | <u>59</u> | <u>÷ 12</u> | <u>= 4.91</u> |
| 5. Demonstrates a willingness to accept outside assistance. | <u>58</u> | <u>÷ 12</u> | <u>= 4.83</u> |
| 6. Has consistent communication signals (i.e., eye contact, body language, and voice). | <u>58</u> | <u>÷ 12</u> | <u>= 4.83</u> |
| 7. Offers positive reinforcement. | <u>59</u> | <u>÷ 12</u> | <u>= 4.91</u> |
| 8. Exhibits security in position of Director/ Co-Director or Assoc./Ass't. Director (whichever is applicable). | <u>40</u> | <u>÷ 12</u> | <u>= 3.33</u> |
| 9. Accepts constructive criticism well. | <u>58</u> | <u>÷ 12</u> | <u>= 4.83</u> |
| 10. Communicates that the chorus <u>can</u> reach its goals. | <u>58</u> | <u>÷ 12</u> | <u>= 4.83</u> |
| Total | <u>46.21</u> | | <u>÷ 10 = Score, Part I 4.6</u> |

Score, Part I _____ + Score, Part II _____ = Total Score _____

Signed: Pat Estok, DCP Coordinator #23, DMA Date 7/9/95DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS.

SWEET ADELINES INTERNATIONAL

DIRECTORS CERTIFICATION PROGRAM

Beverly Hyland - Director
Shoals Harmony 7/3/95

SKILL AREA X: REHEARSAL PLANNING AND IMPLEMENTATION

PART I: (FOR DIRECTOR/CO-DIRECTOR OR ASSOC./ASS'T. DIRECTOR ONLY - to be completed by the DMA or her designated representative)

NOTE: Part I of this evaluation is available for Directors/Co-Directors and Assoc./Ass't Directors only.

Classification: Directors/Co-Directors ☒ Assoc./Ass't. Directors ☐

INSTRUCTIONS TO DMA: Based on your observation of an actual rehearsal situation, evaluate the program participant's rehearsal technique by assigning a numerical rating of 1-5 (5 = excellent ; 1 = poor) for each item.

- | | |
|---|---------------------|
| 1. Begins rehearsal on time. | $51 \div 12 = 4.25$ |
| 2. Includes time for the Assoc./Ass't. Director(s) and choreographers, as needed. | $22 \div 12 = 1.83$ |
| 3. Provides sufficient vocal warm-up. | $59 \div 12 = 4.91$ |
| 4. Planned schedule for rehearsals is evident. | $56 \div 12 = 4.66$ |
| 5. Provides a challenging pace and variety for the rehearsal format. | $55 \div 12 = 4.58$ |
| 6. Rehearses existing repertoire. | $57 \div 12 = 4.75$ |
| 7. Works on new repertoire. | $49 \div 12 = 4.08$ |
| 8. Provides time for introduction and acknowledgment of guests. | $55 \div 12 = 4.58$ |
| 9. Appears to know the music thoroughly. | $56 \div 12 = 4.66$ |
| 10. Ends rehearsal on time. | $59 \div 12 = 4.91$ |
| 11. Gives criticism and praise appropriately. | $55 \div 12 = 4.58$ |
| 12. Seems to spend the proper amount of time on each activity. | $55 \div 12 = 4.58$ |
| 13. Demands an appropriate level of achievement from chorus. | $54 \div 12 = 4.5$ |
| 14. Provides appropriate rest periods | $53 \div 12 = 4.41$ |
| 15. Maintains an even temperatment. | $58 \div 12 = 4.83$ |

TOTAL POINTS

66.11

Total points 66.11 $\div 15$ = Score, Part I 4.4

Score, Part I + Score, Part II = Total Score

Signed: Pat Estok, DCP Conductor, DMA # 23 Date: 7/9/95
 0644B/4-93

MEMO

DATE: June 7, 1995
FROM: Pat Estok, DCP Coordinator #23
TO: Hilda Richardson
RE: Enclosed "stuff"

=====

Hi Hilda,

I met your new president at the May Meeting but could not remember her name!! Please give the enclosed information to her and ask her to forgive me for not remembering!! Hopefully, it just "maturity" sneaking up on me!! I do appreciate you taking care of this for me and I know Beverly does too.!!

