

**NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC**

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December 20, 2019

Jennifer Cunningham  
Director, Department of Arts and Humanities  
Kirkwood Community College  
6301 Kirkwood Boulevard, Southwest  
Cedar Rapids, IA 52404

Dear Director Cunningham:

Thank you for submitting your application for review by the NASM Commission on Community College Accreditation. The Commission, at its November 2019 meetings, took action on the institution's application.

Please find enclosed a Commission Action Report describing this action in detail. This Report contains information of note and, if applicable, any requests for further information from the Commission. Please note the Association's policy regarding *Disclosure and Confidentiality*, a copy of which has been enclosed.

This action is taken based upon a review of Kirkwood Community College according to the NASM accreditation standards in effect in November 2019.

The institution, seeking accreditation with NASM, is asked to participate in reviews and revisions to the NASM *Handbook*, and is reminded to maintain its operations and programs current with NASM standards as these are developed and approved.

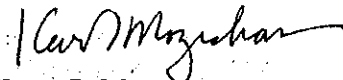
The Commission on Community College Accreditation and the Association appreciate the institution's efforts with regard to its application, and its careful consideration of and attention to NASM accreditation standards and guidelines. Further, the Commission and Association appreciate the work accomplished by the institution on behalf of music and higher education.

Please contact the NASM National Office staff if you have questions or need assistance with regard to this action or any other aspect of the work of the Association.

We offer congratulations on your achievements and best wishes for the continuing success of the institution.

Thank you.

Sincerely yours,



Karen P. Moynahan  
Executive Director

KPM:jk

Enclosure

cc: Lori Sundberg, President

Kirkwood Community College

**National Association of Schools of Music**

11250 Roger Bacon Drive, Suite 21

Reston, Virginia 20190-5248

**COMMISSION ACTION REPORT**

This document provides the official action of the Commission as indicated in the cover letter of the same date.

**December 20, 2019**

**KIRKWOOD COMMUNITY COLLEGE**

**Department of Arts and Humanities**

**Action:**

**Action 1 of 1:** Application for Membership – Response

The Commission voted to accept the Response and grant Associate Membership with the degree listing indicated below.

The Commission requests a Progress Report addressing the issues cited below.

**NASM Degree Listing:**

Associate of Arts in Music (Instrumental, Jazz, Vocal).

**Next Full Review:**

2024-2025 Academic Year

**Items for Progress Report:**

1. It is noted that the institution is now requiring students to meet with an advisor prior to registration (see Response, p. 2), and that the institution has now instituted the Pathways model, which will enhance advising and help to alleviate instances of students taking unnecessary credits. The institution is asked to provide an update on the success of its initiatives in this regard.
2. It is noted that the institution is seeking additional funding sources to support the renovation of the Student Center (see Response, p. 4), and that in the interim, the institution is investigating ventilation, temperature, humidity, sound mitigation, and additional acoustical treatments in order to alleviate these ongoing issues as expediently as possible. The institution is asked to provide an update on the status of the Student Center renovation and on its efforts to alleviate the issues related to the HVAC system.
3. The Commission appreciates the institution's reply regarding the awarding of credit and the published

**KIRKWOOD COMMUNITY COLLEGE**

**Department of Arts and Humanities**

NASM Commission Action Report

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definition of a credit hour. The institution is asked to ensure that all publications align with the definition provided, particularly the link found at <http://www.kirkwood.edu/catalog/current/credit-hour-policy.htm>. The institution is asked to confirm that its publications have been amended.

**Due Date:**

October 1 for consideration at the Commission meetings of November 2020.

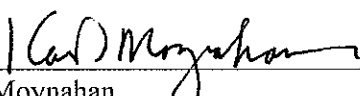
The procedures for submitting Responses and Progress Reports may be downloaded from the NASM website at <https://nasm.arts-accredit.org> (see "Accreditation," beneath that "Accreditation Materials," and beneath that "Procedures").

**Note:**

NASM welcomes the institution as a newly accredited institutional member and asks that the institution review carefully the Association's policy pertaining to the printed recognition of membership (see NASM *Handbook 2018-19*, Rules of Practice and Procedure, Part II, Article XII.).

**Commendation:**

The Commission commends the institution for its thorough Response.



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Karen P. Moynahan  
Executive Director

KPM:jk

*NASM Handbook 2018-19*

**RULES OF PRACTICE AND PROCEDURE**

PART II: ARTICLE XIII  
DISCLOSURE AND CONFIDENTIALITY

**Section 1.** NASM provides numerous services that include the publication of policy statements, reports, and surveys. These are available to the public, some for a fee. Upon request, NASM will provide the academic and professional qualifications of the members of its policy and decision-making bodies and its administrative personnel.

**Section 2.** Upon request, NASM will make publicly available all information about an institution that is published in NASM literature (see Rules of Practice and Procedure, Part II, Article XI., Section 3.). NASM will also indicate whether or not an institution holds or has held accredited Membership.

**Section 3.** NASM will not make publicly available any information supplied by the institution or by representatives of NASM in the course of the accreditation process. This includes Self-Study Reports, Visitors' Reports, and correspondence. While NASM encourages institutions to make publicly available information about their accredited status and to share accreditation materials with individuals and agencies having legitimate claim to information beyond that available to the general public, the Association regards all accreditation materials as the property of the institution. Therefore, release of these materials is either through the institution or by its permission.

**Section 4.** NASM will not make publicly available any information provided in third-party comment or an institution's response to third-party comment or any correspondence related to third-party comment (see Rules of Practice and Procedure, Part II, Article IV., Section 1.).

**Section 5.** If an institution releases information that misrepresents or distorts any action by NASM with respect to any aspect of the accreditation process, or the status of affiliation with NASM, the chief executive officer of the institution and the program director, where applicable, will be notified by the NASM Executive Director and informed that corrective action must be taken. If the misrepresentation or distortion is not promptly corrected, NASM, at its discretion, may release a public statement in such a form and content as it deems necessary to provide the correct information.

The same rule and sequence are applied to individuals and organizations misrepresenting or distorting accreditation actions of NASM.

NASM reserves the right to correct false or misleading information at any time.

**Section 6.** Certain relationships yield information which legally cannot be disclosed without the consent of the person who provides it—for example, the relationship between physician and patient, between attorney and client, between clergy and penitent, etc. Should such information, or other information that is protected under law by a comparable privilege or safeguard, come into the hands of NASM or a NASM evaluation team, its disclosure to persons other than the immediate recipients is forbidden.