

**SOUTH DAKOTA BOARD OF REGENTS**

**Academic and Student Affairs**

**AGENDA ITEM: 6 – H**

**DATE: December 6-8, 2016**

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**SUBJECT: BOR Policy 1:7:8 Revision – Discipline Councils (Second Reading)**

The Board of Regents established BOR [Policy 1:7:8 Discipline Councils](#) in 1997 to provide a common framework for faculty across common discipline areas to be involved in system initiatives, monitor the common course catalog, and coordinate with colleagues across the Regental system. When initially developed, the Board placed oversight of the Discipline Councils with the Council of Presidents and Superintendents (COPS), and outlined processes that would be followed for coordinating their activities each year. However, over the past two decades much of the work for the Discipline Councils has been coordinated through the Academic Affairs Council as provosts routinely identify topics/issues that are referred to council chairs to mediate with the faculty representatives. Considering the changes in how the Discipline Councils are managed, Board central staff has undergone a review and edited Policy 1:7:8 to more accurately reflect the processes that are actually occurring to manage the system’s Discipline Councils.

The changes to BOR Policy 1:7:8 can be found in Attachment I, which primarily shift oversight for the councils from COPS to AAC. Under current Board policy, COPS are responsible for selecting the members for each council and designating the chair and vice chair for each. Over time, leadership assignments have been designated among council members, or rotate among institutions using an established calendar. Finally, the changes also update the range of council activities, which have changed from initial inception.

Finally, a new set of AAC Discipline Council Guidelines (Attachment II) have also been developed to formally articulate council composition and leadership, support from the Board office by Council Liaisons, financial support for councils, the meeting expectations for each council, and the annual reporting process as required in the BOR Policy.

These revisions were brought before the Board for the first reading during the October 2016 BOR meeting; there have been no additional revisions since the approval of the first reading.

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**DRAFT MOTION 20161206\_6-H:** I move to approve the second and final reading of the revisions to BOR Policy 1:7:8 – Discipline Councils as presented.

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Discipline Councils

**NUMBER:** 1:7:8

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### 1. Mission Statement

Discipline Councils shall prepare information, analysis, and recommendations to help coordinate the use of available resources that enable appropriate access to high quality educational opportunities. This approach should include processes to facilitate inter-institutional cooperation.

### 2. System Assumptions

Discipline Councils shall carry out their functions with the following operational guidelines:

- A. The ~~R~~egental system shall continue to work as a Unified System of Public Higher Education.
- B. Collaborative approaches to the delivery of higher education curriculum and services are the expected pattern of institutional behavior.
- C. South Dakota citizens shall have increased access to university services.
- D. Through the more effective use of total system resources, each university shall be able to offer improved program and service quality.
- E. Institutional and system efficiencies shall be fostered through the sharing of available resources.

### 3. Definition of Discipline Councils

~~A.~~ Each Discipline Council shall represent one field of study or a group of fields commonly recognized as being related. All discipline areas where more than one institution participates in the system's delivery of a discipline's curriculum shall be included in a Discipline Council.

~~B.~~ ~~The Council of Presidents and Superintendents shall annually review and determine the number of Discipline Councils and the academic field(s) within the scope of each Council. The determination for each fiscal year shall be provided to the Board for information at its first meeting after June 1 of each year.~~

#### 4. Composition of Discipline Councils

~~—Subject to the approval of the Board of Regents, the Council of Presidents and Superintendents shall determine annually the appropriate number of members to appoint two representatives from each institution annually for each Council. In rare circumstances, institutional representation may exceed two representatives when dictated by the Academic Affairs Council. and how the membership distribution should be allocated among the institutions. The Academic Affairs Council will also make their recommendations for the members of each discipline council from their institution prior to the start of the fall term.~~

#### 5. Council Leadership

A. ~~At the end of each academic year, the discipline councils shall annually designate a Chair and Vice Chair for their council for the upcoming year. The Council of Presidents and Superintendents shall annually designate a Chair for each Council. The process for determining Chairs is unique to each council. Each council shall be attentive to the balance of leadership assignments among the institutions.~~

B. ~~The discipline council chair is responsible for reporting the annual activity of the council to the Academic Affairs Council, the Council of Presidents and Superintendents, and the Board.~~

~~B. The Council of Presidents and Superintendents shall be attentive to the balance of leadership assignments from among the institutions.~~

#### 6. Responsibilities of the Discipline Councils

The Discipline Councils shall be responsible for conducting activities that carry out the mission as described in Section 1. Their activities shall include, but not be limited to, the following:


A. **Descriptive activities:** The Discipline Councils shall ~~develop and maintain a system inventories for common curriculum and courses, faculty expertise, faculty scholarship, and efforts to acquire external resources and awards.~~ The Council shall ~~develop recommendations for~~ manage the approaches for common course numbering, common course descriptions, and articulation within the system.