Hope to see you at Summer Camp.

cc: Barbara Hansen, DMA: Beverly Hyden, DCP Candidate



SWEET ADELINES
INTERNATIONAL

*... an educational organization
promoting four-part harmony,
barbershop style,
for women*

HEART OF DIXIE REGION #23

103 Razz Way
Panama City Bch, FL 32408
904-234-6039

June 7, 1995

Shoals Harmony President
c/o Hilda Richardson
226 Randolph Ct.
Florence, AL 35630

Dear President:

Beverly Hyden asked that I send the Directors Certification Program Evaluations to you so that she continue her testing in the program. The evaluations are a very important part of the program which the International Education Direction has developed to measure the level of achievement for participants in the program.

I am asking that you, as chapter president, monitor the evaluation process for the following enclosed skill areas:

| | |
|------------------|---------------------------------------|
| SKILL AREA IV: | TEACHING SKILLS/PART I |
| SKILL AREA V: | MANAGEMENT SKILLS |
| SKILL AREA VIII: | COMMUNICATION SKILLS |
| SKILL AREA X: | REHEARSAL PLANNING AND IMPLEMENTATION |

A copy of each area is enclosed. You will need to make 11 additional copies so that each evaluator will have one copy of each form. The procedure and instructions are as follows:

1. The evaluation "team" will consist of six board members selected by you, the president, and six additional chorus members selected by Beverly. You may be one of the 12 selected.) You should advise the chorus members selected of the purpose and importance of these evaluations and instruct them to evaluate each item.
2. The evaluation should be held at a time and place that provides privacy. It may be held prior to or immediately following a chorus rehearsal. Beverly should not be in the room while the evaluation forms are being completed.
3. You should distribute an evaluation form for each skill area to each of the 12 selected chorus members then collect them as soon as they are completed. To assure the evaluators and Beverly that the comments are confidential, place the completed forms in an envelope and seal the envelope in the presence of the evaluation "team".
4. As soon as possible following the evaluation, please mail the envelope containing the forms to me.
5. Please plan to do these evaluations within the next 30 days.

May 13, 1995

Hi Beverly,

Good job on your Tests!! If you had had more time you would have scored higher on the theory...you made the same score and didn't have time to finish it!!

Enclosed are the sheets I give my chorus for Pythagorean Tuning. I ask them to mark their parts ONLY with a different colored highlighter so that they know they have to sing those notes higher. When I have them do it as a chorus...in a class type situation...we'll go through a complete song, a phrase at a time so the other parts don't get bored...to be sure they understand what they are suppose to do. Hope it helps!! If you have any questions either call, write, or....I'll see you at Summer Camp!!

Why not send a video to Kim of an uptune and a ballad so you can get "Conducting Skills" finished?? You really did a GREAT job when you directed at the meeting!! If you want, I'll also send the evaluation sheets for Management Skills, Communication Skills, and Rehearsal Planning to your president (let me know who she is!!) and you be *FINISHED!!!*

See you at camp...

DATE: May 13, 1995
 FROM: Pat Estok, DCP Coordinator #23
 TO: Beverly Hyden, Metro Nashville
 RE: Directors Certification Program/Test Scores

