ACADEMIC AFFAIRS GUIDELINES

Section 5: Course Instruction and Delivery

Title: Instructional Methods Table and Definitions

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<tr>
<th>Number (Current Format)</th>
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<th>Date Last Revised</th>
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</thead>
<tbody>
<tr>
<td>5.4</td>
<td>VI</td>
<td>05/2017</td>
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</tbody>
</table>

Reference: BOR Policy 5:17 – Institutional Funding

Related Form(s):

1. Background

1.1. The purpose of the instructional method guidelines are to provide the basis for a systematic, qualitative, identification and labeling of all courses taught at public higher education institutions in South Dakota. The intent is to provide a mutually exclusive and exhaustive array of course types which would establish that all courses offered in the Regental system would have one and only one instructional method.

1.2. Across any given academic term courses are expected to retain their predetermined instructional method type and any proposed changes must be coordinated through a revised course request facilitated through the regular curriculum review process.

1.3. Workload should be negotiated at the institutional level in compliance with Collective Bargaining Agreement. The instructional method type assigned to a given course may have workload implications for faculty, as class size recommendations are referenced in a number of the method type designations. These class size recommendations are intended to establish maximum thresholds for the appropriate class size due to the learning environment, space implications, and instructional resources available for teaching the course. As a result, the use of specific instructional method types should not serve as a primary indicator for determining faculty workload assignments when class enrollments in non-selected method types may fall well below the maximum thresholds as defined. Courses assigned Instructional Method Type I: Independent study do not contribute to a faculty member’s workload.

2. Exemptions

2.1. Composite/Linked Courses

2.1.1. Composite courses include those courses that students must register for both the lecture and the lab course concurrently.

2.1.2. These course may have multiple instructional methods listed in the electronic catalog and should have instructional methods indicated.¹

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¹ For example, the instructional method for the lecture section would be “R” and the instructional method for the
2.2. **Low Enrollment Cancellations**

2.2.1. When a specific named and numbered course canceled due to low enrollment is needed by a limited number of students to maintain a plan of study or meet degree completion requirements, the content may be taught to individual students via independent study (Instructional Method I).

2.2.2. When this approach is used the specific course shall be cancelled and the student(s) re-registered in independent study course with the equivalent subject matter.

2.2.3. 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.

3. **Selected and Non-Selected Instructional Method Types**

3.1. Curriculum management applies to all instructional methods regardless of the instructional method code designation assigned to a given course or section.

3.2. **Selected Instructional Method Types**

3.2.1. Courses expected to have sizable enrollment to be a good use of program 01 person power.

3.2.2. These courses include those monitored under the 4/7/10 requirements outlined in Board of Regents Policy 5:17 Institutional Funding and are included in the 3% and 4% thresholds reported to the Board of Regents the Annual Section Size Report.

3.2.3. Undergraduate sections included in the section size report with an enrollment of fewer than 10 students, masters level section with fewer than 7 students, and doctoral sections with fewer than 4 students shall not be offered without approval as an exception by the System Vice President for Academic Affairs.

3.3. **Non-Selected Instructional Method Types**

3.3.1. Courses expected to have limited enrollments due to the nature of the course delivery, physical space or equipment constraints, or level of engagement required by faculty members.

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laboratory section would be “L”.
3.3.2. These courses are excluded from monitoring under the 4/7/10 requirements and are not included in the institutional section counts used for determining the 3% and 4% thresholds required by the Board of Regents.

