

ACADEMIC AFFAIRS COUNCIL

AGENDA ITEM: 4 – B (3)

DATE: October 5, 2016


SUBJECT: Section Size Guidelines Revisions

The Academic Affairs Council discussed Section Size Guideline revisions at the [August AAC meeting](#). Since that discussion, USD and NSU have submitted modifications needed for the “Small Lab Exemptions within the Regental System” table.

AAC representatives should discuss any proposed modifications to the guidelines.

RECOMMENDED ACTION

Discussion and recommendation.

		<h2>ACADEMIC AFFAIRS GUIDELINES</h2>	
Section 5:		Course Instruction and Delivery	
Title:		Section Size Administration Guidelines	
Number (Current Format)	Number (Prior Format)	Date Last Revised	
5.7	V.A.	0810/2016	
Reference:		BOR 5:17 Instructional Funding	
Related Form(s):			

I. Policy Overview

The Regental Section Size Requirements are set forth in Board of Regents Policy 5:17.4, *Instructional Funding*. This policy specifies that effective Summer 1996 no selected instructional method undergraduate (100, 200, 300 or 400 level courses) or dual-listed sections with fewer than 10 students, no entry-level graduate (500 or 600 level courses) sections with fewer than 7 students, and no upper-level graduate (700 or 800 level courses) sections with fewer than 4 students may be offered. Any exceptions to this policy must be authorized by the institutional President and justified to the Board each semester. In no circumstances shall the annual exception limit be more than 3% of all state support selected instructional method sections effective Spring 2011 for South Dakota School of Mines and Technology, South Dakota State University and the University of South Dakota. In no circumstances shall the annual exception limit be more than 4% of all state support selected Instructional method sections effective the Summer 2000 term for Black Hills State University, Dakota State University, and Northern State University. The 3% and 4% exception limits are based on cumulative data from the fall and spring terms. Selected instructional methods include: Discussion/Recitation; Seminar; Large Ensemble; Laboratory and Alternate Laboratory; Physical Education Activity; and Lecture Courses.

II. Procedures

A. Inclusion of Courses by Instructional Method

Instructional methods are used to identify the primary instructional methodology associated with a course. Each course is assigned one and only one instructional method in the electronic catalog. For composite courses, each section has only one instructional method but between sections the instructional method may vary. For example, the instructional method for the lecture section would be “R” and the instructional method for the laboratory section would be “L”. A specific course retains its predetermined instructional method within a term and from term to term. To officially change a instructional method, the institution submits a revised course request during the regular curriculum review process.

1. Selected Instructional Methods

Selected instructional methods, monitored under the 4/7/10 Policy, are listed below. Sections with these schedule types are expected to have the minimum enrollment in order to be an effective use of program 01 instructional resources.

- D Discussion/Recitation
- E Seminar
- H Ensemble
- K Alternate Laboratory
- L Laboratory
- P Physical Education Activity
- R Lecture

2. Non-Selected Instructional methods

Non-selected instructional methods are listed below. These instructional methods are those that by nature of instructional methodology deal with a limited number of students. Sections with these instructional methods are included as a sub-category within the section size report but are not monitored under the 4/7/10 policy.

- A Studio
- B Competency-based, Self-paced Study
- C Clinical Laboratory
- F Small Group
- G Clinical Experience
- I Independent Study
- J Design/Research
- M Private Instruction
- N Small Group Ensemble
- O Restricted PE Activity
- Q Tracking
- S Internship/Practicum
- T Thesis
- U Thesis/Research Sustaining
- W Workshop

B. Excluded Courses

Table 1

Small Lab Exemptions within the Regental System

<i>Institution</i>	<i>Course Prefix & Number</i>	<i>Course Title</i>
<i>BHSU</i>	BIOL 460/460L & 560/560L	Evolutionary & Ecological Plan Physiology
	BIOL 474/474L & 574/574L	Ecological Genomics
	BIOL 724L	Genomics Techniques
	CHEM 332/332L	Analytical Chemistry
	CHEM 434/434L	Instrumental Analysis

