

ACADEMIC AFFAIRS COUNCIL

AGENDA ITEM: 5 – B (3)

DATE: March 31, 2016

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SUBJECT: Instructional Method & Workload

During the July 2015 AAC meeting the council discussed the increased use of the Instructional Method Type A assignments on a number of new course requests (see Attachment I). As a result of that discussion it was reinforced that those courses that employ this method type should establish a strong foundation for why fewer than 10 students is warranted based on the instructional methods that are employed in the course. Recently, members of the Fine Arts Discipline council have been engaged in a discussion about aligning instructional method type with campus level workload policy. Despite the perceived connection between the two constructs, the AAC guidelines on Instructional Method Type were developed to serve as a guide for making a distinction between those courses that would be “selected” or “non-selected” as it relates to BOR Policy 5:17.4, Instructional Funding which outlines the 4/7/10 rule. To that extent, a rather large number of courses fall under the “non-selected” (see Table 1) course type classifications developed by the council in addition to all self-support courses which have never had to meet the requirements spelled out in this policy.

Table 1

Selected & Non-Selected Instructional Method Types in the Regental System

Table with 2 columns: Selected Instructional Methods and Non-Selected Instructional Methods. Lists various teaching methods like Discussion/Recitation, Seminar, Large Ensemble, etc.

The opening two paragraphs in the AAC Instructional Method Table guidelines provides some level of direction for why they were developed and the interrelationship with the 4/7/10 policy established by the Board. AAC representatives should be prepared to discuss whether additional clarification is warranted here in the guidelines to affirm their purpose and emphasize that while they may have workload implications, the guidelines do not dictate workload discussions/negotiations at each campus.

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RECOMMENDED ACTION

Discussion and recommendation.

## INSTRUCTIONAL METHODS TABLE

The purpose of this table is to provide the basis for a systematic, qualitative, identification and labeling of all courses taught at public higher education institutions in South Dakota. To these ends it is essential that the elements of this listing be both mutually exclusive and exhaustive. Except in the case of composite courses, each course shall have one and only one instructional method in the electronic catalog. In instances of linked courses, both instructional methods should be indicated. For example, the instructional method for the lecture section would be “R” and the instructional method for the laboratory section would be “L”. Each course shall have one and only one instructional method. A specific course retains its predetermined instructional method within a term and from term to term. To officially change an instructional method, the institution submits a revised course request during the regular curriculum review process.

If a specific named and numbered course canceled due to low enrollment is needed by a few students to maintain plans of study, the needed content could be taught to the individual students via independent study (i.e., Instructional Method I: special problems, directed study, mentored study, special projects). If this approach is used, then the specific course is canceled and the student is re-registered in the subject matter for an independent study. This alternative can be used only when the number of students in the specific course that would have been taught under a regular number is three or fewer and the students do need the subject matter for their plans of study. While campus workload policies vary, independent study courses do not appear in the workload report or the small section report.

<b>Instructional Method</b>	<b>Instructional Method Concept</b>
A√	Studio Course/Small Group Instruction/Small Ensemble
B√√	Competency-based/Self-paced Study
C√	Clinical Laboratory
D*√	Discussion/Recitation
E*√	Seminar
F	Open for Future Definition
G√√	Clinical Experience
H*√	Ensemble
I√√	Independent Study
J√√	Design/Research
K*√	Alternate Laboratory
L*√	Laboratory
M√	Private Instruction
N	Open for Future Definition
O	Restricted PE Activity
P*√	Physical Education Activity
Q√	Tracking
R*√	Lecture
S√√	Internship/Practicum
T√√	Thesis
U√√	Thesis/Research Sustaining
V	Open for Future Definition
W√	Workshop
Y	Open for Future Definition
Z	Open for Future Definition

INSTRUCTIONAL METHODS TABLE DEFINITIONS (REVISED 01/10/90, 7/94, 10/9/97)

\* Curriculum management applies to all instructional methods. Those starred are the instructional methods now monitored under the 7/10 Policy. Undergraduate sections included in the section size report with an enrollment of fewer than 10 students and graduate sections with fewer than 7 students cannot be offered without approval as an exception by the appropriate President or his/her designee.

