



SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS

Authority to Offer an Existing Course

NSU
Institution

Millicent Atkins School of Education/Teacher Education
Division/Department

Michael Wanous

Institutional Approval Signature

3/12/2025

Date

- 1. Is this a request to offer an existing common course or an existing unique course (approval will change course status from unique to common)?**

Common Course

☐

Unique Course

☒

- 2. Provide the complete description as it appears in the system database including pre-requisites and co-requisites.**

Prefix & No.	Course Title	Credits
SEED 502	Methods in Career/Tech Ed	1-2

Dual Listing at 400-level: SEED 402

Course Description
This course will introduce participants to the field of Career and Technical Education (CTE) and focus on effective teaching practices, curriculum development and methods of delivering instruction. The course is designed for individuals who are presently teaching in a technical education field and/or currently working toward CTE teacher certification. Instructional techniques appropriate for CTE are developed based on the models identified in competency-based or performance-based education.

Pre-requisites or Co-requisites (add lines as needed, make sure to copy boxes in Pre-req and Co-req cells)

Prefix & No.	Course Title	Pre-req	Co-req
		Choose an item.	Choose an item.

3. Universities currently offering this course, or any equated courses (place an “X” in the appropriate boxes):

Please consult any universities indicated below, and attach correspondence with the campus response. Communication and approval should include the Provost’s office at the universities currently offering the course.

☐ BHSU ☐ DSU ☐ NSU ☐ SDSMT ☒ SDSU ☐ USD

4. Does Offering the Course Create FTE Implications? No

If no, Replacement of _____ (deletion form attached)
(prefix, number, name of course, credits)

Effective Date of Deletion: [Click here to enter a date.](#)

5. Does Offering the Course Create Schedule Management Implications? No

Explain: Course rotation

6. Existing program(s) in which course will be offered: BSED/MSED

7. CIP Code for the course: 131319

8. Is the university currently authorized to use the course prefix (i.e., the prefix is used for a minimum of 6 courses, not counting x9x courses) (Yes or No)? Yes

If the university is not authorized to use the current prefix, please indicate the prefix your university will use for the course, which will be equated to the requested course. The university must be approved to use this prefix.:

(Note: If the institution wishes to offer the course with the current prefix, but is not authorized to do so, AAC Guidelines Form 1.10 – New Prefix Request Form must be submitted along with this request.)

9. Proposed instructional method by this university: R - Lecture

10. Proposed delivery method by this university: N01 face-to-face
N02 Hyflex
N03 Hyflex Synchronous
N15 Online Asynchronous
N18 Online Synchronous

11. University Dept. Code: Teacher Education

Banner Department Code: NTE

12. Authority to offer effective beginning in what term? Fall 2025

13. Section Restriction: _____

From: Schutter, Nicole D
To: Schwan, Anna M
Subject: FW: authority to offer request
Date: Wednesday, February 19, 2025 10:34:58 AM
Nicole D. Schutter, Ed.D.
*Assistant Professor of Education,
Teacher Education Department Chair,
Coordinator of MSED Leadership & Administration Program
Millicent Atkins School of Education
605-626-2570 Office
nicole.schutter@northern.edu
Beulah Williams Library Room 214
northern.edu
Northern State University
1200 S. Jay St., Aberdeen, SD 57401*

From: Karabon, Anne <Anne.Karabon@sdstate.edu>
Sent: Tuesday, February 18, 2025 4:37 PM
To: Schutter, Nicole D <Nicole.Schutter@northern.edu>
Subject: Re: authority to offer request

Hi Nicole.
Apologies for the delayed response. I have been traveling for 9 days (back-to-back conferences).
We do not have a reason to say no- please proceed.
Anne
--

Anne Karabon
*Wendell and Marlys Thompson Director of the School of Education, Counseling, and Human
Development /Associate
Professor of Early Childhood Education
School of Education, Counseling & Human Development*

From: Schutter, Nicole D <Nicole.Schutter@northern.edu>
Date: Monday, February 10, 2025 at 12:18 PM
To: Karabon, Anne <Anne.Karabon@sdstate.edu>
Subject: RE: authority to offer request
Good afternoon, Anne,
In addition to offering SEED 502, we would like to seek authority to offer the course at the 400-level.
Do you have any feedback or concerns regarding this request?
Thank you!
Nicole
Nicole D. Schutter, Ed.D.
*Assistant Professor of Education,
Teacher Education Department Chair,
Coordinator of MSED Leadership & Administration Program
Millicent Atkins School of Education
605-626-2570 Office
nicole.schutter@northern.edu*

Beulah Williams Library Room 214
northern.edu
Northern State University
1200 S. Jay St., Aberdeen, SD 57401

From: Schutter, Nicole D
Sent: Monday, May 15, 2023 4:15 PM
To: Karabon, Anne <anne.karabon@sdstate.edu>
Subject: Re: authority to offer request

Thank you, Anne!

