

ACADEMIC AFFAIRS COUNCIL

AGENDA ITEM: 3 – C (1)

DATE: September 1-2, 2020

SUBJECT

AAC Guidelines 1.5 – New Course Request Form & 1.2 – Authority to Offer Existing Course Form

CONTROLLING STATUTE, RULE, OR POLICY

[AAC Guideline 1.5](#) – New Course Requests
[AAC Guideline 1.2](#) – Authority to Offer Existing Course

BACKGROUND / DISCUSSION

As the Board office reviewed curriculum requests from recent AAC meetings, it became apparent that some curriculum forms needed revisions in order to provide more clarity to those filling out forms at the campus level. There were a large number of requests that were sent back to various campuses for clarification on various topics on the form. The revisions being proposed look to address issues that the Board office often has questions on regarding curriculum proposals.

IMPACT AND RECOMMENDATION

New Course Request Form

The New Course Request Form is where the majority of the revisions were made. The revisions are highlighted below:

- Question 2.1 has been removed, as it asks about experimental courses, which no longer exist.
- Question 2.2 has been reorganized to make it more evident that the language in italics regarding identifying similar courses applies to any unique course being requested. This is a step often skipped over in requests, and is critical to maintaining the common course catalog without creating duplicate courses. Revisions also state that course requests submitted without an attempt to find comparable courses will not be reviewed.
- Question 3.2 will now clarify that the existing programs asked about include any current or pending majors, minors, or certificates.

(Continued)

DRAFT MOTION

Approve the updated versions of AAC Form 1.5 (New Course Request Form) and AAC Form 1.2 (Authority to Offer Existing Course Form), as presented in Attachments I & II.

- Question 3.3, now states that the instructional method being requested must be as defined in AAC Guideline 5.4. Instructional method is often an area in which campuses receive feedback on their requests, since certain instructional methods can make a course exempt from the 10/7/4 section size rule. For any courses that request an instructional method that is exempt from the 10/7/4 rule, we'll now ask for campuses to provide a brief description of how the course fits the requested instructional method, as defined in AAC Guidelines. If this information is provided up front, it can save time as these requests are reviewed by the Board office.
- Question 3.4 now clarifies that the delivery method state should be defined by AAC Guideline 5.5.
- Throughout the form, various references to Colleague, as well as links to the old Course Inventory Report have been revised.

Authority to Offer an Existing Course Form

The Authority to Offer an Existing Course Form has had updates to questions 3, which clarify that institutions must identify universities that offer that course, *as well as any equated courses*. Also, under question 3, clarifying language was added, which addresses requirements of AAC Guideline 1.2. The language states that the required correspondence showing approval from any other campuses offering the course needs to include campus personnel from the Provost's office to show they are aware of the request.

ATTACHMENTS

Attachment I – Revisions to AAC Form 1.5 – New Course Request Form

Attachment II – Revisions to AAC Form 1.2 – Authority to Offer Existing Course Form



SOUTH DAKOTA BOARD OF REGENTS ACADEMIC AFFAIRS FORMS

New Course Request

Use this form to request a new common or unique course. Consult the system database through [Colleague or the Course Inventory ReportCognos](#) for information about existing courses before submitting this form.

Choose an item.

Institution

Division/Department

Click here to enter
a date.

Institutional Approval Signature

Date

Section 1. Course Title and Description

If the course contains a lecture and laboratory component, identify both the lecture and laboratory numbers (xxx and xxxL) and credit hours associated with each. Provide the complete description as you wish it to appear in the system database in [Colleague and the Course Inventory ReportCognos](#), including pre-requisites, co-requisites, and registration restrictions.

Prefix & No.	Course Title	Credits

NOTE: The Enrollment Services Center assigns the short, abbreviated course title that appears on transcripts. The short title is limited to 30 characters (including spaces); meaningful but concise titles are encouraged due to space limitations in Colleague.

Course Description

NOTE: Course descriptions are short, concise summaries that typically do not exceed 75 words. DO: Address the content of the course and write descriptions using active verbs (e.g., explore, learn, develop, etc.). DO NOT: Repeat the title of the course, layout the syllabus, use pronouns such as "we" and "you," or rely on specialized jargon, vague phrases, or clichés.

Pre-requisites or Co-requisites (add lines as needed)

Prefix & No.	Course Title	Pre-Req/Co-Req?

Registration Restrictions

Section 2. Review of Course

~~2.1. Was the course first offered as an experimental course (place an “X” in the appropriate box)?~~

- ~~Yes (if yes, provide the course information below) No~~

~~2.2. Will this be a unique or common course (place an “X” in the appropriate box)?~~

~~2.1. If the request is for a unique course, verify that you have reviewed the common course catalog via Colleague and the system Course Inventory Report to determine if a comparable common course already exists. List the two closest course matches in the common course catalog and provide a brief narrative explaining why the proposed course differs from those listed. If a search of the common course catalog determines an existing common course exists, complete the Authority to Offer an Existing Course Form.~~

Unique Course

If the request is for a unique course, institutions must review the common course catalog in Cognos to determine if a comparable common course already exists. List the two closest course matches in the common course catalog and provide a brief narrative explaining why the proposed course differs from those listed. If a search of the common course catalog determines an existing common course exists, complete the Authority to Offer an Existing Course Form. Courses requested without an attempt to find comparable courses will not be reviewed.

