

Curriculum Revisions

Presentation to the
Department and Campus Leadership

July 27, 2022





Curriculum Revision Tools

RIS Course Inventory

- [Course Inventory Report \(sdbor.edu\)](https://sdbor.edu)

The screenshot shows the 'Course Inventory Report Options' form. It includes a search bar for 'Search title and course description.', an 'AND/OR' filter, and three main steps for filtering: Step 1 (Select required course type) with a dropdown set to 'Common OR Unique'; Step 2 (Select required status level) with a list containing 'Active' and 'Inactive'; and Step 3 (Select optional drill-down criteria) with multiple dropdown menus for 'By Course Type', 'By Course Subject', 'By Course Level', 'By Course Academic Level', 'By University' (highlighted in yellow), 'By Course CIP', 'By Course Instructional Method', 'By Delivery Method', 'By Student Attribute Restrictions', 'Major Restrictions', and 'Class Restrictions'. All dropdowns are currently set to 'DEFAULT ALL'. At the bottom, there are 'Cancel' and 'Submit Query' buttons.

University Catalogs

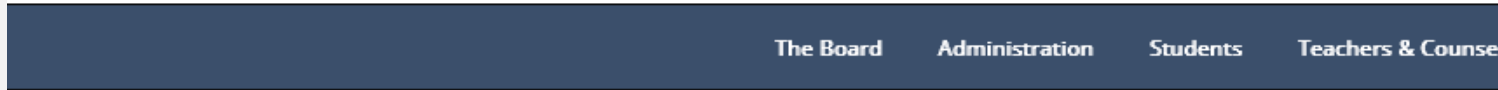
- [Black Hills State University - Acalog ACMS™ \(bhsu.edu\)](https://bhsu.edu)
- [Dakota State University - Acalog ACMS™ \(dsu.edu\)](https://dsu.edu)
- [Northern State University - Acalog ACMS™](https://nstate.edu)
- [South Dakota School of Mines & Technology - Acalog ACMS™ \(sdsmt.edu\)](https://sdsmt.edu)
- [South Dakota State University - Acalog ACMS™ \(sdstate.edu\)](https://sdstate.edu)
- [University of South Dakota - Acalog ACMS™ \(usd.edu\)](https://usd.edu)

Institution curriculum contacts

- Black Hills State University
 - Brenna Sadowski
 - Jon Kilpinen
- Dakota State University
 - Susan Slaughter
 - Rebecca Hoey
- Northern State University
 - Judy Lapka
 - Erin Fouberg
- South Dakota School of Mines & Technology
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 - Beth Freeburg



Academic Affairs Guidelines



SDBOR Home > Policy

- Policy Manual
- Section 1 - Governance
- Section 2 - Academic Affairs
- Section 3 - Student Affairs
- Section 4 - Personnel
- Section 5 - Finance Business
- Section 6 - Facilities
- Section 7 - Technology
- Section 8 - Appendix
- COVID-19 Exceptions
- Opportunity Statement
- Divisive Concept Guidance

Policies and Agreements

Academic Affairs Guidelines

Articulation

BOR Policy & Procedures Manual

Records Retention Manual

Special Schools Faculty Collective Bargaining Agreement

<https://www.sdbor.edu/policy/Pages/default.aspx>

Academic Affairs Council



Search this site

[The Board](#) [Administration](#) [Students](#) [Teachers & Counselors](#) [Employment Opportunities](#) [Publications](#) [Policy](#) [News](#)

[SDBOR Home](#) > [Administration](#) > [Academic and Student Affairs](#) > [Academic Affairs Council](#)

Academic Affairs Council

The Academic Affairs Council shall consist of the Vice Presidents for Academic Affairs of each of the public universities. The Council shall be chaired by the Board of Regents System Vice President for Academic Affairs.

The Academic Affairs Council shall, at the request of the Board, the Executive Director, or the Council of Presidents and Superintendents, review existing or proposed courses, programs, departments, degrees, colleges, or academic policies and make recommendations to the Board through the Council of Presidents and Superintendents with due regard to the quality of higher education in the state, the avoidance of duplication, and the attainment of economy and efficiency.