<i>DSU</i>	CHEM 320 CHEM 332/332L	Quantitative Instrumental Analysis Analytical Chemistry
<i>NSU</i>	CHEM 332/333 CHIN 101 CHIN 102 CHIN 201 CHIN 202 CHIN 311 CHIN 312 CHIN 350 CHIN 353 SPED 421/521 SPED 422/522 SPED 423/523 SPED 424/524 SPED 425/525	Analytical Chemistry Introductory Chinese I Introductory Chinese II Intermediate Chinese I Intermediate Chinese II Conversational Chinese Chinese Grammar and Sentence Structure Introduction to Business Chinese Chinese Literature Introduction to Orientation and Mobility for the Blind Teaching of Braille Introduction to Teaching Students Who are Blind Introduction to Educational Aids and Appliances for Students who are Blind Anatomy and Function of the Eye
<i>SDSMT</i>	EE 303/303L CHEM 332/332L MINE 411 MINE 461 PHYS 312 PHYS 314	Basic Circuits Analytical Chemistry Rock Mechanics I Mine Ventilation & Air Conditioning Experimental Physics Experimental Physics II
<i>SDSU</i>	ABE 343 ABE 464 ABE 444/544 ABE 463 ABE 763 ABS 705 AS 441 AST 202/202L AST 443 CEE 311 CHEM 332/332L CHEM 348L EE245L EE 300L EE347L	Eng. Properties of Biological Materials Monitoring and Controlling Agriculture and Biological Systems Unit Operations of Biomaterials Process Instrumentation for Agricultural and Biological Systems Instrumentation Research Methodology Advanced Meat Science Construction Techniques & Materials and Lab Food Process and Engineering Fundamentals Structural Materials Lab (SPR07) Analytical Chemistry Biophysical Chemistry Lab Digital Systems Laboratory Basic Electrical Engineering I Lab Microcontroller Systems Designs Lab

EE 462L	Electronic Materials Lab
GE 225	Survey of Machine Tool Applications
MNET 334	CAM/CNC
FS 351	Principles of Food Processing
FS 360	Food Chemistry
FS450/550	Food Analysis
FS 451/551	Advanced Food Processing
NUTR 634	Techniques in Food and Nutrition Research
PHYS316	Measurement Theory and Experiment Design
PHYS318	Advanced Laboratory I
PHYS418	Advanced Lab II
PS 362	Environmental Soil Management
PS 704	Viral and Bacterial Disease Plants
PS785	Soil and Plant Analysis
VET 223/223L	Anatomy & Physiology of Domestic Animals (SPR07)

USD

ANTH340	Historical Anthropology
BIOL 447/547	Biological Microtechnique
BIOL 449/549	DNA Sequencing Methods
CHEM 332/332L	Analytical Chemistry
CHEM 429	Advanced Chemical Characterization
CHEM 434/534	Instrumental Analysis
CHEM 443/543	Physical Chemistry Laboratory
CHEM 452/452L/542 /542L	Physical Chemistry I
CHEM 453	Inorganic Laboratory
CHEM 452/452L/552/552L	Inorganic Chemistry
ESCI 421/521	Earth Materials I
ESCI 423/423L/523/523L	Earth Materials II
ESCI343	Evolution of the Earth
ESCI 443/443L/543/543L	Principles of Sedimentology
PHYS 332	Experimental Modern Physics
PHYS 335	Advanced Experimental Physics

This exemption applies to both the co-requisite lecture section and the lab section. For identification purposes, the small lab (EBL) code needs to be entered in field 17 'course types' on SECT screen for both the lecture and the lab section.

C. Additional Exemptions

Only those courses that fall into one of the categories listed above are exempted from being counted as small in the section size report when enrollments are below the 4/7/10 requirement. Requests for additional exemptions require Board office approval and should be directed to the Chief Academic Officer. For identification purposes, the petition

exemption (EPE) can only be entered into field 17 ‘course types’ on the SECT screen upon approval of the Chief Academic Officer.

The following course sections will be excluded from section size calculations as a matter of general practice:

1. All sections with a course type code of ETI, which is assigned to collaborative sections with a technical institute
2. All sections at the MD level
3. All sections with a military- or ROTC-related subject code (MSC, AIR, MIL, MSL) or CIP code (28.0101, 28.0301)
4. All sections with a delivery method of 002 (correspondence non-term-based instruction), 014 (CD-ROM), 017 (videotape asynchronous), or 019 (internet asynchronous).
5. All sections at the graduate level with a subject code of ANAT, BIOC, PHPH, PHAR, PHGY, MICR, CPHD, NSCI.

