WHERE TO GO FOR ANSWERS
23 August 2017

Music Handbook: 
academic.udayton.edu/musichandbook
- Department Calendar
- Friday Recital schedule
- Common Hour schedule
- Faculty/student lists
- Operations Manual
  - Degree program requirements
  - Departmental online forms
  - Departmental policies and procedures
  - Sears Recital Hall: reservation and use
  - Credit and time requirements
  - Health and safety guidelines
  - Useful hyperlinks

Chair: Dr. Julia Randel
- Overseeing faculty and student issues
- Implementation of policies and procedures
- Department representative to the UD community
- Department representative to the Dayton community
- Approval of special topics courses and add/drop forms
- Concerns of any kind

Dorothy Michalski (Senior Administrative Assistant)
- Faculty travel
- Faculty issues
- Finance

Susan Newcomb (Administrative Assistant)
- Faculty meeting minutes
- Instrument inventory
- Locker assignments and usage
- Ensemble travel
- Faculty searches

Karen Solarek (Administrative Assistant)
- Auditions
- Recruitment
- Advertising
- Student recruiters

Michelle Baldygo (Administrative Assistant)
- Sears Recital Hall
- Student workers
- Classroom schedules
- Student talent awards
- Facilities, cleaning, and supply work orders
- Course evaluations

Degree Coordinators:
- MUC: Dr. Toby Rush
- MUE: Prof. Susan Raponi
- MUP: Dr. Willie Morris / Dr. Ryu-Kyung Kim
- MUT: Dr. Susan Cardstrom
- MUS: Dr. Donna Cox

Performance Area Coordinators:
- Brass: Dr. Chad Arnow
- Guitar: Prof. Jim McCutcheon
- Percussion: Prof. James Leslie
- Piano: Dr. Eric Street
- Strings: Prof. Kara Camfield
- Voice: Dr. Minnita Daniel-Cox
- Woodwinds: Dr. Willie Morris

Ensemble Directors:
- Chorale/Choral Union: Prof. Andrew Hohman
- Ebony Heritage Singers: Dr. Donna Cox
- World Music Choir: Dr. Sharon Gratton
- Opera Workshop: Dr. Minnita Daniel-Cox
- SWE / Orchestra: Dr. Patrick Reynolds
- Concert Band / POD: Prof. Kenneth Will
- Jazz Ensembles: Dr. Willie Morris / James Leslie
- Athletic Bands: Dr. Willie Morris
- Gamelan: Dr. Willie Morris / James Leslie
- Early Music Ensemble: Dr. Samuel Dorf

Accompanists:
- Prof. John Benjamin
- Dr. Randall Wolfe
- Dr. Andrea Arese-Elias
- Recommended accompanists in Music Handbook

Recruitment/Admissions:
- Dr. Chad Arnow
- Dr. Willie Morris
- Karen Solarek

Student Recruiters
- Emily Freyberger (MUT)
- Connor Fuhrmann (MUP)
- Gabriella Klotz (MUP)
- Victoria Obermeier (MUT)

Student Coordinator of Recital and Concert Programs:
- Lesley Wray (MUT)

Music Librarian
- Sarah Whitehouse (MUT)

Music Student Advisory Group:
- Liz Turnwald (MUS)
- Alicia Simpson (MUT)

MALL (Musical Arts Learning Laboratory):
- Dr. Toby Rush (Technology)
- Dr. Heather MacLachlan (Listening resources)
- Student Manager: Matthew Stevenson (MUT)

Piano Tuning and Repair:
- Jennifer Hohman

Ushers for Recitals:
- UD.SAI.Ushering@gmail.com

Stage Crews for Recitals:
- PMAStaging@gmail.com

Music Theory/Aural Skills Tutors:
- Tim Schroeder (MUT)
- Liz Turnwald (MUS)
- Lesley Wray (MUT)

Sears Website:
udayton.edu/artssciences/about/facilities/sears_recital_hall.php