

January 2008

Dear CM Branch Chairs:

The 2008 Certificate of Merit evaluations will be here before we know it! By now we are all busy organizing our facilities, students, teachers and evaluators to insure that things run as smoothly as possible. It's amazing that we get all of this done and still manage to teach and prepare our own students. Your willingness to serve MTAC in the very important capacity of branch chair is greatly appreciated. The work that you do and the time you volunteer is vital to the CM program. The program simply could not operate without you. The more than 30, 000 music students statewide who participate in CM benefit from your efforts. Thank you so much!

This mailing is only available online. Please print out any of the pages that you will need for your branch. Mailing #3 will be sent via UPS; look for that to arrive by the end of January.

Please be aware of the following key points:

➤ ***EVALUATOR PAYMENT INVOICES- these will arrive from the State Office next week.***

Please schedule two (2) fifteen-minute breaks (one morning and one afternoon) and plan for a forty-five minute lunch. Fill out this form in advance of CM day. Do not leave the form blank for the evaluator to fill out. This means you shouldn't make any changes on it because of "no-shows" or cancellations. The evaluator is compensated for the amount of time that was scheduled (please do not use 24-hour "military time"). The evaluator is given all copies of this form at the end of the evaluation day

➤ ***EVALUATOR SCHEDULE***

The evaluator must be given a copy of the evaluator schedule at the end of the day. Please make sure a copy is available for them. If you require the NCR forms, please contact the State Office.

➤ ***EVALUATION RESULTS***

All results must be entered into the Database for all students in Path A

➤ ***TESTING MATERIALS***

Testing materials must remain in the Chairs possession until after April 6th.

➤ ***MAKE-UPS***

As stated in CM Policy V #1, there are no transfers between branches. The Make-Up Procedure (MUP) will remain the same as last year and will be posted online.

➤ ***EVALUATION REPORT FORM***

If your branch is using the Evaluation Report Form from the State website, be sure to copy it as a 2-sided form on legal size paper. Each teacher should have the instructions, found on-line at the State website, for filling out this form. If your branch is using the online Evaluation Report form, click on the link for instructions to teachers regarding its use. <http://www.mtac.org/programs/CMforms/EvalReportInstructions2008.pdf>

➤ ***CONVENTION RESULTS***

After evaluations and after you have entered all results, instruct your teachers to go online to submit their students for the convention performances. Please remind them that it is their responsibility to do this (not yours). Some teachers still seem confused that they must go back online and submit their student for convention. Please remind them that they must click on the SUBMIT button.

➤ ***PANEL***

Check the MTAC Calendar and Panel Information for deadlines and instructions. If you have questions, contact the appropriate Panel Chair.

➤ **OPTIONAL IMPROVISATION**

If a student will be using an improvisation activity, it is NOT necessary to photocopy the activity that they will be doing. It is not necessary to use the listed materials. Please check the MTAC website under *Improvisation* for more information. Remember that improvisation does not take the place of a technique requirement; it is performed in addition to all technique.

➤ **TRACKING FORM**

For disciplines evaluated away from their home branch, be sure to complete the Tracking Form from Julie McIntosh Johnson (Assistant CM Coordinator).

➤ **BRANCH CHAIR HELP PAGE**

Please make sure you use this link; it has so much information that will help with many of your questions.

<http://www.mtac.org/programs/CMregistrationhelp/ChairInstructions.pdf>

Thank you to Amy Martin who is our new Information Chair this year. Her job includes sending out the CM News. Please read these newsletters carefully and tell your teachers to read them carefully as well. If you have a problem opening the newsletters sent by email, please let Amy know immediately.

Please refer to both the newsletters and the policies whenever a branch member has a question about the CM process; both are online. Emphasize the Line of Communication policy to them (Policy IV #1). Remind them to contact you, not a Council member or State Board member. I would also ask that you only email or call anyone on the CM Council after you have read the newsletter and policy. I receive dozens of emails every day, and so do many on the council. I often run out of time, so keep trying if you don't hear back (or contact the person on the council that is in charge of the issue you have questions about). I do prefer emails because I can get to those any time of the night!

Again, many thanks for your outstanding efforts. It is a joy and honor working together with such a tireless group of workers.

Sincerely,

Karen S. Becker

CM State Coordinator

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