D. Composite Courses

1. A composite course is one in which a student is required to enroll in more than one section, with different instructional methods, at the same time. For example, a student may be required to enroll in both a lecture section and a lab section. If there is only one section of lab, and both the lab and the lecture fail to meet the 4/7/10 requirement, then only the lab section is counted as a small section. If there are multiple sections of lab with small enrollments, each small lab is counted.
2. To receive exempt status, all composite courses must have a corresponding lab with lecture in Colleague. Composite courses that do not have a lab will not be excluded in institutional section size totals.

E. Cross-listed Courses

For the purpose of the section size report, the enrollments of cross-listed sections are combined and treated as a single course; enrollments from cross-listed self-support sections should be included in these aggregated enrollment totals.

F. Collaborative (Shared) Courses

Collaborative courses with a selected instructional method code that result from a shared program agreement among Regental institutions shall be excluded.

G. Management Options for Small Enrollment Courses

1. Cancel course
2. Grant exception
3. Combine sections
4. Offer as an independent study (see “Independent Study Courses” below)

H. Independent Study Courses

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. 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 only be used 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.

I. Management Options for Faculty Reassignment

1. Reassign to teach different course during the same semester
2. Assign to teach overload course following semester
3. Assign to curriculum development
4. Assign to research
5. Assign to institutional priorities project

III. Colleague – Student Information System

A. Available Management Reports

1. Colleague

The standard Colleague system provides a number of screens and a batch section report that can be used to monitor and manage section enrollments. Access to these screens and batch report is controlled by security set-up on each campus.

Several limitations are noteworthy: The screens and batch reports are not customized to display only the target sections included in the South Dakota report of sections to be managed by the “4/7/10 Rule”. The standard reports or screens do not display the cumulative target percentages for a term, or across the terms of the reporting year. None the less, there is valuable management information in the standard system and the possibility for custom reports or query. The ENST batch report offers the possibility that additional selection criteria can be employed to more effectively narrow the management focus of the report.

Examples of the Colleague screens and ENST batch report are provided in Appendix B.

2. Regent Information System

Each semester RIS will generate a preliminary report that depicts the small section count and percentage for selected, non-selected, and all sections. This report is first processed at the start of the term and continues on a bi-weekly basic until the extract is frozen during the fall and spring terms.

B. Campus Monitoring Process

Campuses are required to establish processes that will be used to monitor course enrollments and be expected to provide a description of these processes in the event that the 3% or 4% thresholds are not met in a given year

IV. Section Size Annual Report**A. Summary of Data Collection Procedures**

1. Each term campus staff run the enrollment extract process XEXT. One of the files generated by XEXT is the section file XH.CRS.EXTRACT.
2. After generating their extract, campus staff check for several potential data errors.
3. Steps 1-2 may need to be repeated several times.
4. All data errors must be corrected prior to Census Freeze Date.
5. When the section size report is due to be generated, RIS copies institutional section file XH.CRS.EXTRACT and generates the final report

B. Section Size Report Production Schedule**1. BOR Policy 2:6.5-6 Academic Calendars****a. Drop and Add Period**

The end of the drop and add period for standard courses offered in a semester shall be the end of the seventh class day or the day (not including Saturday, Sunday, or holidays) following the first class meeting, whichever is later. The end of the drop and add period for non-standard or summer term courses shall be the date the first 10 percent of instruction ends or the day (not including Saturday, Sunday, or holidays) following the first class meeting, whichever is later. Student registrations can only be added to courses after the end of the drop and add period by approval of the chief academic officer of the university.

b. Census Date

The official date for enrollment reporting, or census date, for standard courses shall be the end of the seventh class day each semester and for non-standard courses the date the first 10 percent of instruction ends.

2. Data Source

Data in the section size report is based on the Census Date extract.

3. Board Reports

An annual Section Size Report will be provided to the Board of Regents each Spring and will include: 1) The number of small sections based on the 4/7/10 enrollment policy; 2) The average class size for the Regental system; 3) The number of sections with enrollments greater than 100 students for the system and individual institutions; and 4) the number of courses offered as exemptions to the 4/7/10 enrollment policy by discipline 2-digit CIP code and degree level.

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