Prefix & No.	Course Title	Credits

Provide explanation of differences between proposed course and existing system catalog courses below:

Common Course

Indicate universities that are proposing this common course:

- BHSU DSU NSU SDSMT SDSU USD

Section 3. Other Course Information

3.1. Are there instructional staffing impacts?

No. Replacement of _____

(course prefix, course number, name of course, credits)

*Attach course deletion form

Effective date of deletion: [Click here to enter a date.](#)

No. Schedule Management, explain below:

Yes. Specify below:

3.2. Existing program(s) in which course will be offered (i.e., any current or pending majors, minors, certificates, etc.):

3.3. Proposed instructional method by university (as defined by AAC Guideline 5.4):
 3.3. If requesting an instructional method that is exempt from the Section Size Guidelines, please provide a brief description of how the course is appropriate for the instructional method, as defined in AAC Guidelines.

3.4. Proposed delivery method by university (as defined by AAC Guideline 5.5):

3.5. Term change will be effective:

3.6. Can students repeat the course for additional credit?
 Yes, total credit limit: _____ No

3.7. Will grade for this course be limited to S/U (pass/fail)?
 Yes No

3.8. Will section enrollment be capped?
 Yes, max per section: _____ No

3.9. Will this course equate (i.e., be considered the same course for degree completion) with any other unique or common courses in the common course system database in Cognosleague and the Course Inventory Report?

Yes No

If no, indicate the course(s) to which the course will equate (add lines as needed):

Prefix & No.	Course Title

3.10. Is this prefix approved for your university?
 Yes No

If no, provide a brief justification below:

Section 4. Department and Course Codes (Completed by University Academic Affairs)

4.1. University Department Code: _____

4.2. Banner Department Code: _____

4.3. Proposed CIP Code: _____

Is this a new CIP code for the university? Yes No

NEW COURSE REQUEST
Supporting Justification for On-Campus Review

Request Originator	Signature	Click here to enter a date. Date
Department Chair	Signature	Click here to enter a date. Date
School/College Dean	Signature	Click here to enter a date. Date

1. Provide specific reasons for the proposal of this course and explain how the changes enhance the curriculum.
2. Note whether this course is: Required Elective
3. In addition to the major/program in which this course is offered, what other majors/programs will be affected by this course?
4. If this will be a dual listed course, indicate how the distinction between the two levels will be made.
5. Desired section size _____
6. Provide qualifications of faculty who will teach this course. List name(s), rank(s), and degree(s).
7. Note whether adequate facilities are available and list any special equipment needed for the course.
8. Note whether adequate library and media support are available for the course.
9. Will the new course duplicate courses currently being offered on this campus?
 Yes No
If yes, provide justification.
10. If this course may be offered for variable credit, explain how the amount of credit at each offering is to be determined.
11. Add any additional comments that will aid in the evaluation of this request.



**SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS**

Authority to Offer an Existing Course

Choose an item.

Institution

Division/Department

Click here to enter
a date.

Institutional Approval Signature

Date

1. Is this a request to offer an existing common course or an existing unique course (approval will change course status from unique to common)?

Common Course

Unique Course

2. Provide the complete description as it appears in the system database including pre-requisites and co-requisites.

Prefix & No.	Course Title	Credits

Course Description

Pre-requisites or Co-requisites (add lines as needed, make sure to copy boxes in Pre-req and Co-req cells)

Prefix & No.	Course Title	Pre-req	Co-req
		Choose an item.	Choose an item.

3. Universities currently offering this course, or any equated courses (place an "X" in the appropriate boxes):

Please consult any universities indicated below, and attach correspondence with the campus response. Communication and approval should include the Provost's office at the universities currently offering the course.

BHSU DSU NSU SDSMT SDSU USD

4. Does Offering the Course Create FTE Implications? Choose an item.

If no, Replacement of _____ (deletion form attached)
 (prefix, number, name of course, credits)

Effective Date of Deletion: [Click here to enter a date.](#) _____

5. Does Offering the Course Create Schedule Management Implications? Choose an item.

Explain: _____

6. Existing program(s) in which course will be offered: _____

7. CIP Code for the course: _____

8. Proposed instructional method by this university: _____

9. Proposed delivery method by this university: _____

10. University Dept. Code: _____

Banner Department Code: _____

11. Authority to offer effective beginning in what term? Choose an item. Choose an item. _____

12. Section Restriction: _____