

SOUTH DAKOTA BOARD OF REGENTS

Academic and Student Affairs

AGENDA ITEM: 6 – C (2)

DATE: March 27-29, 2018

SUBJECT

BOR Policy 5:17 – Instructional Funding Revisions (Second Reading)

CONTROLLING STATUTE, RULE, OR POLICY

[BOR Policy 5:17](#) – Instructional Funding

[AAC Guideline 5.7](#) – Section Size Guidelines

BACKGROUND / DISCUSSION

BOR Policy 5:17.4 stipulates the minimum number of students that must be enrolled in course sections offered at the state’s public universities. As stated in this policy, undergraduate and dual-listed sections must enroll at least ten students, entry-level graduate sections (i.e., 500-600 level) must enroll at least seven students, and upper-level graduate sections (i.e., 700-800 level) must enroll at least four students. This so-called “4-7-10 rule” applies only to only on-campus course sections delivered through “selected” instructional methods (e.g., lectures, seminars). Exceptions to the 4-7-10 rule are allowed for up to four percent of selected sections at BHSU, DSU, and NSU and up to three percent of selected sections at SDSM&T, SDSU, and USD. These exception limits are based on cumulative data from the fall and spring terms.

As the public university system advances its efforts to balance instructional effectiveness with organizational efficiency, course section size has emerged as an important accountability measure. The annual *Section Size Report* evaluates the extent to which the state’s six public universities continue to meet Regental policy with respect to minimum enrollment per course section. It is also important to reinforce that only a fraction of the courses offered in the Regental system must meet the requirements outlined in BOR Policy 5:17. Non-selected course sections (i.e., Studio, Internship/Practicum, Workshop, etc.) are excluded from the pre-established enrollment limits. Of the 11,063 on-campus sections offered this past year, only 6,996 (60%) were classified as selected. An additional 2,485 course offerings were delivered at off-campus tuition rates and also excluded indicating that just over half (51.6%) of all sections offered in the system are held to this policy requirement.

(Continued)

DRAFT MOTION 20180327_6-C(2):

I move to approve second and final reading of the proposed revisions to BOR Policy 5:17 Instructional Funding as presented.

During the August 2017 retreat, the Board of Regents indicated a desire to have additional data to evaluate the impact of section size policy. In response to this query, two alternative approaches were explored.

5/9/12 Policy Alternative

Regents Information System (RIS) staff used the data from the 2016-17 Section Size Report and generated a set of tables that depict the percentage of selected course sections if the current restriction for 4/7/10 were to increase to 5/9/12. Table 1 and 2 in Attachment II provide these data for the alternative threshold structure. Under the current policy framework, a total of 205 small sections existed in the Regental system, and the modification resulted in an increase of an additional 387 sections. Only 15% of these additional courses were at the graduate level. Just under 41% of the courses were from disciplines that fell within four CIP classifications in the area of Engineering (52), Physical Science (40), Biological and Biomedical Sciences (36), and Education (29).

AAC members discussed these data at the [August 2017](#) meeting and agreed that shifting to a 5/9/12 model, or reverting to a campus level student ratio as previously discussed during the May 2017 meeting would make it difficult to manage for a number of high cost programs. As an alternative, the council inquired about whether the inclusion of all selected course sections offered at the off- and on-campus rate¹ could be included to capture a larger number of sections that are currently excluded.

Inclusion of Off-Campus Sections

Based on the recommendation from the council, RIS staff processed the 2016-17 Section Size report under new parameters to include off-campus sections. For this update 2,485 off-campus sections which were added to the 6,996 on-campus sections already in the dataset. Of these, 14% were small, compared with 2.9% of analogous on-campus sections (see Table 3 and 4 for both system and institutional data). Under this approach, SDSM&T was the only institution that would be under the percentage allowed by BOR policy. SDSU and USD were under 6% and the three remaining institutions were just under 7%.

