

# Memo

Date: July 13, 2016

To: Deb Bringman, DCPC #4

From: Emily Mock, Music Services Assistant

Re: DCP Advancement – Region #4

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Dear Deb,

This is to notify you that Susan Clark (Assistant Director of Scenic City Chorus) has advanced to the level of certified director.

Enclosed is the certificate that you, your Director Coordinator or your Education Coordinator may want to present at a regional event or on an individual basis.

Feel free to contact me if you have any questions.

Enclosures to follow in hard copy.

cc: Education Direction Committee Chair  
Natalie Allen, ED #4  
Tamatha Goad, Sr. Director of Marketing and Communications  
Katie Grassmyer, Director of Music Services and Membership  
Stephanie Darling, Managing Editor/Staff Writer  
Martha Clemons, Education Coordinator  
Molli McDaniel, Education Coordinator  
Kirsten Johnson, Music Services Coordinator  
Lauren Stark, Marketing and PR Coordinator  
Emily Mock, Music Services Specialist- DCP

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

CONFIDENTIAL

Report for fiscal year 20\_\_\_\_ - 20\_\_\_\_

CONFIDENTIAL

DCP Member's Name **Susan Clark**

Region # **4**

Chorus Name **Scenic City**

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** 1. **Directing** - 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: 6/22/16

**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: 4/28/14

**9.4** 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: 6/14/14

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

Date of exam: 6/14/14

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

Date of exam: 1/5/13

**9.6** 10. **Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates- take Part 2 only. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

Date of evaluation: 6/8/15; 8/23/14

Score Part 1: 4.6

Score Part 2: 5

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

**9** 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: 5/31/16

**7.8** 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: 6/2/14

Score Part 1: 7.8

Score Part 2: \_\_\_\_\_

(Max. 10 pts.)

(Max. 5 pts.)

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

**8.5** 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: 6/8/15; 9/28/14

Score Part 1: 4.1

Score Part 2: 4.4

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

**9.5** 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: 6/8/15; 9/28/14

Score Part 1: 4.5

Score Part 2: 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 or international educational event within the last 12 months

Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 7 points in the area of directing skills, a combined minimum score in the five remaining musical/technical areas of at least 33 points and a minimum of 6 points in each area, and at least 26 points in management/communications skills with a minimum of 4 points in each area; must have attended a regional or international educational event 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

49.5 \_\_\_\_\_ Total score received in musical/technical skills

34.8 \_\_\_\_\_ Total score received in management/communication skills

84.3 \_\_\_\_\_ Total score received in all skills

List attendance at regional/international education events in the last 12 months.

Please give specific dates for each event: \_\_\_\_\_

COMMENTS BY DCP COORDINATOR: \_\_\_\_\_

**STATUS**

\_\_\_\_\_ Date applied to DCP  
\_\_\_\_\_ Date advanced to Approved Director  
6/30/16 \_\_\_\_\_ Date recommended to Certified Director  
\_\_\_\_\_ Date recommended to Master Director  
\_\_\_\_\_ Date reaffirmed at current status

Date: 6/30/16

Signed: Debra A. Bringman  
DCP Coordinator

Region # 4

cc: DCP Participant  
Music Services  
DCP Coordinator

**FOR OFFICE USE ONLY**

Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_  
DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_



**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 3 EVALUATION  
ORGANIZATIONAL KNOWLEDGE & DIRECTOR RESOURCES**

Participant's Name Susan Clark  
Chapter Scenic City Date 5-23-16  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. ☒ Candidate \_\_\_\_\_

*Instructions to Participant:*

Write the letter corresponding to the item in the list below that correctly matches each of the numbered descriptions that follow. No term is used more than once.

- |  |  |
|--|--|
| A. Worldwide Liaison                           | J. Prospective Chapter Supervisor          |
| <del>B.</del> Education Coordinator            | <del>K.</del> <i>The Pitch Pipe</i>        |
| C. Coronet Club                                | <del>L.</del> Directors' Coordinator       |
| D. 2   | <del>M.</del> 3                            |
| <del>E.</del> International Board of Directors | <del>N.</del> The quantity you've paid for |
| F. Leadership Development Committee            | O. The quantity you need                   |
| <del>G.</del> Education Direction Committee    | <del>P.</del> Copyright holders            |
| <del>H.</del> Membership Coordinator           | <del>Q.</del> Music Services Department    |
| I. Music Education Committee                   | R. Arrangers                               |

- E 1. The governing body of Sweet Adelines International
- L ☒ 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 educational programs of Sweet Adelines International?
- Q 4. Whom would you contact to determine if an arrangement has been copyright cleared?
- M 5. A chapter must compete at least once every \_\_\_\_ years in order to renew its charter.
- B ☒ 6. One of the two elected members of the Regional Management Team.
- N 7. For a Ready, Set...Grow program, how many copies of music may you make for those attending?
- P 8. The primary intent of copyright laws is to protect \_\_\_\_.
- K 9. What is the name of the official publication of Sweet Adelines International?
- H 10. Who is responsible for supervising the internal development of prospective chapters in the region?