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| <u>TEST</u> | <u>POSSIBLE SCORE</u> | <u>DATE OF TEST</u> | <u>SCORE</u> |
|--|---------------------------|-------------------------|----------------|
| D1: *Conducting Skills | 10 | | |
| D2: *Analytical Listening Skills | 10 | 09/16/94 | 7.0 |
| D3: **Organizational Knowledge | 10 | 05/05/95 | 8.0 |
| D4a:**Teaching Skills A (Director) | 10 | | |
| D4b:**Teaching Skills B (Other) | 10 | N/A | |
| D5a:**Management Skills (Directors) | 5 | 05/05/95 | 3.5 |
| D5b:**Management Skills (All) | 5 | 09/16/94 | 2.5 |
| D6: *Judging Categories | 10 | 05/05/95 | 6.0 |
| D7: *Vocal Production Knowledge | 10 | 01/20/95 | 6.5 |
| D8a:**Communication Skills (Directors) | 5 | | |
| D8b:**Communication Skills (All) | 5 | 05/05/95 | 3.0 |
| D9: *Music Theory | 10 | 01/20/95 | 7.2 |
| D10: *Rehearsal Planning I (Directors) | 5 | | |
| D10a:*Rehearsal Planning II (All) | 5 | 10/08/93 | 5.0 |
| *MUSICAL/TECHNICAL | | | 31.7 |
| **MANAGEMENT/COMMUNICATION | | | 17.0 |
| TOTAL | | | 48.7 |

NOTE ABOUT RE-TESTING:

If the "Date of Test" did not change in an area you where you retested, you did not make a higher score.

cc: Barbara Hansen, DMA

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA II: ANALYTICAL LISTENING SKILLS

(To be completed by Program Participant)

PARTICIPANT'S NAME Beverly Hyden CHAPTER Metko Nashville DATE 5/5/95

Classification: Director/Co-Director _____ Assoc./Ass't. Director _____ Candidate ✓

INSTRUCTIONS: Listen to each taped example and circle the correct answer.

1. WILD AND WOOLY GIRLS OF THE WEST

One section is not fulfilling its barbershop balance responsibilities. Which section is it?

tenor

lead

baritone

bass

2. I KNOW WHAT IT MEANS TO BE LONELY

The area needing the most work for this chorus to improve its score in the sound category is:

harmony accuracy

expressive sound

forward motion

balance

3. WHITE CLIFFS OF DOVER

This chorus sings softs:

well focused

resonated

breathy

out of balance

4. WHEN THE BAND PLAYS

Chord clarity is most affected by:

inaccurate interval singing

balance problems

poor vocal production

5. SO TIRED AND LONELY

Serious difficulties with which section affect the barbershop balance?

tenor

lead

baritone

bass

6. HOW YA GONNA KEEP 'EM DOWN ON THE FARM

Forward motion is hampered by:

inappropriate tempo

unsupported phrase endings

dynamic variance

synchronization

finesse

7. OLD VAUDEVILLE DAYS

Continuous sound is hampered by:

balance problems

synchronization

breathy tones

choppy word delivery

8. DON'T CRY LITTLE GIRL

In addition to inaccurate interval singing, what factor is affecting chord accuracy?

synchronization problems

dynamic problems

tempo problems

resonance problems

9. WHO'LL TAKE MY PLACE

These singers demonstrate this general approach to the song:

pop style

solo style

barbershop style

10. HELLO, MY BABY

The primary concern of this performance is:

inaccurate singing

poor resonance

breathy singing

choppy directing

Score =

7

Signed:

Pat Eskola, DCP Coordinator

, DMA # 23

Date

5/11/95

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA III: ORGANIZATIONAL KNOWLEDGE
(To be completed by program participant.)

PARTICIPANT'S NAME Beverly Hyden CHAPTER Metro Nashville DATE: 5/5/95
Classification: Director/Co-Director _____ Assoc./Ass't. Director _____ Candidate

A. Write the letter identifying the term in the list below which correctly matches each of the following descriptions. No term is used more than once.
(1 point for each correct answer)

- | | |
|--|---|
| A. Worldwide Committee | J. Tucson, Arizona |
| B. Director of Musical Activities | K. Prospective Chapter Supervisor |
| C. Coronet Club | L. Queens of Harmony |
| D. 2 | M. Regent |
| E. International Board of Directors | N. 3 |
| F. Leadership Development Committee | O. Tulsa, Oklahoma |
| G. Education Direction Committee | P. 26 |
| H. Membership Development Representative | Q. 27 |
| I. Music Education Committee | R. Worldwide Region Chapter Supervisors |