The Academic Affairs Council also may be tasked with the study and review of academic programs, academic standards, transfer of courses, and other matters as may be referred to it by the Board, the Executive Director, the Council of Presidents and Superintendents, or that may come to its attention from other sources. The Council shall act as an advisory group to the Board, the Executive Director, and the institutional Presidents.

- [Members of the Academic Affairs Council \(AAC\)](#)
- [Summary of Pending and in-Progress Program Requests](#)
- [Approved Online and Off-Site Program Sites](#)
- [AAC and BOR Approval Cycle](#)
- [Institutional Curriculum Requests](#)
- [Institutional Substantive Program Modification Requests](#)
- [Institutional Program Review Reports](#)
- [Special Tuition Rate Requests](#)

Meeting Schedules and Materials

- [2022 Meeting Schedules and Materials](#)
- [2021 Meeting Schedule and Materials](#)
- [2020 Meeting Schedule and Materials](#)
- [2019 Meeting Schedule and Materials](#)

<https://www.sdbor.edu/administrative-offices/academics/aac/Pages/default.aspx>

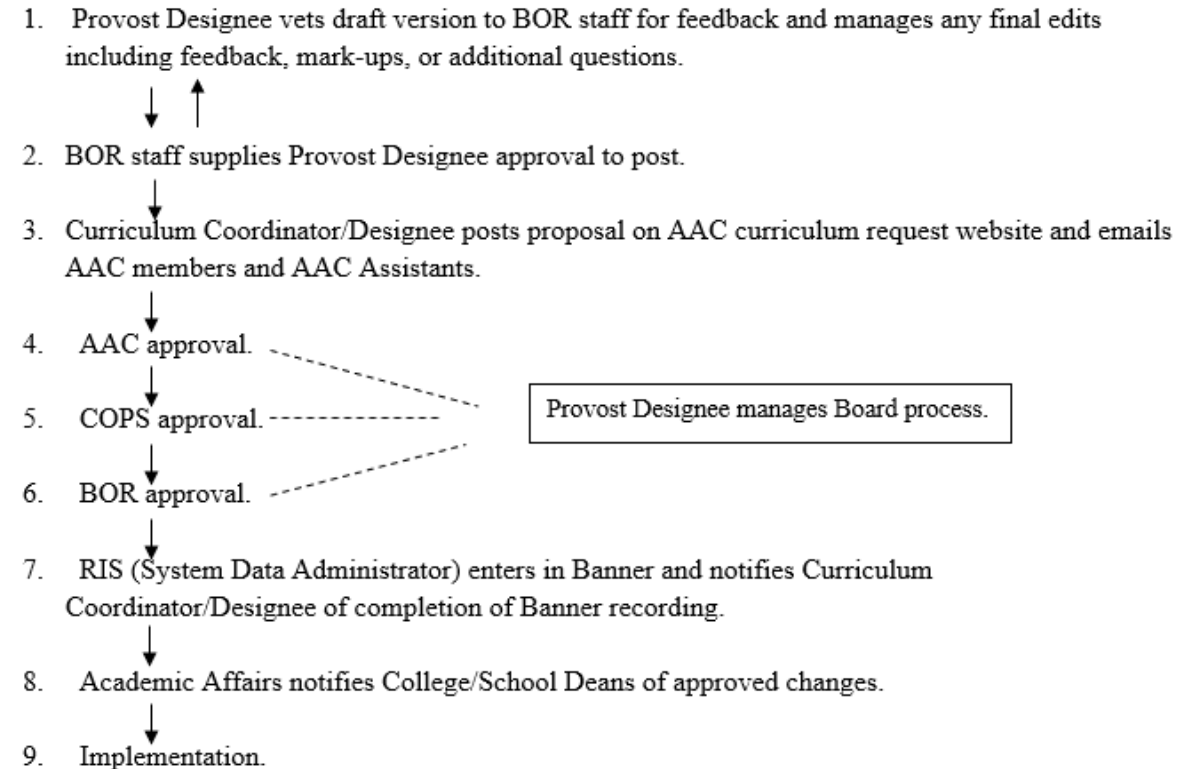
This resource page contains the following:

