

		<h1>ACADEMIC AFFAIRS GUIDELINES</h1>	
<b>Section 5:</b>		Course Instruction and Delivery	
<b>Title:</b>		Section Size Administration Guidelines	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>	
5.7	V.A.	12/2018	
<b>Reference:</b>	<a href="#">BOR Policy 5:17</a> – Instructional Funding <a href="#">BOR Policy 5:5:3</a> – Tuition and Fees: Special Course Types		
<b>Related Form(s):</b>			

## 1. Policy Overview

1.1. The Regental Section Size Requirements are set forth in Board of Regents Policy 5:17.4, *Instructional Funding*. This policy specifies that 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 4% of all on- or off-campus selected instructional method sections 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 5% of all on- or off-campus selected Instructional method sections effective the Summer 2000 term for Black Hills State University, Dakota State University, and Northern State University. The 4% and 5% 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.

## 2. Procedures

2.1. **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 an instructional method, the institution submits a revised course request during the regular curriculum review process.

2.1.1. **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 Music Ensemble, Large
- L Laboratory
- P Physical Education Activity
- R Lecture

2.1.2. **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 Music Ensemble, Small
- Q Tracking
- S Internship/Practicum
- T Thesis
- U Thesis/Research Sustaining
- W Workshop

## 2.2. Excluded Courses

**Table 1**  
***Small Lab Exemptions within the Regental System***

<b><i>Institution</i></b>	<b><i>Course Prefix &amp; Number</i></b>	<b><i>Course Title</i></b>
<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	Quantitative Instrumental Analysis
	CHEM 332/332L	Analytical Chemistry

<i>NSU</i>	CHEM 332/333	Analytical Chemistry
	CHIN 101	Introductory Chinese I
	CHIN 102	Introductory Chinese II
	CHIN 201	Intermediate Chinese I
	CHIN 202	Intermediate Chinese II
	CHIN 311	Conversational Chinese
	CHIN 312	Chinese Grammar and Sentence Structure
	CHIN 350	Introduction to Business Chinese
	CHIN 353	Chinese Literature
	SPED 421/521	Introduction to Orientation and Mobility for the Blind
	SPED 422/522	Teaching of Braille
	SPED 423/523	Introduction to Teaching Students Who are Blind
	SPED 424/524	Introduction to Educational Aids and Appliances for Students who are Blind
	SPED 425/525	Anatomy and Function of the Eye
<i>SDSMT</i>	EE 303/303L	Basic Circuits
	CHEM 332/332L	Analytical Chemistry
	MINE 411	Rock Mechanics I
	MINE 461	Mine Ventilation & Air Conditioning
	PHYS 312	Experimental Physics
	PHYS 314	Experimental Physics II
<i>SDSU</i>	ABE 343	Eng. Properties of Biological Materials
	ABE 464	Monitoring and Controlling Agriculture and Biological Systems
	ABE 444/544	Unit Operations of Biomaterials Process
	ABE 463	Instrumentation for Agricultural and Biological Systems
	ABE 763	Instrumentation
	ABS 705	Research Methodology
	AGEC/MKTG 493	NAMA (National AgriMarketing Association)
	AGEC/BADM 493	Quiz Bowl
	AS 441	Advanced Meat Science
	AST 202/202L	Construction Techniques & Materials and Lab
	AST 443	Food Process and Engineering Fundamentals
	CEE 311	Structural Materials Lab (SPR07)
	CHEM 332/332L	Analytical Chemistry
	CHEM 348L	Biophysical Chemistry Lab
	EE 245L	Digital Systems Laboratory
	EE 300L	Basic Electrical Engineering I Lab
	EE 347L	Microcontroller Systems Designs Lab
EE 462L	Electronic Materials Lab	

