



**SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS**

New Course Request

SDSU	Education & Human Sciences / Teaching, Learning & Leadership
Institution	Division/Department
Dennis D. Hedge	5/7/2018
Institutional Approval Signature	Date

Section 1. Course Title and Description

Prefix & No.	Course Title	Credits
AGED 401	Parliamentary Procedure	2
AGED 501	Parliamentary Procedure	2

Course Description	<p>This course will focus on the function of deliberative assemblies and the orderly conduct of meetings. The course will utilize the current version of Roberts Rules of Order Newly Revised to prepare students to provide parliamentary advice to student organizations, school boards, commodity groups, and other deliberative assemblies.</p>
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Pre-requisites or Co-requisites

Prefix & No.	Course Title	Pre-Req/Co-Req?
None		

Registration Restrictions

None

Section 2. Review of Course

2.1. Was the course first offered as an experimental course?

- Yes (if yes, provide the course information below) No.

2.2. Will this be a unique or common course?

Unique Course

Prefix & No.	Course Title	Credits
None		

Provide explanation of differences between proposed course and existing system catalog courses below:

<p>Parliamentary procedure is typically covered as part of a course and not as a stand-alone course. This course would be specifically developed to CTE career path, FFA, and FCCLA organizations.</p>
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Common Course Indicate universities that are proposing this common course:

- BHSU DSU NSU SDSMT SDSU USD

Section 3. Other Course Information

3.1. Are there instructional staffing impacts?

- No. Schedule Management, explain below: This course will be taught on a three-year rotation by existing faculty.

- 3.2. Existing program(s) in which course will be offered: Agricultural Education (M.S.); Agricultural Education, Communication, and Leadership (B.S.) – Agricultural Education Specialization
- 3.3. Proposed instructional method by university: R - Lecture
- 3.4. Proposed delivery method by university: 001 – Face to Face Term Based Instruction
- 3.5. Term change will be effective: Fall 2018
- 3.6. Can students repeat the course for additional credit?
 Yes, total credit limit: 4 No
- 3.7. Will grade for this course be limited to S/U (pass/fail)?
 Yes No
- 3.8. Will section enrollment be capped?
 Yes, max per section: _____ No
- 3.9. Will this course equate (i.e., be considered the same course for degree completion) with any other unique or common courses in the common course system database in Colleague and the [Course Inventory Report](#)?
 Yes No
- 3.10. Is this prefix approved for your university?
 Yes No

Section 4. Department and Course Codes (Completed by University Academic Affairs)

4.1. University Department Code: STLL

4.2. Proposed [CIP Code](#): 13.1319

Is this a new CIP code for the university? Yes No

**NEW COURSE REQUEST
Supporting Justification for On-Campus Review**

<u>Jennifer A. Kampmann</u> Request Originator	<u>Jennifer A. Kampmann</u> Signature	<u>2/25/2018</u> Date
<u>Andy Stremmel</u> Department Chair	<u>Andy Stremmel</u> Signature	<u>3/16/2018</u> Date
<u>Jane Hegland</u> School/College Dean	<u>Jane Hegland</u> Signature	<u>3/16/2018</u> Date

- Provide specific reasons for the proposal of this course and explain how the changes enhance the curriculum.
 This course is being developed as an elective for CTE majors and students in FFA and FCCLA. This is an important part of CTE and only currently offered as topics within courses, not a stand-alone course.
- Note whether this course is: Required Elective
- In addition to the major/program in which this course is offered, what other majors/ programs will be affected by this course?
 None

4. If this will be a dual listed course, indicate how the distinction between the two levels will be made.
Students in the graduate-level will have to answer additional questions on exams that demonstrate a deeper level of understanding of the material. They also will be expected to write papers for the course that likewise demonstrate a greater nuanced and deeper comprehension of the course material.
5. Desired section size 25
6. Provide qualifications of faculty who will teach this course. List name(s), rank(s), and degree(s).
Troy White, Assistant Professor, Ph.D.
Laura Hasselquist, Assistant Professor, Ph.D.
7. Note whether adequate facilities are available and list any special equipment needed for the course.
Facilities are adequate and there is no special equipment needed.
8. Note whether adequate library and media support are available for the course.
There is no library or media support needed for this course.
9. Will the new course duplicate courses currently being offered on this campus?
 Yes No
If yes, provide justification.
10. If this course may be offered for variable credit, explain how the amount of credit at each offering is to be determined.
N/A