- [AAC Council Membership](#)
- [Summary of Pending and In-Progress Program Requests](#)
- [Approved Online and Off-Site Program Sites](#)
- [AAC and BOR Approval Cycle](#)
- [Institutional Curriculum Request \(substantive course requests including new courses\)](#)
- [Institutional Substantive Program Modifications](#)
- [Institutional Program Review Reports](#)
- [Special Tuition Rate Requests](#)
- [AAC Meeting schedule and agenda repository](#)



Curriculum items requiring full BOR approval

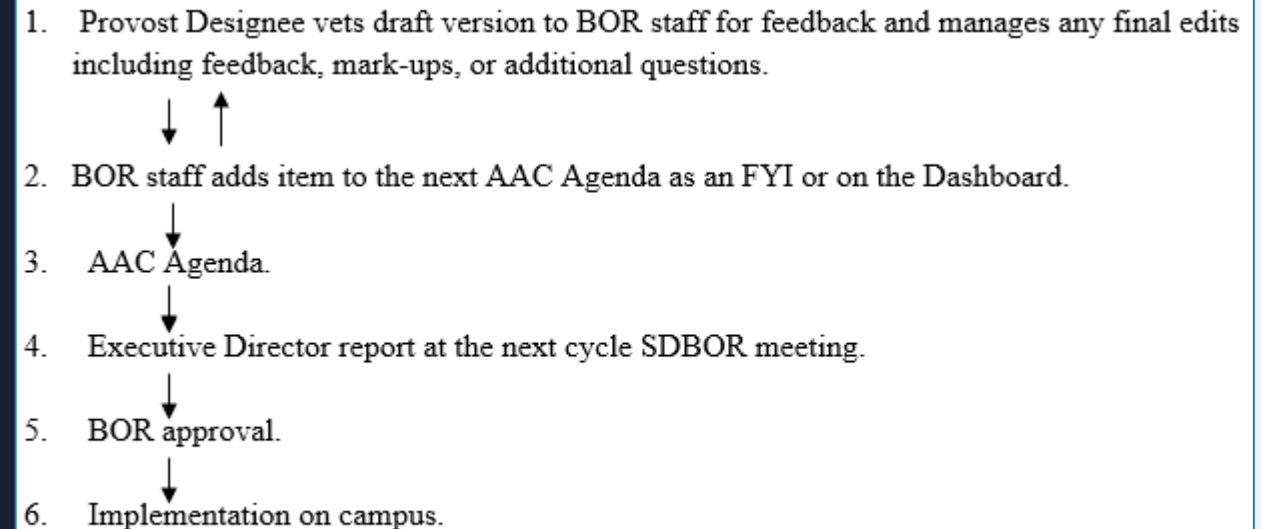
1. [Accelerated Graduate Program](#) 13+ shared credits
2. [Intent to Plan](#)
3. [New Sites](#)
4. [New Specialization](#)
5. [New Graduate Program](#)
6. [New Undergraduate Program](#)
7. [New Baccalaureate Minor](#)
8. [New Certificate \(undergraduate\)](#)
9. [New Certificate \(graduate\)](#)
10. [Site Termination](#)
11. [Program Termination or Inactivation](#)





