To: Professor Jodie Hayob, Chair, University Faculty Council

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Date: September 27, 2014

Motion: To impose a moratorium on BUAD 471B1-4, effective Spring 2015.

Rationale: According to *Faculty Handbook Section 2.2.1 Authority and Responsibility of the Faculty* The Board of Visitors has designated the President as the chief executive, administrative, and academic officer of the University of Mary Washington, with responsibility for proposing policies and programs for the University, as well as responsibility for their effective implementation upon approval by the Board. Consistent with these responsibilities, the President has delegated the following authority to the faculty of the University:

.1 to determine academic offerings consistent with the established mission of the University; ...

.8 to develop and to supervise a committee system for the orderly exercise of the authority that has been delegated to it.

Furthermore, under UFC-approved policy, as specified in the *Guidelines for Course and Curriculum Proposals* (approved March 13, 2012), any change to a course’s number, title, credits, prerequisites or description must be approved by the University Curriculum Committee (UCC). In reference to such changes, the *Guidelines* state: “For proposals to change existing courses, or to create a new course, there is no approval step by either the Dean or the Provost. These curricular actions are entirely within the hands of the faculty.”

Despite these clearly stated policies, the College of Business is currently offering a series of course sections (BUAD 471B1-4) that: 1) carry an unapproved number of credits, 2) intentionally target students ineligible to take the course as specified by the *Catalog*, and 3) appear to deliver content inconsistent with the *Catalog* description of BUAD 471.

The most recently approved number of credits for BUAD 471 was three, and it continued to be listed as a 3-credit course in the *Academic Catalog* as recently as the 2013-14 edition. It is now listed as a variable credit (1-3) course in the 2014-15 *Undergraduate Academic Catalog*. This change was made administratively without approval by the UCC, circumventing established UCC procedure. Before this academic year, BUAD 471XX was offered for 2 credits in the spring and fall of 2012, and BUAD 471ZZ was offered for 1 credit in the spring of 2013, all without UCC approval. BUAD 471B1-*Professional Development for Freshmen*, BUAD 471B2-*Professional Development for Sophomores*, BUAD 471B3-*Professional Development for Juniors*, and BUAD 471B4-*Professional Development for Seniors* are being offered this fall (2014) for 1 credit each.
A rationale was provided by Provost Levin that the change in credit number from 3 to variable (1-3) was made administratively simply to align BUAD 471 with recent practices. However, the fact remains that no change in credit number for this course was ever approved. This administrative action represents a disturbing departure from the existing orderly process for managing curriculum changes and undermines faculty authority as delegated by the President.

Moreover, the Catalog description for BUAD 471 lists as its prerequisites “Business Administration major, permission of instructor, and permission of Associate Dean for Faculty”. However, the course title for BUAD 471B1-Professional Development for Freshmen deliberately targets students who, by definition, could not have been Business Administration majors at the time that they registered for the course according to the College of Business Admissions policies summarized on page 214 of the 2014-15 Undergraduate Academic Catalog. This issue also applies to BUAD 471B2 and B3. Course rosters available via Sharepoint show no declared Business Administration Majors in BUAD 471B1, three (out of 11 students) in BUAD 471B2, and 13 (out of 19 students) in BUAD 471B3. All faculty are allowed to occasionally make exceptions to prerequisites or grant special permission to particular students who face extenuating circumstances or have effectively met prerequisites through alternative means. However, to intentionally admit ineligible students en masse compromises the spirit and integrity of the university’s policies governing the curriculum.

In addition, the titles of BUADB1-4 suggest content inconsistent with BUAD 471’s Catalog description and prevailing scholarly standards for a 400-level University of Mary Washington course. The phrase “Professional Development” alludes to non-academic topics such as resume writing, interviewing skills, and professional etiquette, and the instructor’s (Dean Lynne Richardson) public comments about these courses in a recent article published by her in a local newspaper support this assumption. BUADB1-4 appear to be consistent with a series of courses (BUAD 099-399) submitted to the UCC by COB Dean Richardson in February of 2014, but returned by the UCC without approval. While any department is allowed to offer certain special topics courses up to three times without UCC approval, for a college Dean to offer a course that was previously denied approval by the UCC again undermines faculty authority.

Finally, the administrative changes to BUAD 471 set a potentially troublesome precedent. Are other administrators, departments, or individual faculty now allowed to unilaterally change a course’s credit number, prerequisites, or Catalog description without UCC approval? The process by which the faculty oversee the curriculum is at stake. The integrity and effectiveness of faculty governance itself may be threatened.

On these grounds, we ask that the UFC prohibit the COB from 1) offering BUAD 471 for any number of credits other than three until such credit changes are approved by the UCC and 2) targeting students for enrollment in BUAD 471 who have not met its current published prerequisites until new prerequisites that align with enrollment practices are approved. The
university should not recognize academic credit for BUAD 471B1-4 effective Spring 2015 until such approvals are obtained.