

SOUTH DAKOTA BOARD OF REGENTS

Academic and Student Affairs

AGENDA ITEM: 5 – D

DATE: May 11-12, 2016

SUBJECT: BOR Policy 5:17 Revision – Section Size Guidelines

AAC discussed a number of subsequent revisions to Section Size Administrative Guidelines during the [February 2015](#) meeting and a number of minor changes were approved at that time. The issue impacting collaborative and shared courses was further discussed during the [May 2015](#) meeting and revisions were approved during the [July 2015](#) meeting. At the time, any shared/cross-listed course falling short of its enrollment minimum (a DDN course in German with five students at the host institution, and one at the receiving institution) was counted against both institutions. Despite being spelled out in guidelines, the section size determination is made based on the combined enrollment for all cross-listed sections. Applying the penalty to only the parent (primary) section would result in the secondary section(s) receiving a waiver to the BOR policy. The following guideline language was approved during the July meeting.

2. Collaborative (Shared) Courses

If a course is being offered collaboratively by more than one institution, the combined enrollments must be less than 7/10 in order to count against each of the institutions. In those instances where the shared course is offered as a result of a shared program agreement among Regental institutions, only the designated “home” institution will be adversely impacted by the low enrolled section. Institutional personnel at the “offering” location are responsible for designating the “home” institution in the “SXRF-Section Cross-List” screen in Colleague for tracking when shared courses in shared programs are offered.

AAC representatives discussed and concurred that the change to administrative guidelines would address the immediate concern impacting the double counting across both participating institutions. However, as the issue was discussed further it was noted that in order to better facilitate further collaboration and sharing of programs/coursework within the system a modification to Board policy would be necessary. To address this issue, a modification has been proposed to Board of Regents [Policy 5:17 Instructional Funding](#). The proposed addition to section 4 of the policy adds collaborative courses that result from a shared program agreement among institutions to be excluded from the list of “selected” course types. The Board of Regents considered this request during the March/April 2016 meeting and approved the first reading.

DRAFT MOTION 20160511_5-D: I move to approve the second and final reading of the revision to BOR Policy 5:17.

SOUTH DAKOTA BOARD OF REGENTS**Policy Manual****SUBJECT:** Instructional Funding**NUMBER:** 5:17

Except for student internships, field experiences, and clinical experiences, the location of course delivery, not the location of course registration, determines the tuition rate status of the course.

1. State Funded Courses

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

2. Self-Support Courses

- A. Off-Campus Courses:** Courses offered off-campus shall be offered at the current self-support 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.

1) Correspondence Courses/Independent Study Through Correspondence

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

- B. Remedial Courses:** Remedial courses at all institutions shall be offered at the current self-support tuition rates established by the Board.
- C. 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 self-support tuition rates established by the Board.
- D. Activity, Music, and Drama Camps:** Academic credit to be awarded as a result of participation in an activity, music, or drama camp shall be offered at the current self-support tuition rates established by the Board.
- E. Special Courses, Workshops, and Institutes:** From September 1, 1997 through August 31, 1998, 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 self-support 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

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.

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

4. Small Section Limitation

No selected instructional method undergraduate (100, 200, 300 or 400 level course) and dual listed undergraduate/graduate (400-500 level courses) section with fewer than 10 students, entry level graduate (500 or 600 level courses) section with fewer than 7 students, and graduate only (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.

Under no circumstances shall the annual exception limit be 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.

Selected instructional methods 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.](#) Unselected instructional methods include: Studio/Small Group Instruction/Small 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.

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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.