Nicole

Sent from my iPhone

On May 15, 2023, at 3:47 PM, Karabon, Anne <anne.karabon@sdstate.edu> wrote:

Hello Nicole,

Our team met and reviewed the request. We do not have a strong reason to oppose the request. Best of luck to you all and the course offering.

Anne

--

Anne Karabon

Wendell and Marlys Thompson Director of the School of Education, Counseling, and Human Development

/Associate Professor of Early Childhood Education

School of Educ, Counseling&HumanDev

South Dakota State University (SDSU) currently occupies the ancestral, traditional, and contemporary

homelands of the Oceti Sakowin Oyate (People of the Seven Council Fires) who speak Dakota, Nakota, and

Lakota. The traditional names of the Oceti Sakowin Oyate are Wahpekute, Wahpetunwan, Sisitunwan,

Bdewakantunwan, Ihanktunwan, Ihanktunwanna, and Tituwan.

From: Schutter, Nicole D <Nicole.Schutter@northern.edu>

Date: Saturday, May 13, 2023 at 7:10 PM

To: Karabon, Anne <Anne.Karabon@sdstate.edu>

Subject: RE: authority to offer request

Hi Anne,

Thank you for catching that. I've included the updated document. We would like to offer the course as part of our MSED in Educational Studies – Secondary Education.

Thanks,

Nicole

NICOLE SCHUTTER, Ed.D.

Assistant Professor, Teacher Education Department Chair

605-626-2570

Nicole.Schutter@northern.edu

northern.edu

Northern State University

1200 S Jay St | Aberdeen, SD 57401
Gerber 110

From: Karabon, Anne <Anne.Karabon@sdstate.edu>
Sent: Friday, May 12, 2023 11:17 AM
To: Schutter, Nicole D <Nicole.Schutter@northern.edu>
Subject: Re: authority to offer request

Hello Nicole.

I noticed that the “connection to current program” part of the application was left blank. Is this a stand-alone class or what is the CTE connection?

Anne

--

Anne Karabon

Wendell and Marlys Thompson Director of the School of Education, Counseling, and Human Development

/Associate Professor of Early Childhood Education

School of Educ, Counseling&HumanDev

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Bdewakantunwan, Ihanktunwan, Ihanktunwanna, and Tituwan.

From: Schutter, Nicole D <Nicole.Schutter@northern.edu>
Date: Thursday, May 11, 2023 at 12:02 PM
To: Karabon, Anne <Anne.Karabon@sdstate.edu>
Subject: RE: authority to offer request

Hi Anne,

I've attached what we have so far. I've highlighted #3, as it most directly pertains to our communication regarding the course offering.

Thank you!

NICOLE SCHUTTER, Ed.D.

Assistant Professor, Teacher Education Department Chair

605-626-2570

Nicole.Schutter@northern.edu

northern.edu

Northern State University

1200 S Jay St | Aberdeen, SD 57401

Gerber 110

From: Karabon, Anne <Anne.Karabon@sdstate.edu>
Sent: Thursday, May 11, 2023 10:34 AM
To: Schutter, Nicole D <Nicole.Schutter@northern.edu>
Subject: Re: authority to offer request

Hello Nicole. We met this morning to discuss the request. We are interested to see the

Authorization to Offer form to review for signature/approval. Can you send me that form, please?

Anne

--

Anne Karabon

Wendell and Marlys Thompson Director of the School of Education, Counseling, and Human Development

/Associate Professor of Early Childhood Education

School of Educ, Counseling&HumanDev

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Bdewakantunwan, Ihanktunwan, Ihanktunwanna, and Tituwan.

From: Schutter, Nicole D <Nicole.Schutter@northern.edu>

Date: Monday, May 1, 2023 at 2:54 PM

To: Karabon, Anne <Anne.Karabon@sdstate.edu>

Subject: authority to offer request

Good afternoon, Anne,

I hope your semester is winding down smoothly. We are requesting your permission/support to seek authority to offer SEED 502: Methods in Career and Technical Education at NSU. Our hope is that offering this course will help us in our efforts to certify more teachers and get more teachers into the field.

Thank you,

Nicole

NICOLE SCHUTTER, Ed.D.

Assistant Professor, Teacher Education Department Chair

605-626-2570

Nicole.Schutter@northern.edu

northern.edu

Northern State University

1200 S Jay St | Aberdeen, SD 57401

Gerber 110

Image removed by sender.