Table 1
Instructional Methods Table for Selected and Non-Selected Course Types

<table>
<thead>
<tr>
<th>Code</th>
<th>Non-Selected Course Types</th>
<th>Code</th>
<th>Selected Course Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Studio</td>
<td>D</td>
<td>Discussion/Recitation</td>
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<tr>
<td>B</td>
<td>Competency-based/Self-paced Study</td>
<td>E</td>
<td>Seminar</td>
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<tr>
<td>C</td>
<td>Clinical Laboratory</td>
<td>H</td>
<td>Music Ensemble, Large</td>
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<tr>
<td>F</td>
<td>Small Group</td>
<td>K</td>
<td>Alternate Laboratory</td>
</tr>
<tr>
<td>G</td>
<td>Clinical Experience</td>
<td>L</td>
<td>Laboratory</td>
</tr>
<tr>
<td>I</td>
<td>Independent Study</td>
<td>N</td>
<td>Music Ensemble, Small</td>
</tr>
<tr>
<td>J</td>
<td>Design/Research</td>
<td>P</td>
<td>Physical Education Activity</td>
</tr>
<tr>
<td>M</td>
<td>Private Instruction</td>
<td>R</td>
<td>Lecture</td>
</tr>
<tr>
<td>N</td>
<td>Small Music Ensemble</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>Restricted PE Activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q</td>
<td>Tracking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Internship/Practicum</td>
<td></td>
<td></td>
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<tr>
<td>T</td>
<td>Thesis</td>
<td></td>
<td></td>
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<tr>
<td>U</td>
<td>Thesis/Research Sustaining</td>
<td></td>
<td></td>
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<tr>
<td>W</td>
<td>Workshop</td>
<td></td>
<td></td>
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<tr>
<td>X</td>
<td>Special Topics</td>
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</tr>
</tbody>
</table>

4. Selected Instructional Method Type Definitions

4.1. **Discussion/Recitation – D**

4.1.1. A course, or a section of a larger course, designed for group discussion or student recitation.

4.1.2. The format limits enrollment to 10-35 students.

4.2. **Seminar – E**

4.2.1. A highly focused and topical course employing a format that includes student presentations and discussions of reports based on literature, practices, problems, or research.

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2 Studio, Clinical Laboratory, Discussion/Recitation, Seminar, Ensemble, Alternate Laboratory, Laboratory, Physical Education Activity, Lecture, Private Instruction, Tracking and Workshop were inclusion as direct instruction in the Classroom/Laboratory Instruction portion of the course load analysis.

3 Competency-based/Self-paced Study, Clinical Experience, Independent Study, Design/Research, Internship/Practicum/ Thesis and Thesis/Research Sustaining were included in the Non-classroom Instruction portion of the faculty course load analysis.
4.2.2. May be conducted using multiple delivery method types (i.e., internet, face-to-face, etc.), and are at the upper division or graduate levels.

4.2.3. Enrollment is generally limited to fewer than 20 students.

4.3. **Music Ensemble, Large – H**

4.3.1. Large group musical performance courses, with a group of more than 10 performers.

4.3.2. Section size varies with medium and requirements of the musical score, and includes instruction for orchestra, bands, and choruses for either credit or zero credit hour enrollments.

4.4. **Laboratory – L or K**

4.4.1. Courses meeting in a defined physical setting (i.e., laboratory) for the purpose of the application of methods and principles of a discipline.

4.4.2. Laboratory courses are typically limited in enrollment to 5 - 25 students.

4.4.3. Section size varies according to accreditation standards, pedagogical limitations, level of offering, availability of laboratory stations, and equipment.

4.4.4. “K” is used to designate an alternate laboratory - the second type of laboratory required.

4.5. **Physical Education – P**

4.5.1. 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.

4.5.2. The size of section is limited by level of instruction, type of activity, safety considerations, and the availability of facilities, usually 10 - 35 students.

4.6. **Lecture – R**

4.6.1. Faculty members give oral presentations of facts, principles, context, or interpretation. Instruction takes place in a traditional classroom setting.

4.6.2. Section size varies widely by level, discipline, and campus.

5. **Non-Selected Instructional Method Type Definitions**

5.1. **Studio – A**
5.1.1. Course content compels significant one-to-one student/instructor interaction; the course is very hands-on with extensive student engagement.

5.1.2. This instructional method is intended for fine arts courses that fit the criteria specified in bullet #1; possible content areas include ceramics, painting, dancing, applied music, etc.

5.2. **Clinical Laboratory – C**

5.2.1. 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.

5.2.2. 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.

5.2.3. Faculty members control the assignments and maintain direct and close supervision of the students.

5.3. **Small Group – F**

5.3.1. Because of known and ongoing constraints, section size is restricted to 9 or fewer students. Such constraints are physical in nature; they tie to a limited number of work stations, specimens, necessary pieces of equipment, etc.

