

Minutes
Faculty Senate Rules Committee
September 16, 2014

Members Present:

Patrick Erben (Chair), Yun-Jo An, Ron Best, Mary Bishop, Yvonne Fuentes, Linda Haynes, Chris Huff, Jeong-Hyun Kang, Diana Mindrila, Jane Simpson

The Faculty Senate Rules Committee met Tuesday, September 16, 2014 at 1:00 p.m., 2237 TLC.

Approval of Minutes for April 8, 2014

The minutes of the meeting held on April 8, 2014 were approved.

XIDS Course Review Subcommittee

A request was submitted to Patrick Erben from Julia Farmer (Chair of the Undergraduate Programs Committee) regarding a policy and creation of a Subcommittee for XIDS Core Course Reviews. Discussion focused on the authority of the Undergraduate Programs Committee to assign and charge Subcommittees when needed. The committee consensus was that a new policy was not needed and the Undergraduate Programs Committee could continue to assign and charge a Subcommittee for XIDS Core Course Reviews or other Subcommittees when needed.

Shared Governance Procedures for Academic Program Modifications

Patrick Erben provided a copy of the *Shared Governance Procedures for Modifications to Academic Programs*. Discussion focused on how to ensure that program modifications are reviewed by all stakeholders before submission to the Undergraduate Programs Committee (UPC). Concerns were discussed regarding program changes that affected multiple colleges but were submitted to UPC without review by all affected colleges. The committee consensus was to invite Julia Farmer (Chair, UPC) and Elizabeth Kramer (Chair, Faculty Senate) to the next Rule Committee meeting.

Revision of Faculty Handbook and Relationship Between Rules Committee and Policies Task Force

Jane Simpson provided a copy of a draft Table of Contents for University of West Georgia Policies. Jane is working with the Policies Task Force to review all policies and procedures and plan for recommended changes and updates. The draft Table of Contents shows a recommended reorganization of the *Faculty Handbook* and a clear distinction between policies and informational items that are not policies. The goal is to also separate the sections for Procedures for how Policies will be implemented. After a discussion of how the Rules Committee members should be involved in the revision, Patrick Erben charged the committee members to review the draft Table of Contents to become familiar with the contents and review the *Faculty Handbook* and the *Policies and Procedures* document to see if something is included or not included where it should be.

Jane Simpson provided additional information about how the Policies Task Force elicited comments through Faculty Senate and the President's Advisory Committee (PAC). Jane also provided forms for the development of new policies and procedures that will provide a statement for the purpose of the policy, the context of the policy to describe who is affected by the policy and what will be achieved through the policy, information about who should write procedures to implement the policy, and information about the procedures. Discussion included the suggestion to ask the Faculty Senate Executive Committee to consider each policy under review and determine if it should be addressed by the Faculty Senate.

Tabled Agenda Items

The agenda for the Rules Committee meeting on September 16, 2014 included other items related to Senate elections and voting procedures. The remaining agenda items were tabled until the next meeting.

Action Items

1.

Advise the Undergraduate Programs Committee to continue to assign and charge the Subcommittee for XIDS Core Course Reviews or other Subcommittees when needed.
Person Responsible: Patrick Erben

2.

Invite Julia Farmer (Chair, UPC) and Elizabeth Kramer (Chair, Faculty Senate) to the next Rules Committee meeting.
Person Responsible: Patrick Erben

3.

Review the draft Table of Contents for University of West Georgia Policies. Review the *Faculty Handbook* and the *Policies and Procedures* document to see if something is included or not included where it should be.
Persons Responsible: All Rules Committee Members

Resources

Link to *Faculty Handbook*

<http://www.westga.edu/assets/Dept/vpaa/FacultyHandbook04Sept2014.pdf>

Link to *Policies and Procedures of the University of West Georgia*

<http://www.westga.edu/assets/Dept/vpaa/PoliciesProcedures15June2012.pdf>

Minutes prepared by

Linda Haynes

Member, Rules Committee