The council reviewed these data during their [October 2017](#) meeting, and agreed that this approach would be more viable than attempting to shift to a 5/9/12 policy framework. However, to be compliant the council members requested that the

¹ Currently, BOR Policy 5:17 specifies that only on-campus courses are included in the institutional calculation for selected course sections. When the policy was initially developed a small number of course offerings were at the off-campus rate, and because the intent was for them to not use state resources and have students cover the cost of instruction the courses were excluded. As online course enrollments have expanded, institutions have worked to impose their own internal requirements for courses based on formulas for determining self-sustainability. For many off-campus courses with fewer than 10 students, faculty are asked accept a salary reduction or alter their workload assignments to compensate.

current percentage thresholds be increased slightly to reflect the broader array of eligible courses being included.

IMPACT AND RECOMMENDATION

Revisions have been proposed to BOR Policy 5:17 to expand the section types that are managed under the small section size policy. Doctoral granting institutions have been increased to 4% and the three regional comprehensive institutions have been set at 5%. Campuses would be given until the 2018-19 academic year to move into compliance with the addition of off-campus courses. Overall, expanding the section size policy to include off-campus course sections will ensure that campuses are working to efficiently manage their curriculum.

The first reading of the policy revisions were reviewed by the SDBOR at their [December 2017](#) meeting. No issues or revisions were noted by the Board during the first reading, and the only additional revisions being recommended are the addition of definitions in section 2 of the current policy. These additional revisions made since the first reading in December 2017 are **highlighted** for reference.

Board staff support the recommendations.

ATTACHMENTS

Attachment I – Proposed Revisions to BOR Policy 5:17 Instructional Funding

Attachment II – Campus Small Section Rates Under Alternative 5/9/12 Framework and Small Sections for Off- and On-Campus Courses

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Instructional Funding

NUMBER: 5:17

A. PURPOSE

To regulate the instructional funding models within the Regental System.

B. DEFINITIONS

- 1. On-Campus Courses:** Courses delivered at a main campus ~~on-campus~~ location or off-campus with state-support (i.e., Nursing).
- 2. Off-Campus Courses:** Courses delivered at off-campus delivery sites, via distance, or classified as developmental/remedial.
- 3. Correspondence Courses / Independent Study Courses:** A course in which students receive lessons and assignments in the mail or by e-mail and returns the completed assignments in order to receive a grade.
- 4. Independent Study Courses:** A course in which a student completes an individualized plan managed by a supervising faculty member in conjunction with the student's goals.
- 5. Remedial Courses:** Courses delivered either on- or off-campus to students requiring additional assistance in the areas of English, Reading, or Mathematics in an effort to achieve expected competencies in these core academic skill areas.
- 6. Study Tours:** An extended trip to a foreign or domestic location for the purpose of earning academic credit.
- 7. Activity, Music, and Theatre Camps:** A camp which focuses on a particular activity, including, but not limited to, music or theatre.
- 8. Special Courses,:** Courses including audited courses, internet courses, Independent Study Courses, Correspondence courses, or Externally Supported courses.
- 9. Workshops, and Institutes:** A very intense, rigorous academic experience focusing on a specific, narrowly tailored topic of current interested and professional relevance.
- 10. Selected Instructional Types:** Instructional types which are subject to the 10/7/4 rule for course enrollment, including: Discussion/Recitation; Seminar; Large Ensemble; Laboratory and Alternate Laboratory; Physical Education Activity; and Lecture Courses.
- 11. Unselected Instructional Types:** Instructional types which are exempt from the 10/7/4 rule for course enrollment, including: Studio; Small Group; Small Group Ensemble; Competency-based, Self-paced Study; Clinical Laboratory; Clinical Experience;

Independent Study; Design/Research; Private Instruction; Restricted PE Activity; Tracking; Internship/Practicum; Thesis; Thesis/Research Sustaining; and Workshop.