- E 1. The governing body of Sweet Adelines International.
- B 2. Who is responsible for overseeing the musical excellence of the region?
- G 3. Who is responsible for supervising and evaluating both the musical and administrative programs of Sweet Adelines International?
- Q 4. The number of geographic regions in Sweet Adelines International, including the Worldwide Region.
- N 5. A chapter must compete at least once every _____ years in order to renew its charter.
- M 6. The chief elected officer in the region.
- O 7. The location of International Headquarters.
- R 8. Who is responsible for planning, supervising, and evaluating the administrative and musical programs of all chapters outside the North American continent?
- L 9. The title given to International quartet champions.
- H 10. Who is responsible for supervising the internal development of prospective chapters in the region?

B. Answer each of the following as indicated. (2 points for answering each numbered item correctly; no partial credit.)

1. The purpose of Sweet Adelines International is to Educate its members in the singing of 4 Part Harmony Barbershop Style.
2. What is the name of the International President? Marge Bailey.
3. What is your Regent's name? Doris Pilsow.
4. What is your DMA's name? Barbara Hanson.
5. What is the name of the Executive Director of the International Headquarters staff? Sharon Greene.

To be completed by DMA:

Total points 16 ÷ 2 = Score 8

Signed: Pat Estok, DCP Conductor, DMA # 23 Date 5/11/95

SWEET ADELINES INTERNATIONAL
DIRECTORS CERTIFICATION PROGRAM

SKILL AREA V: MANAGEMENT SKILLS

PART II: To be completed by all program participants and evaluated by DMA.

Classification: Director/Co-Director _____ Assoc./Ass't. Director _____ Candidate ✓

INSTRUCTIONS: Respond to each of the following items as indicated.

1. List five (5) ways you could assist your director if you were an assoc./ass't. director of a 40-voice chorus. (5 points possible)

Conduct Vocal warmups

Teach songs to section Leaders

4 Arrange for some one on one time with different members each week to work on Vocal Production.

Be sure you know all songs & proper Vocal Production.

2. Describe how you would develop an effective music team if you were the director of a 65-voice chorus. (3 points possible)

Choose the most qualified people to serve as section leaders, Choreographers,

2 Train a couple of others to be ass't directors
Have a tapping Program and be sure to qualified people listen to tapes, All with the same idea,

3. What are the key ingredients of a good working relationship between the chorus director and board of directors? (2 points possible)

1 Communication!

understanding

Total points, Part I 7 ÷ 2 = Score, Part 3.5

SWEET ADELINES INTERNATIONAL
DIRECTORS CERTIFICATION PROGRAM

SKILL AREA VI: JUDGING CATEGORIES
(To be completed by program participant)

PARTICIPANT'S NAME Beverly Hyden CHAPTER Metro Nashville DATE 5/5/95
Classification: Director/Co-Director _____ Assoc./Ass't. Director _____ Candidate -

INSTRUCTIONS: Write the correct answer in each blank.

1. In the music category, 40% of your score has to do with the arrangement.
2. In the sound category, 70% of your score relates to artistic sound.
3. In the expression category, lyric interpretation accounts for 60% of your score.
4. In the showmanship category, 70% of your score is focused on Performance.
5. The number of different chords (major triad, minor 7th, for instance) used in barbershop arrangements is 11.
6. The number of total points available for a two-song performance in a regional competition is 200.
7. In order to be eligible for an International award at your regional competition, your total score must be 600 points or above.
8. How many categories are affected by harmony accuracy? 4.
9. Which category scoresheet has a picture of the barbershop cone? Sound.
10. In case of a tie score, the score in the Sound category breaks the tie.

To be completed by DMA:

Total correct answers 6 Score 6

Signed: Pat Estok, DCP Coordinator, DMA ²³ Date 5/11/95