**Rules Committee**

**Minutes for 9/29/16 meeting**

**Minutes approved on 11/3/16**

**Rules Members present: Susan Welch, Diana Mindrila, Yvonne Fuentes, Cheng Yun, and Mary Bishop**

**1. Minutes:**

Any Changes, Additions, Modifications

Action: Minutes approved from 9/1/2016

**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):

Yvonne: Updated Reporting Grades section 205 for the Faculty Handbook was approved by the Rules committee.

Susan: UWG Procedure 2.7.8, Withdrawals was approved by the Rules committee. UWG Faculty Handbook sections 205.01; 205.02 was approved by the Rules committee.

Mary: UWG Procedure 2.7.1 Faculty Workload was approved by the Rules committee. UWG Faculty Handbook section 127 was approved by the Rules committee.

John: Convocation and Commencement Services- 306

Mary Alice: Research- 401

Yu: Faculty Absences- 213

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

b. Restructuring of the Senate committees. The Rules committee approved the Restructuring of the Senate committee document with the following modifications and they include: 1. Within Teaching, Learning, & Assessment Committee purpose statement change Dean of Extended Learning (eCore, continuing education, distance and distributed education satellite campuses) to Executive Director of Extended Learning and Dean of USG eCore**.** 2. Within Teaching, Learning, & Assessment Committee membership change committee membership to include three administrators instead of two administrators. 3. Within Teaching, Learning, & Assessment Committee membership include one appointed by Executive Director of Extended Learning and Dean of USG eCore.

**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**

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