Fill in the blanks:

11. The purpose of Sweet Adelines International is to educate  
its members in the singing of barbershop harmony
12. What is the name of the International President? Paula Davis
13. What is your Communications Coordinator's name? Bethany Grate (Daley)
14. What is your ED's name? Natalie Allen
15. What is your Events Coordinator's name? Jamie Kamin
16. What is the name of the international program designed to introduce young women to the barbershop art form? Young Women in Harmony
17. Of the eight regional leaders, to whom would you go for:
  - a. approval of chapter standing rules? team coordinator Bev Miller
  - b. help in finding a coach? education coordinator
  - c. help with membership retention? membership coordinator  
Lynn Hartmuth

Participant: Leave the rest of this page blank.

18 total points (Each correct answer is worth 1 point.)

Divide total points by 2 = 9 TOTAL SCORE (maximum 10)

Evaluator Debra A. Bringham Date 5/31/16  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_

# DIRECTOR CERTIFICATION PROGRAM

## SKILL AREA EVALUATION

### CONDUCTING SKILLS

Participant's Name Susan Clark  
Chapter Scenic City Chorus Date 6/13/16  
Classification: Director/Co-director X Assoc./Asst. dir. \_\_\_\_\_ Candidate \_\_\_\_\_

#### Instructions to Evaluator:

Evaluation based on (check one):

\_\_\_\_\_ actual observation X videotaped example

Based on your observation, evaluate the participant's conducting skills by assigning a numerical rating of 1 - 5 (5 = highly effective, 1 = ineffective) for each item.

1. 3 Demonstrates understanding of ictus through appropriate breaths and downbeats
2. 4 Demonstrates ability to keep a steady tempo in an uptune
3. 4 Demonstrates *rubato* technique appropriate to the interpretation of a barbershop ballad
4. 3 Demonstrates ability to indicate attacks and releases clearly
5. 5 Exhibits congruency between mouth posture and hand motions
6. 5 Exhibits body posture appropriate for good singing
7. 5 Avoids body posture distractions
8. 5 Maintains eye contact with the performing unit
9. 3 Exhibits facial posture appropriate for expressive singing
10. 3 Demonstrates ability to communicate dynamics effectively

40 Total Points

Divide total points by 5 = 8 TOTAL SCORE (Maximum 10)

Evaluator Kim Wonders Date 6/22/16

Education Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_



Compilation =  $32.23 \div 5 = 4.1$

**DIRECTOR CERTIFICATION PROGRAM  
SKILL AREA 5 EVALUATION — PART 1  
MANAGEMENT SKILLS**

Participant's Name Susan Clark  
Chapter Scenic City Date 6/11/15  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. \_\_\_\_\_  
Skill Area 5 Evaluation — Part 1 is to be completed for Director/Co-director and Assoc/Asst. director only.  
(Candidates are not eligible for Skill Area 5 — Part 1.)

*Instructions to chorus member:*

Please complete this questionnaire in accordance with the directions provided by your president.  
**The information on this evaluation form is confidential and should not be discussed with the president, the participant or any other chorus member.**

Evaluate the participant's management skills by assigning a numerical rating of 1-5 for each item (5 = highly effective, 1 = ineffective) for each item.

- 4.1 The participant selects and utilizes chorus members to assist her in the chapter's musical program.
- 4.3 The participant provides training for the music staff members.
- 3.5 The participant delegates duties to members showing strength in special areas.
- 4.43 The participant works effectively with chapter administration.
- 4 The participant develops, trains and utilizes a musical team that makes it possible for each chorus member to receive individual assistance.

5	2	5	—	3	5	4	—	5	$4 = 33 \div 8 =$
—	—	5	3	—	5	—	—	—	$4 = 17 \div 4 =$
—	—	5	3	—	3	—	—	—	$3 = 11 \div 4 =$
4	—	4	4	5	5	5	—	—	$4 = 31 \div 7 =$
—	—	5	4	—	4	—	—	—	$3 = 16 \div 4 =$