



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

November 28, 2008

KATHY WATKINS
6636 RIDGEVIEW CT
LOVELAND, OH 45140

Dear KATHY,

Enclosed is your progress report for DCP module testing completed so far and dates the tests were completed. The progress report indicates the score you received on the modules completed recently by the chorus evaluations.

Testing is available at most regional meetings. The next available testing date will be during Winter Warmup in January. Watch for the Region Bulletins to announce classes and testing times.

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
Bev Miller, Education Coordinator
Zoe Hagy, Director Coordinator
file



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

Barb Hensley
11 Sabre Court
Ft Thomas, KY 41075

Dear Barb,

The Director Certification Program (DCP) is an educational program designed to provide additional training and further develop skills of Sweet Adeline Chorus Directors, Assistant Directors, or anyone else interesting in furthering their musical education.

Four modules of the current DCP require that teaching, communication, management and rehearsal planning skills of the DCP participant be evaluated by chorus members. These evaluations are to be completed by six team members selected by the chorus president/team manager and six chorus members selected by the DCP participant.

Enclosed are the evaluation forms to be used for these four modules for your assistant director, Kathy Watkins. Please distribute the forms as instructed and collect them when completed. It is important that the responses be kept confidential. Completed forms should be returned to me. I will compile the results and submit a progress report to Kathy and International.

In Harmony,

Rita Tucker
DCP Coordinator

cc: file
enclosure: 1 packet of evaluation forms

To Whom It May Concern:

Some questions are not applicable because Kathy hasn't had the opportunity to do some of the activities listed.

One of the best qualities Kathy has is organization. She is especially good at making good use of the time she has to work with and making sure that every stone is turned in preparation for a particular event. I have been fortunate enough to sing in quartets with Kathy and was always impressed with her commitment to always doing the best job possible.

I am sure that she will follow this path if she is selected for this program.

Thank you

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

CONFIDENTIAL

Report for fiscal year 200 8 - 200 9

CONFIDENTIAL

DCP Member's Name Kathy Watkins Region # 4
Chorus Name Cincinnati Sound Chorus

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

 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:

6.0 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: 8-18-03

 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:

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

Date of exam: 5-16-08

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

Date of exam:

5.0 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: 1-21-05

Score Part 1: Score Part 2: 5.0

Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

8.0 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: 5-16-08

 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.**

5.0 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: 1-21-05

Score Part 1: Score Part 2: 5.0

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

Enter appropriate score above.

4.5 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: 1-21-05

Score Part 1: Score Part 2: 4.5

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

Enter appropriate score above.

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 chartered 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, excluding bonus points, and must have been the chorus' director for at least one year

<u>16.5</u>	Total score received in musical/technical skills
<u>17.5</u>	Total score received in management/communication skills
34.0	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: Leaders Retreat 5/08,
Regional Competition 4/08

COMMENTS BY DCP COORDINATOR: _____

<u>2-14-03</u>	Date applied to DCP
<u>4-10-03</u>	Date advanced to Approved Director
_____	Date recommended to Certified Director
_____	Date recommended to Master Director
<u>5-30-08</u>	Date reaffirmed at current status

Date: 5-30-08 Signed: Lita Q. Juarez Region # 4
DCP Coordinator

cc: DCP Participant
Music Services Department
DCP Coordinator

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

May 29, 2008

KATHY WATKINS
6636 RIDGEVIEW CT
LOVELAND, OH 45140

Dear KATHY,

Enclosed is your progress report for DCP module testing completed so far and dates the tests were completed. The progress report indicates the score you received on the modules completed at Leaders Retreat in May.

Testing is available at most regional meetings. I will let you know when the next available testing date is planned.

I look forward to working with you to attain your goal of Approved 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
Bev Miller, Education Coordinator
Zoe Hagy, Director Coordinator
file

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

CONFIDENTIAL

Report for fiscal year 2004 - 2005

CONFIDENTIAL

DCP Member's Name Kathleen Watkins Region # 4
Chorus Name Seven Hills

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

 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:

6.0 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: 8-18-03

 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:

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

Date of exam:

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

Date of exam:

5.0 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: 1-21-05

Score Part 1: Score Part 2: 5.0

Enter total score above.

MANAGEMENT/COMMUNICATION SKILLS

 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:

 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.

5.0 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: 1-21-05

Score Part 1: Score Part 2: 5.0
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

4.5 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: 1-21-05

Score Part 1: Score Part 2: 4.5
(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

11.0 Total score received in musical/technical skills

9.5 Total score received in management/communication skills

20.5 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: Regional Meetings, 1/03, 7/04

COMMENTS BY DCP COORDINATOR: _____

STATUS

2-14-03 Date applied to DCP

4-10-03 Date advanced to Approved Director

_____ Date recommended to Certified Director

_____ Date recommended to Master Director

1-29-05 Date reaffirmed at current status

Date: 1/29/05 Signed: Lita A. Tucker 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

January 29, 2005

Kathleen Watkins
6636 Ridgeview Ct
Loveland, OH 45140

Dear Kathy,

Enclosed is an updated progress report showing the results of the modules you completed at Winter Warmup. As indicated on the progress report, you have 5 module tests to complete, plus the conducting evaluation and the chorus evaluations.

Let me know when you would like the chorus to complete the evaluations and I will send them to your team manager/president.

Looking forward to helping you complete your DCP and attain your goal.

In Harmony,

A handwritten signature in cursive script, appearing to read "Rita".

Rita Tucker
DCP Coordinator
Region #4

Cc: Pat Berry, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
file

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

CONFIDENTIAL

Report for fiscal year 200 3 - 200 4

CONFIDENTIAL

DCP Member's Name

Kathleen Watkins

Region #

4

Chorus Name

Seven Hills

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

_____ 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: _____

6 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: 8-18-03

_____ 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: _____

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

Date of exam: _____

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

Date of exam: _____

_____ 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: _____

Score Part 1: _____ Score Part 2: _____

Enter total score above.

MANAGEMENT/COMMUNICATION SKILLS

_____ 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: _____

_____ 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: _____

Score Part 1: _____ Score Part 2: _____
(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: _____

Score Part 1: _____ Score Part 2: _____
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

SCORE REQUIREMENTS

Approved Director: Combined scores of at least 50 points in all ten skill areas

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, and must have received director's educational training during the past 12 months

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

6 Total score received in musical/technical skills

- Total score received in management/communication skills

6 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: 2003 IES.

COMMENTS BY DCP COORDINATOR: _____

STATUS

2-14-03 Date applied to DCP
____ Date advanced to Approved Director
____ Date recommended to Certified Director
____ Date recommended to Master Director
8-18-03 Date reaffirmed at current status

Date: 8-18-03 Signed: Leta A. Juczew 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

August 18, 2003


Kathleen Watkins
6636 Ridgeview Ct
Loveland, OH 4140

Dear Kathleen,

I have received and graded the Module #2, Analytical Listening, test that you completed at IES. Enclosed is the progress report showing the results and the modules yet to be completed.

Congratulations on completing your first module and I am looking forward to working with you to complete the DCP program and attaining your goals. Let me know if you wish to complete testing at any Region 4 events. I will see that the testing is available.

In Harmony,


Rita Tucker
DCP Coordinator
Region #4

Cc: Pat Berry, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
file