**Rules Committee**

**Minutes for 12/1/16 meeting**

\*Minutes approved 1/12/17

**Rules Members present: Susan Welch, Diana Mindrila, Yun Cheng, Yvonne Fuentes, and Jane Simpson**

**1. Minutes:**

Any Changes, Additions, Modifications

Action: Minutes approved from 11/3/2016

**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: UWG Procedure 2.7.1, Faculty Workload and UWG Faculty Handbook section 127 were sent to the Rules committee for an electronic vote of approval.

John: UWG Procedure 2.9.2, Convocation and Commencement Services and UWG Faculty Handbook section 306 were sent to the Rules committee for an electronic vote of approval.

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

Yu: Academic Appeals- 208

**3. New Agenda Items:**

1. Review new Hardship Withdrawal Policy for students that went through APC and Associate Deans. This policy was forwarded to Rules from David Jenks to ensure it does not conflict with policies **205.01 Hardship Withdrawal Policy and 205.02 Limited Course Withdrawals** the committee previously adopted. Also, a policy comparison chart and new form was created for our review by David Jenks. The new Hardship Withdrawal Policy for students was found in congruent with the previously approved policies **205.01 Hardship Withdrawal Policy and 205.02 Limited Course Withdrawals.**
2. Review, edit, and approve UWG Policies brought forth from the Presidential Task Force on Institutional Policy committee.
   1. UWG Policy 2.5 Leave and Compensation for Faculty was sent to the Rules committee for an electronic vote of approval.
   2. UWG Policy 2.6 Discipline and Grievance Procedures was sent to the Rules committee for an electronic vote of approval.

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

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

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

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| --- | --- | --- | --- | --- | --- |
| **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)