Curriculum items to SDBOR staff

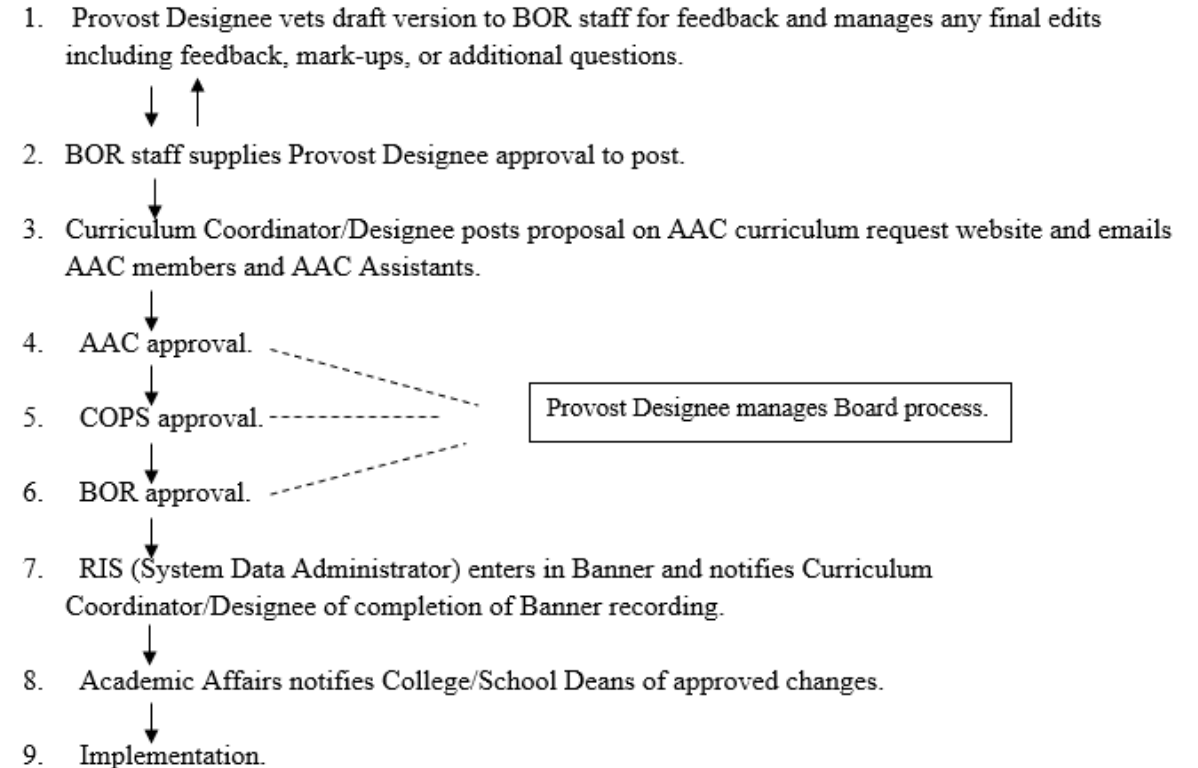
1. Request to list item on the [Pending and in-Progress Program Requests](#) (no form)
2. [Transfer General Education Block Credit form](#)
3. [Special Tuition Rate Request](#)
4. [Program Fee Request](#)
5. Articulation (no form): examples from [USD](#) or [SDSU](#)
6. Memorandum of Understanding (MoU) [no form]
7. Memorandum to the Executive Director (organizational changes) [no form]
8. Appendix D: [SDBOR & School District MOU for In-District Delivery](#) [no form]





Curriculum items requiring AAC approval

1. [New Course](#)
2. [Authority to Offer an Existing Common Course Form](#)
3. [Revised Course Request Form-Common Course Form](#)
4. [Revised Course Request Form-Unique Course Form](#)
5. [Substantive Program Modification](#) (Undergraduate and Graduate)
6. [New Prefix Request](#)
7. [Request to Seek Accreditation](#)





Curriculum items requiring Provost Approval

1. [Minor Course Modification](#)
2. [Minor Program Modification](#)
3. [Accelerated Graduate Program](#) 12 credits or less shared

1. Curriculum Coordinator/Designee sends approved documents to RIS.
↓
2. RIS (System Data Administrator) enters in Banner and notifies Curriculum Coordinator/Designee of completion of Banner recording.
↓
3. Academic Affairs notifies College/School Deans of approved changes.
↓
4. Implementation on campus.

Curriculum Resources



[CIP Code website](#)

[Academic Program report with CIP codes](#)

And

[RIS Course Inventory Report \(Cognos 11\)](#)

[Collaborative Programs](#)

[SDBOR Policy Section 2- Academic Affairs](#)

[Instructional Methods](#)

[Delivery Methods](#)

[Summary of Pending and In-Progress Program Requests](#)

[Academic Affairs Guidelines](#)

And

[SDBOR Policy Manual](#)

[Academic Calendars](#)

[SD-SARA \(SD State Authorized Reciprocity Agreement\)](#)

[Discipline Councils](#)

Advising resources and 4-year plans

Curricular Timeline

Curriculum Contacts



- Black Hills State University
 - Brenna Sadowski
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 - Beth Freeburg

Thank you!

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