	GE 225	Survey of Machine Tool Applications
	ECON 593	IFAMA (International Food & Argibusiness Management Association)
	ME 121/121L	Production/Fabrication Processes
	MNET 334	CAM/CNC
	FS 351	Principles of Food Processing
	FS 360	Food Chemistry
	FS 450/550	Food Analysis
	FS 451/551	Advanced Food Processing
	NUTR 634	Techniques in Food and Nutrition Research
	PHYS 316	Measurement Theory and Experiment Design
	PHYS 318	Advanced Laboratory I
	PHYS 418	Advanced Lab II
	PS 362	Environmental Soil Management
	PS 704	Viral and Bacterial Disease Plants
	PS 785	Soil and Plant Analysis
	VET 223/223L	Anatomy & Physiology of Domestic Animals (SPR07)
<i>USD</i>	ANTH 340	Historical Anthropology
	CHEM 332/332L	Analytical Chemistry
	CHEM 429	Advanced Chemical Characterization
	CHEM 434/534	Instrumental Analysis
	CHEM 442/442L/542 /542L	Physical Chemistry I
	CHEM 452/452L/552/552L	Inorganic Chemistry
	ESCI 421/521	Earth Materials I
	ESCI 423/423L/523/523L	Earth Materials II
	ESCI 443/443L/543/543L	Principles of Sedimentology
	PHYS 332	Experimental Modern Physics

2.2.1. 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.

2.3. **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.

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

2.3.1.1. All course section that use the Externally Funded tuition rate as established in SDBOR Policy 5:5:3 Tuition and Fees: Special Course Types.

2.3.1.2. All sections with a course type code of ETI, which is assigned to collaborative sections with a technical institute

2.3.1.3. All sections at the MD level

2.3.1.4. All sections with a military- or ROTC-related subject code (MSC, AIR, MIL, MSL) or CIP code (28.0101, 28.0301)

2.3.1.5. All sections with a delivery method of 002 (correspondence non-term-based instruction), 014 (CD-ROM), 017 (videotape asynchronous), or 019 (internet asynchronous).

2.3.1.6. All sections at the graduate level with a subject code of ANAT, BIOC, PHPH, PHAR, PHGY, MICR, CPHD, NSCI.

## 2.4. **Composite Courses**

2.4.1. 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.

2.4.2. 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.

2.5. **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.

## 2.6. **Collaborative (Shared) Courses, Programs or Centers:**

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

2.6.2. Courses taught at a designated shared delivery site including University Center Sioux Falls, Capital University Center, and BHSU Rapid City shall be excluded.

2.6.3. Off-campus courses shall be excluded if the institution has negotiated a reduction in faculty workload or salary.

## 2.7. Management Options for Small Enrollment Courses

2.7.1. Cancel course

2.7.2. Grant exception

2.7.3. Combine sections

2.7.4. Offer as an independent study (see “Independent Study Courses” below)

2.8. **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.

## 2.9. Management Options for Faculty Reassignment

2.9.1. Reassign to teach different course during the same semester

2.9.2. Assign to teach overload course following semester

2.9.3. Assign to curriculum development

2.9.4. Assign to research

2.9.5. Assign to institutional priorities project

## 3. Colleague – Student Information System

### 3.1. Available Management Reports

3.1.1. **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.

3.1.2. **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.

3.2. **Campus Monitoring Process:** Campuses are required to establish processes that will be used use to monitor course enrollments and be expected to provide a description of these processes in the event that the 4% or 5% thresholds are not met in a given year

## 4. Section Size Annual Report

### 4.1. Summary of Data Collection Procedures

4.1.1. Each term campus staff run the enrollment extract process XEXT. One of the files generated by XEXT is the section file XH.CRS.EXTRACT.

4.1.2. After generating their extract, campus staff check for several potential data errors.

4.1.3. Steps 1-2 may need to be repeated several times.

4.1.4. All data errors must be corrected prior to Census Freeze Date.

4.1.5. When the section size report is due to be generated, RIS copies institutional section file XH.CRS.EXTRACT and generates the final report

### 4.2. Section Size Report Production Schedule

#### 4.2.1. BOR Policy 2:6.5-6 Academic Calendars

4.2.1.1. **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.

4.2.1.2. **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.

4.2.2. **Data Source:** Data in the section size report is based on the Census Date extract.

4.2.3. **Board Reports:** An annual Section Size Report will be provided to the Board of Regents 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.

**SOURCE:**

AAC August 2016; AAC October 2016; May 2017 (Clerical); September 2017 (Clerical); AAC August 2018; December 2018 (Clerical).