The “selected instructional methods” designated as part of the section size monitoring in 1989 and continued through the onset of the 7/10 policy were those schedule or course types that were expected to have sizeable enrollment to be a good use of program 01 person power. Examples include: discussion, seminar, laboratory, and lecture. Those instructional methods excluded from the monitoring, and subsequently the 7/10 Policy, were those that by nature of instructional methodology deal with few number of students, e.g., clinical laboratories, internships, independent study, etc.

√ These were the instructional methods agreed upon originally for inclusion as direct instruction in the CLASSROOM/LABORATORY INSTRUCTION portion of the courseload analysis.

√√ These instructional methods were included in the NON-CLASSROOM INSTRUCTION portion of the faculty courseload analysis.

## INSTRUCTIONAL METHODS TABLE DEFINITIONS

### 1. **STUDIO COURSE/SMALL GROUP INSTRUCTION/SMALL ENSEMBLE THE INSTRUCTIONAL METHOD IS “A”**

Course involves the demonstration and application of design and theory in a defined physical setting (i.e., studio). The Studio Course is characterized by significant one-on-one student/instructor interaction. Students explore and experiment under the guidance of an instructor. Section size is typically restricted (1 - 9 students). Space, equipment limitations, specimens, use of hardware and software, or project oriented groups determine the section size. Includes small music ensembles e.g. trios, quartets, quintets, or any music ensemble of fewer than ten performers.

### 2. **COMPETENCY-BASED/SELF-PACED STUDY THE INSTRUCTIONAL METHOD IS “B”**

Students proceed through a course of study at their own rate, or as directed often assisted by computer or other technology. Mastery is based on achieving competencies and benchmarks, rather than attaining a schedule of assignments. An instructor monitors student progress. May be supplemented by individual or group tutorial sessions. Includes self-paced Internet courses.

### 3. **CLINICAL LABORATORY THE INSTRUCTIONAL METHOD IS “C”**

The course takes place in a clinical laboratory setting. This includes practice labs, hospitals, or other agencies. Students apply methods and principles of a clinical discipline. Enrollments are typically fewer than 10. Course size varies depending upon accreditation standards, clinical space limitations, level of offering, availability of client experiences, the nature of the clients, and equipment limitations. Faculty members control the assignments and maintain direct and close supervision of the students.

### 4. **DISCUSSION/RECITATION THE INSTRUCTIONAL METHOD IS “D”**

A course, or a section of a larger course, designed for group discussion or student recitation. The format limits enrollment to 10-35 students.

### 5. **SEMINAR THE INSTRUCTIONAL METHOD IS “E”**

A highly focused and topical course. The format includes student presentations and discussions of reports based on literature, practices, problems, or research. Seminars may be conducted over electronic media such as Internet and are at the upper division or graduate levels. Enrollment is generally limited to fewer than 20 students.

### 6. **F Instructional Method is Open for Future Definition**

**7. CLINICAL EXPERIENCE THE INSTRUCTIONAL METHOD IS “G”**

Students participate in client and client related services that are an integral part of an educational program. Clinical instruction occurs in or outside an institutional setting and involves work with clients who receive professional services from students serving under direct or indirect supervision by a faculty member and/or an approved member of the agency staff. Enrollments may vary 1-12 because of experience variations. The control factors within the setting may vary over time, and the teacher supervision may be limited and intermittent. (AAC - 6/94)

**8. ENSEMBLE THE INSTRUCTIONAL METHOD IS “H”**

Large group musical performance courses, meaning group of more than 10 performers. Section size varies with medium and requirements of the musical score. Includes: orchestra, bands, and choruses for either credit or zero credit hour enrollments.

**9. INDEPENDENT STUDY THE INSTRUCTIONAL METHOD IS “T”**

Students complete individualized plans of study. The faculty member and students negotiate the details of the study plans. The course usually has from 1-10 students. Meeting depending upon the requirements of the topic. This instructional method is not for completion of a thesis or dissertation or for meeting the research requirement for a degree. Directed Studies, Special Projects, Mentored, and Special Problems are examples of this instructional method.

**10. DESIGN/RESEARCH THE INSTRUCTIONAL METHOD IS “J”**

Courses focusing on design research and do not entail a dissertation or thesis. The plan of study is negotiated by the faculty member and the students. Contact between the two may be extensive and intensive. May be used as a research/design requirement for a degree. Research/Research Problems are included in this instructional method. Does not include research/design methods courses which are theoretical.