C. POLICY

1. On-Campus Courses

Except as provided in Section (2) below, courses offered on-campus shall be offered at the current on-campus tuition rate established by Board Policy Number 5:5.

2. Off-Campus Courses

2.1. Off-Campus Courses: Courses offered off-campus shall be offered at the current off-campus tuition rate established by Board Policy Number 5:5 unless state funding has been specifically authorized by the Board. Board authorization for off-campus state-funded courses is addressed in Policy Number 5:18.

2.1.1. Correspondence Courses/Independent Study Through Correspondence

2.1.1.1. All correspondence courses are considered off-campus courses for instructional funding purposes. They are off-campus regardless of the location of the student or the student's enrollment in any other courses.

2.2. Remedial Courses: Remedial courses at all institutions shall be offered at the current off-campus tuition rates established by the Board.

2.3. Study Tours: Academic credit to be earned wholly or partially through participation in a foreign or domestic study tour shall be offered at the current off-campus tuition rates established by the Board.

2.4. Activity, Music, and ~~Drama-Theatre~~ Camps: Academic credit to be awarded as a result of participation in an activity, music, or drama camp shall be offered at the current off-campus tuition rates established by the Board.

2.5. Special Courses, Workshops, and Institutes: ~~From September 1, 1997 through August 31, 1998, a~~ Academic credit to be awarded as a result of participation in special courses, workshops or institutes approved by the Executive Director may be offered at the current off-campus tuition rates as established by the Board of Regents. These special offerings would include only those courses and activities not identified or offered as part of the regular institutional curriculum.

3. Exceptions

3.1. The Board may approve exceptions to the instructional funding policy as it deems appropriate. Requests for exceptions shall be presented to the Board at a regularly scheduled meeting in advance of the term for which the exception is sought.

3.2. A list of approved exceptions shall be maintained in the Regents' Office and provided to the Board annually.

4. Small Section Limitation

4.1. All state- and off-campus-and self-support sections with a "selected" instructional method type may be offered for each of the degree levels referenced below:

- ~~4.1.1. No selected instructional method u~~Undergraduate (100, 200, 300 or 400 level course) and dual listed undergraduate/graduate section with fewer than ten (10) students;
- ~~4.1.2. ,e~~Entry-level graduate (500 or 600 level courses) section with fewer than seven (7) students; ~~or~~
- ~~4.1.3. and u~~Upper-level graduate (700 or 800 level courses) sections with fewer than four (4) students may be offered.
- 4.2. Any exceptions to this policy must be authorized by the institutional President and justified to the Board each semester. Collaborative courses with a selected instructional method code that result from a shared program agreement among Regental or partner institutions shall be excluded. Off-campus courses shall be excluded if the institution has negotiated a reduction in faculty workload or salary.
- ~~4.3. Exception limits are determined annually based on Fall and Spring term offerings, and U~~nder no circumstances shall the annual exception limit ~~be exceed the prescribed limits for each institution type. more than three percent of all state support selected instructional method sections for South Dakota School of Mines and Technology, South Dakota State University and the University of South Dakota and more than four percent of all state support selected instructional method sections for Black Hills State University, Dakota State University and Northern State University. The exception limit is determined annually based on Fall and Spring term offerings.~~
- ~~4.3.1. Research Intensive Institutions at four (4) percent.~~
- ~~• South Dakota School of Mines & Technology~~
 - ~~• South Dakota State University~~
 - ~~• University of South Dakota~~
- ~~4.3.2. Master's Comprehensive Institutions at five (5) percent.~~
- ~~• Black Hills State University~~
 - ~~• Dakota State University~~
 - ~~• Northern State University~~
- ~~4.4. Selected instructional methods types include: Discussion/Recitation; Seminar; Large Ensemble; Laboratory and Alternate Laboratory; Physical Education Activity; and Lecture Courses. Collaborative courses with a selected instructional method code that result from a shared program agreement among Regental institutions shall be excluded.~~
- ~~4.3.4.5.~~ Unselected instructional **methods types** include: Studio; Small Group; Small Group Ensemble; Competency-based, Self-paced Study; Clinical Laboratory; Clinical Experience; Independent Study; Design/Research; Private Instruction; Restricted PE Activity; Tracking; Internship/Practicum; Thesis; Thesis/Research Sustaining and Workshop.