5.4. **Clinical Experience – G**

5.4.1. Students participate in client and client related services that are an integral part of an educational program with instruction occurs in or outside an institutional setting that 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.

5.4.2. Enrollments may vary between 1-12 students because of experience variations.

5.4.3. The control factors within the setting may vary over time, and the teacher supervision may be limited and intermittent.

6. **Music Ensemble, Large – H**

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

6.2. **Independent Study – I**

6.2.1. Students complete individualized plans of study (i.e., directed studies, special projects, mentored, special problems, etc.) negotiated between a faculty member and a student.

6.2.2. Enrollments vary between 1-10 students with the frequency of meetings dependent upon the requirements of the topic.

6.3. **Design/Research – J**

6.3.1. Courses focusing on design research with a plan of study negotiated between the faculty member and the students (excluding thesis or dissertation).

6.3.2. The plan of study is negotiated by the faculty member and the students with contact between the two expected to be both extensive and intensive.

6.3.3. Programs may use the course to meet research/design requirement for a degree where research/research problems are included as long as the course is not theoretical in nature.

6.4. **Private Instruction – M**

6.4.1. Course involves individual instruction (i.e., one-to-one demonstration, performance critique, music, fine arts or performing arts, flight instruction, etc.).

6.4.2. Course is included in the course catalog with consistent content and learning outcomes that are not negotiated between the faculty member and the student.

6.5. **Music Ensemble, Small – N**

6.5.1. Intended for small musical groups, either instrumental or vocal in nature.

6.5.2. Enrollments vary between 3-9 students (trio, quartet, quintet, etc.) with regularly scheduled instructional meetings involving both faculty and students.

6.6. **Modified Physical Education Activity – O**

6.6.1. Similar structure employed for “P” type courses but enrollments are limited to accommodate students with physical disabilities.
6.6.2. Used in instances where unique course is created to meet ADA expectations.

6.7. **Tracking – Q**

6.7.1. Zero credit hour course used primarily for tracking student enrollment in a given degree program.

6.7.2. No section size limits required as the enrollments in the course to not impact institution headcounts or incur instructional costs to the institution.

6.8. **Internship/Practicum – S**

6.8.1. Applied, monitored and supervised, field-based learning experience for which the student may or may not be paid (field work/experience, supervision courses, student teaching, cooperative education).

6.8.2. Students gain practical experience; they follow a negotiated and/or directed plan of study where the section size varies depending on the level of supervision or monitoring provided by the instructor for the of small groups involved.

6.9. **Undergraduate Thesis (“01” Level) – T**

6.9.1. A formal treatise presenting the results of study submitted in partial fulfillment of the requirements for an undergraduate degree.

6.9.2. 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.

6.10. **Graduate Thesis (“02” Level) – T**

6.10.1. A formal treatise presenting the results of study submitted in partial fulfillment of the requirements of an advanced degree (Masters, Specialists, and Doctoral degree programs).

6.10.2. The process requires intensive interaction between the candidate and the thesis director, and 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.

6.10.3. A grade of “Incomplete” should be assigned in those instances where a student do not complete the expected thesis for which they are registered.
6.11. **Thesis/Research Sustaining – U**

6.11.1. Zero credit hour course used solely to track students who are not currently working with faculty on thesis or research activities.

6.11.2. Institutions may require students to register under this instructional method to remain active degree candidates.

6.12. **Workshop – W**

6.12.1. Special sessions in specific topic areas that may include lectures, conferences, committee work, and group activity.

6.12.2. Workshops may vary in time range but traditionally 45 hours of work is required for each hour of credit.

6.13. **Special Topics – X**

6.13.1. Course devoted to a particular issue in a specified field where the course content is not wholly included in the regular curriculum.

6.13.2. In some instances guest artists or experts may serve as the primary instructor of record for the course.

6.13.3. Enrollments are usually of 10 or fewer students with significant one-on-one student/teacher involvement.

7. **Instructional Method Types Open for Future Definition**

7.1. Instructional Method Type F

7.2. Instructional Method Type V

7.3. Instructional Method Type Y

7.4. Instructional Method Type Z

**SOURCE:** AAC January 2017; May 2017 (Clerical).