**11. LABORATORY THE INSTRUCTIONAL METHOD IS “L” OR “K”**

Courses meeting in a defined physical setting (i.e., laboratory) for the purpose of the application of methods and principles of a discipline. Laboratory courses are typically limited in enrollment to 5 - 25 students. Section size varies according to accreditation standards, pedagogical limitations, level of offering, availability of laboratory stations, and equipment. “K” is used to designate an alternate laboratory - the second type of laboratory required.

**12. PRIVATE INSTRUCTION THE INSTRUCTIONAL METHOD IS “M”**

The courses involve individual instruction. One-to-one demonstration, performance critique, music, fine arts or performing arts, or flight instruction are examples. The formula process is related to the use of this code.

**13. N Instructional Method is Open for Future Definition**

**14. PHYSICAL EDUCATION ACTIVITY THE INSTRUCTIONAL METHOD IS “P”**

A course devoted to participation in or the performance of some form of physical activity. Knowledge associated with the proper performance of the activity is presented. The size of section is limited by level of instruction, type of activity, safety considerations, and the availability of facilities, usually 10 - 35 students.

**15. MODIFIED PHYSICAL EDUCATION ACTIVITY THE INSTRUCTIONAL METHOD IS “O”**

The same type of course as found in Instructional Method “P.” Enrollments using this instructional method are usually limited to accommodate students with physical disabilities where numbers are very limited. Created to meet ADA expectations.

**16. TRACKING THE INSTRUCTIONAL METHOD IS “Q”**

This instructional method is used to track students for zero credit hours.

**17. LECTURE THE INSTRUCTIONAL METHOD IS “R”**

Faculty members give oral presentations of facts, principles, context, or interpretation. Instruction takes place in a traditional classroom setting. Section size varies widely by level, discipline, and campus.

**18. INTERNSHIP/PRACTICUM THE INSTRUCTIONAL METHOD IS “S”**

Applied, monitored and supervised, field-based learning experience for which the student may or may not be paid. Students gain practical experience; they follow a negotiated and/or directed plan of study. Depending on the section size, the instructor may provide supervision or monitoring of small groups. This instructional method is related to the formula process. Includes field work/experience, supervision courses, student teaching, and cooperative education.

**19. UNDERGRADUATE THESIS THE INSTRUCTIONAL METHOD IS “T”, THE LEVEL OF THE COURSE IS “01”**

A formal treatise presenting the results of study submitted in partial fulfillment of the requirements for an undergraduate degree. The process requires extensive and intensive one-on-one interaction between the candidate and professor with more limited interaction between and among the candidate and the other members of the committee.

**20. GRADUATE THESIS THE INSTRUCTIONAL METHOD IS “T”, THE LEVEL OF THE COURSE IS “02”**

A formal treatise presenting the results of study submitted in partial fulfillment of the requirements of an advanced degree. The process requires intensive interaction between the candidate and the thesis director. Masters degrees, Specialist degrees, and Doctorates are included in this instructional method. Furthermore, this instructional method includes activities that are in excess of the number of credit hours in the student's plan of study or the maximum applicable to the degree pursued. When students do not complete the expected thesis for which they are registered, a grade of 'Incomplete' should be assigned. The use of this code is related to the formula process.

**21. THESIS/RESEARCH SUSTAINING THE INSTRUCTIONAL METHOD IS “U”**

This is a zero credit hour instructional method used to track students who are not currently working with faculty on thesis or research activities. Universities may require students to register under this instructional method to remain active degree candidates.

**22. WORKSHOP THE INSTRUCTIONAL METHOD IS “W”**

Special sessions in specific topic areas. Approximately 45 hours of work is required for each hour of credit. Workshops may vary in time range. They may include lectures, conferences, committee work, and group activity.

**23. V Instructional Method is Open for Future Definition**

**24. SPECIAL TOPICS THE INSTRUCTIONAL METHOD IS “X”**

A course devoted to a particular issue in a specified field. Course content is not wholly included in the regular curriculum. Guest artists or experts may serve as instructors. Enrollments are usually of 10 or fewer students with significant one-on-one student/teacher involvement.

**25. Y Instructional Method is Open for Future Definition**

**26. Z Instructional Method is Open for Future Definition**