FORMS / APPENDICES:

None

SOURCE:

BOR April 1992; BOR December 1992; BOR December 1993; BOR August 1995; BOR December 1995; BOR March 1996; BOR August 1996; BOR June 1997; BOR October 1997; BOR June 1998; BOR August 2000; BOR December 2010; BOR October 2011; BOR May 2016; BOR December 2016.

Campus Small Section Rates Under Alternative Policy Frameworks

Conversion to 5/9/12 Policy Framework

Table 1

Selected Course Sections during the 2016-17 Academic Year Considered Small Under a Proposed 5/9/12 Policy

Small	Freq.	Percent	Cum.
N	6,405	91.54	91.54
Y	592	8.46	100.00
Total	6,997	100.00	

Table 2

Selected Course Sections during the 2016-17 Academic Year Considered Small Under a Proposed 5/9/12 Policy Aggregated By Institution

Inst	Small		Total
	N	Y	
BHSU	500 87.11	74 12.89	574 100.00
DSU	348 88.55	45 11.45	393 100.00
NSU	486 87.25	71 12.75	557 100.00
SDSMT	787 92.05	68 7.95	855 100.00
SDSU	2,739 93.01	206 6.99	2,945 100.00
USD	1,545 92.35	128 7.65	1,673 100.00
Total	6,405 91.54	592 8.46	6,997 100.00

Inclusion of All Off- and On-Campus Course Sections

Table 3

Selected Course Sections During the 2016-17 Academic Year Considered Small For Both Off-Campus (SS) and On-Campus (ST)

Funding	Small		Total
	N	Y	
SS	2,138 86.04	347 13.96	2,485 100.00
ST	6,794 97.11	202 2.89	6,996 100.00
Total	8,932 94.21	549 5.79	9,481 100.00

Table 4

Selected Course Sections During the 2016-17 Academic Year Considered Small For Both Off-Campus (SS) and On-Campus (ST) Aggregated By Institution

Inst	Small		Total
	N	Y	
BHSU	986 93.28	71 6.72	1,057 100.00
DSU	676 93.24	49 6.76	725 100.00
NSU	760 93.37	54 6.63	814 100.00
SDSMT	845 97.35	23 2.65	868 100.00
SDSU	3,439 94.01	219 5.99	3,658 100.00
USD	2,226 94.36	133 5.64	2,359 100.00
Total	8,932 94.21	549 5.79	9,481 100.00

Table 5
Selected On-Campus Sections During the 2016-17 Academic Year Considered Small
Aggregated By Institution

Inst	Small N	Y	Total
BHSU	548 95.47	26 4.53	574 100.00
DSU	378 96.18	15 3.82	393 100.00
NSU	534 96.04	22 3.96	556 100.00
SDSMT	833 97.43	22 2.57	855 100.00
SDSU	2,869 97.42	76 2.58	2,945 100.00
USD	1,632 97.55	41 2.45	1,673 100.00
Total	6,794 97.11	202 2.89	6,996 100.00

Table 6
Selected Off-Campus Sections During the 2016-17 Academic Year Considered Small
Aggregated By Institution

Inst	Small N	Y	Total
BHSU	438 90.68	45 9.32	483 100.00
DSU	298 89.76	34 10.24	332 100.00
NSU	226 87.60	32 12.40	258 100.00
SDSMT	12 92.31	1 7.69	13 100.00
SDSU	570 79.94	143 20.06	713 100.00
USD	594 86.59	92 13.41	686 100.00
Total	2,138 86.04	347 13.96	2,485 100.00