**Rules Committee**

**Minutes for 11/3/16 meeting**

**\*Minutes approved on 12/1/16**

**Rules Members present: Susan Welch, Diana Mindrila, Mary Bishop, Dan Williams, Yu Cheng, Christy Johnson (substitute for Mary Alice Varga), Denise Overfield, and Jane Simpson**

**1. Minutes:**

 Any Changes, Additions, Modifications

Action: Minutes approved from 9/29/2016

**2. Regular Agenda Items:**

1. UWG Institutional Procedures, Section 2. Academic Affairs. Rules committee members will revise/reformat the UWG [Procedures](http://www.westga.edu/policy/3429_3909.php) within each area of Section 2.0 using the [UWG Procedure form](https://docs.google.com/document/d/1olqkwjkSVGIylozCdNHXnNHqFSs7bDtR6t8J7zZJbnU/edit?usp=sharing). Also, review the Faculty Handbook for the rules/regulations offered and offer revisions as necessary. The “assignments” are listed below (Rules committee member listed, new Policy name, and old [Faculty Handbook](https://www.westga.edu/assets-opentext/assetsDept/vpaa/FacultyHandbook.pdf) number):

Mary: Faculty Workload- 127 (sent back from Senate due to lack of inclusion of adjunct and instructor language...solely tenure-track faculty language was previously offered). Email sent to deans of colleges, school of nursing, and library for input regarding faculty workload as the Rules committee reviews this section of the handbook. Only four deans responded back to initial email, so chair of Rules will send out a reminder email to deans for input and feedback will be shared with committee at the next Rules meeting.

John: Convocation and Commencement Services- 306. Committee made edits to UWG Faculty Handbook section 306. Further edits will be made via Google documents among committee members before the next Rules committee meeting.

Yu: UWG Procedure 2.7.2, Faculty Absences was approved by the Rules committee. UWG Faculty Handbook section 213 was approved by the Rules committee.

Mary Alice: Research- 401

Dan: Classroom procedures/Syllabi- 201

Neal: Student Absences- 202

Chris: Course changes, drops, and add- 204

Susana: Office Hours- 209

Diana: Textbook Selection and Ordering- 212

Yvonne: Final examinations- 206

Susan: Academic Dishonesty- 207

**A. Senate – Rules Committee… 2016-2017 Members List**

|  |  |  |
| --- | --- | --- |
|  | **Senate Members** |  |
| Welch, Susan **(Chair)** | swelch@westga.edu | Senate – SON (2018) |
| Williams, Dan  | dkw@westga.edu  | Senate – COAH (2018) |
| Mindrila, Diana | dmindril@westga.edu  | Senate-COE (2017) |
| Velez-Castrillon, Susana | svelez@westga.edu  | Senate-RCOB (2019) |
|  | **Faculty Members** |  |
| Chestnut, Neal  | nchesnut@westga.edu  | Faculty – COSM (2017) |
| Sewell, John | johns@westga.edu  | Faculty- COSS (2017)  |
| Fuentes, Yvonne | yfuentes@westga.edu  | Faculty- COAH (2018)  |
| Cheng, Yun | ycheng@westga.edu  | Faculty – RCOB (2018) |
| Varga, Mary Alice  | maryv@westga.edu  | Faculty – COE (2018) |
| Bishop, Mary  | mbishop@westga.edu  | Faculty- SON (2017) |
| Huff, Chris  | chuff@westga.edu  | Faculty- Library (2018)  |
|  |  |  |
|  | **Administrator** |  |
| Overfield, Denise  |  doverfie@westga.edu  | Administrator - Provost (2017)  |
| Simpson, Jane | jsimpson@westga.edu  | University General Counsel (2017)  |
| **Rules Email list:** swelch@westga.edu, dkw@westga.edu, dmindril@westga.edu, svelez@westga.edu , nchesnut@westga.edu, yfuentes@westga.edu, ycheng@westga.edu, maryv@westga.edu, mbishop@westga.edu, chuff@westga.edu, doverfie@westga.edu, jsimpson@westga.edu, FS-RULES@westga.edu  |

**B. Rules/Senate Agenda Meeting Schedule… 2016-2017**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rules Meetings** **(Thursdays)** | **Rules****Location/Time** | **Senate Agenda Deadline** | **Senate & Exec. Committee Meetings**  | **Senate Meetings****Location/Time** | **Executive Committee Location/Time** |
| **Dates** | **SON 200** | **Dates** | **Dates** | **Location TBA** | **Location TBA** |
| **9/1/16** | 3:00 – 5:00 | 9/2/16 | 9/9/16 | 3:00pm | 2:00pm/ |
| **9/29/16** | 10:00 – 12:00 | 10/7/16 | 10/14/16 | 3:00pm | 2:00pm/ |
| **11/3/16** | 3:00 – 5:00 | 11/4/16 | 11/11/16 | 3:00pm | 2:00pm/ |
| **\*12/1/16** | 10:00 – 12:00 | 12/2/16 | 12/9/16 | 3:00pm | 2:00pm/ |
| **1/19/17** | 3:00 – 5:00 | 1/20/17 | 1/27/17 | 3:00pm | 2:00pm/ |
| **2/16/17** | 10:00 – 12:00 | 2/17/17 | 2/24/17 | 3:00pm | 2:00pm/ |
| **3/9/17** | 3:00 – 5:00 | 3/10/17 | 3/17/17 | 3:00pm | 2:00pm/ |
| **4/13/17** | 10:00 – 12:00 | 4/14/17 | 4/21/17 | 3:00pm | 2:00pm/ |
| **6/8/17** | 3:00 – 5:00 | 6/9/17 | 6/16/17 | 3:00pm | 2:00pm/ |
| **7/6/17** | 3:00 – 5:00 | 7/7/17 | 7/14/17 | 3:00pm | 2:00pm/ |
| \*Note: This meeting will be confirmed based upon any open agenda items as of Thursday, 12/1/16. |

**C. Rules Committee purpose per** [**UWG Policy and Procedures**](http://www.westga.edu/assetsDept/vpaa/PoliciesProcedures.pdf)**:**

* + Rules Committee. Purpose: to review and make recommendations to the Faculty Senate regarding the structures, composition and organizational aspects of the Faculty Senate and its committees and the rules under which they operate; to resolve disputes between Senate committees; to recommend clear, transparent, efficient and effective rules for faculty participation in shared university governance; to consider appeals for cases of alleged violations to the rules; to recommend and to coordinate revisions and updates to the [UWG Faculty Handbook](https://www.westga.edu/assets-opentext/assetsDept/vpaa/FacultyHandbook.pdf), [Statutes](http://www.westga.edu/assetsDept/vpaa/Statutes.pdf), [Bylaws](http://www.westga.edu/assetsDept/vpaa/PoliciesProcedures.pdf), [Policies and Procedures](http://www.westga.edu/assetsDept/vpaa/PoliciesProcedures.pdf), and any operating protocols the Senate establishes. Membership: four senators; seven faculty, one elected from each of the following academic units: The five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the University General Counsel; and one appointed by the Provost. (Total 13)