

**Minutes**  
**Faculty Senate Rules Committee**  
**October 23, 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

Guests: Julia Farmer, Andy Walter, Mike Hester, Elizabeth Kramer

The Faculty Senate Rules Committee met Thursday October 23, 2014 at 10:00 a.m. in TLC 1204

Approval of Minutes from September 16, 2014

The minutes of the meeting held on September 16, 2014 were approved.

XIDS Course Review Subcommittee

Elizabeth Kramer distributed a document with ideas for committee structure that were obtained from Robert's rules. Discussion focused on the points of what constitutes a subcommittee. It was agreed that the membership of the subcommittee needs approval by the Senate especially if there are nonmembers of the Undergraduate Program Committee (in the case of the XIDS course review subcommittee) who are appointed. It was agreed that any subcommittee should be members of the Undergraduate Programs Committee and once the reason for the subcommittee is resolved then the committee should be dissolved. Julia Farmer, chair of the Undergraduate Program committee commented that in reviewing Robert's rules that the XIDS Course Review Subcommittee should become a committee. One model that was proposed was the XIDS Course Review Committee should be a committee of the Honors College. Mike Hester stated that the XIDS Course Review Committee should not be independent of the Undergraduate Programs Committee. Mike Hester commented that the XIDS courses are core courses, are interdisciplinary and the courses are not tied to any one college or school of the university. There is a director who is Andy Walter. The goal is that decisions of the XIDS Course Review subcommittee be changed to a committee which follows the same procedures that other colleges follow when courses are changed. The rules committee members agreed that the previous recommendation that the Undergraduate Programs Committee could continue to assign and charge a Subcommittee for XIDS Core Course Reviews or other Subcommittees when needed should be modified. Mike Hester and Andy Walters were asked by the committee chairperson, Patrick Erben to return to the next meeting with a proposal for a XIDS Course Review committee that would report course changes to the Undergraduate Program Committee who would then report them to the Senate.

Shared Governance Procedures for Academic Program Modifications

Patrick Erben provided a copy of the *Shared Governance Procedures for Modifications to Academic Programs*. Elizabeth Kramer reviewed the process for new or modified programs and curriculum. Discussion focused on if structures are in place to ensure that program modifications

are reviewed by all stakeholders or if further actions are needed. Shared Governance Processes flow chart was reviewed. A motion was made and seconded that the language on the flow chart be amended to clarify the accountability for changes made to degree programs (reaching across various colleges). The Rules committee would craft language in this direction at its next meeting.

### Tabled Agenda Items

The agenda for the Rules Committee meeting on October 23, 2014 included an item related to revisions of the Faculty Handbook. This remaining agenda item was tabled until the next meeting.

### Action Items

1. Mike Hester and Andy Walters will present a proposal for the XIDS Course Review committee.

Person Responsible:

2. 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/assetsDept/vpaa/FacultyHandbook04Sept2014.pdf>

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

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

The meeting adjourned at 11:17 a.m.

Minutes prepared by

Mary Bishop

Member, Rules Committee