B. **Collaborative activities:** The Discipline Councils shall develop recommendations concerning the means for assessing and coordinating the available expertise within the system to meet individual institutions' needs in a discipline; develop collaborative approaches, where feasible, to meet institutional and system needs within the discipline; and provide a recommendation for reviewing system resources for a discipline. The Discipline Councils shall develop recommendations for meeting the state needs for the discipline.

C. **Reportage activities:** The Discipline Councils shall make recommendations and reports as appropriate, but, at a minimum, annually. Each Discipline Council shall report to the

Board of Regents through the Academic Affairs Council and the Council of Presidents and Superintendents and shall insure community participation at the institutional level. Reports shall be filled out by each council's Chair.

**SOURCE: BOR, March 1997; BOR, December 2016.**

			<h1>ACADEMIC AFFAIRS GUIDELINES</h1>
<b>Section 6:</b>	Faculty		
<b>Title:</b>	Discipline Councils		
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>	
6.4		08/2016	
<b>Reference:</b>	<a href="#">BOR Policy 1:7:8 Discipline Councils</a> AAC Guideline 5.4 Instructional Method Guidelines AAC Guideline 1.11 Common Course Guidelines		
<b>Related Form(s):</b>			

## 1. Purpose

Discipline Councils are formed in accordance with Board of Regents [Policy 1:7:8 Discipline Councils](#) to facilitate faculty collaboration across the Regental System in common departments or colleges that require System-level continuity. Serving as sub-committees of the Academic Affairs Council, the established Discipline Councils shall facilitate discussion as directed by AAC and when necessary prepare information, analysis, and recommendations to help coordinate the use of available resources that enable appropriate access to high quality educational opportunities. This approach should include processes to facilitate inter-institutional cooperation.

## 2. Council Composition and Leadership

- 2.1. **Composition:** Each Discipline Council shall consist of two members from each campus as determined by the institutional lead on the Academic Affairs Council. Additional members to a discipline council is allowed when necessitated by the Academic Affairs Council.
- 2.2. **Leadership:** Each discipline council will elect a Chair and Vice Chair which must constitute membership from different Regental institutions. Prior to the end of the Spring semester, discipline councils shall elect new Chair and/or Vice Chairs to serve during the upcoming academic year. Leadership positions may be selected as the Council sees fit, but leadership positions shall be distributed among the campuses over time to ensure a balance in the councils.

## 3. Board Support

- 3.1. **Board Liaisons:** A member of the Board of Regents staff will be appointed to serve as a liaison to each discipline council. The liaison should be included in all meetings, discussions, and correspondence among council members. The liaison will serve as a resource for providing System perspective, and for gathering information to assist the

councils in decision making. Liaisons serve in an ex officio capacity, and therefore are not voting members of the councils.

### **3.2. Financial Support**

3.2.1. Each Regental institution is are expected to cover all cost (i.e., travel, per-diem, lodging) incurred by discipline council members for the work on the council. When system level projects require significant investment in time and resources the System Vice President for Academic Affairs may provide financial support necessary to facilitate more frequent meetings.

3.2.2. Council Chairs may request support for meeting space when the council convenes at a facility not owned or leased by the Board of Regents.

## **4. Meeting Expectations**

4.1. Each council is expected to meet at least once each academic year. At least one meeting per year shall be face-to-face, while others can be facilitated by conference call or web conferencing. Beyond these expectations, discipline councils may convene any number of times to facilitate activities of the council as is deemed necessary.

## **5. Reporting**

5.1. An annual reports shall be prepared by the Chair in consultation with the discipline council members. Council members are expected to report information specific to the following areas:

- Meeting Dates and Type
- Overview of Council Activities for the Academic Year
- Response to Initiatives for Council Consideration Suggested by the Executive Director
- Other Council Activities
- Recommendations for AAC Consideration
- Suggestions for Council Work Plan for Upcoming Year

5.2. The Discipline Council report template (see Appendix A) shall be used when reporting on the activities of the council each year. From time-to-time additional analyses or reporting may be requested by the Academic Affairs Council.

5.3. The report should be submitted to the Board office by the end of the Spring term in order to allow the Academic Affairs Council and the Council of Presidents and Superintendents to review the reports prior to the June Board meeting.