

Rules Committee
Minutes for 11/5/15 meeting at 3:00pm (SON Room #200)

Rules Members present: Susan Welch, Dan Williams, , Henry Zot, John Sewell, Yvonne Fuentes, Yun-Jo An, Mary Bishop, Chris Huff, and Jane Simpson

Guests: Elizabeth Kramer and Andy Walter

1. Minutes:

Action: Approved minutes from 9/24/2015

2. Regular Agenda Items:

- a. Updated UWG Procedure 1.2.1. **Revisions of UWG Procedure 1.2.1 offered to the committee for comments. Opportunities for further discussion/feedback from the committee will be continued at the next Rules committee meeting on 1/21/16.**
- b. Rules committee proposal for university policy procedure process (*Notes: College/school/unit policies will stay within each area however the question is who will create policies and procedures for the university. The Rules committee is tasked with the organization of this policy/procedure process. The Rules committee is currently assisting the Presidential Task force with revisions/updates to Academic policies and procedures*). **Discussion regarding university policy procedure process took place. Guest Elizabeth Kramer offered policy procedure processes from similar institutions within the USG system such as Georgia State University, Kennesaw State University, and Valdosta University. Opportunities for further discussion/feedback from the committee will be continued at the next Rules committee meeting on 1/21/16.**
- c. UWG Institutional Policies, Section 2. Academic Affairs subcommittees. **Subcommittees work deferred until next Rules committee meeting on 1/21/16.**

3. Unfinished business from 2014-15 Rules Committee:

- a. **XIDS review process** (Recommended modification and clarifications regarding XIDS review process submitted by Michael Hester to the Rules committee on December 2, 2014). **Andy Walter reviewed the recommended modification and clarifications regarding XIDS review process with the committee. Edits regarding the XIDS review process were offered to Andy Walter from the Rules committee. The committee agreed that Andy Walter may submit the edits offered back to the committee for an electronic vote of approval from the committee. After edits are approved by Rules committee, chair of Rules will ask Undergraduate Programs committee to review the document prior to submitting the item as an action item to the Senate.**
- b. **Senate Composition Review** (Review/collect the current Senate committee membership structure and compare with data in Article Four, Section Two of UWG Policies and Procedures. Also, review the schedule and process of Senate committee membership

structure at the university level. At the next meeting we will discuss the responses that we've received from the various deans and vote to approve a final count that we can submit to the Faculty Senate). **The Senate Composition Review sub-committee requested verification of faculty count for the faculty senate census from each dean, associate dean, or assistant dean from each college or academic unit (that is, one person from each of these colleges or units: COAH, COSM, COSS, COE, RCOB, SON, and the Ingram Library). An email was sent from each dean, associate dean, or assistant dean from each college or academic unit (that is, one person from each of these colleges or units: COAH, COSM, COSS, COE, RCOB, SON, and the Ingram Library) to the Senate Composition Review sub-committee verifying the faculty count on behalf of the college or academic unit or adding any corrections that need to be made. Based upon the results of the census, a final senate composition was created. The Rules committee voted to approve the faculty senate census. See faculty census and final senate composition data attached.**

A. Senate – Rules Committee... 2015-2016 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)
Faculty Members		
Zot, Henry	hzot@westga.edu	Faculty – COSM (2017)
Sewell, John	johns@westga.edu	Faculty- COSS (2017)
Fuentes, Yvonne	yfuentes@westga.edu	Faculty- COAH (2016)
Guo, Rong	rguo@westga.edu	Faculty – RCOB (2017)
An, Yun-Jo	yan@westga.edu	Faculty – COE (2016)
Bishop, Mary	mbishop@westga.edu	Faculty- SON (2017)
Huff, Chris	chuff@westga.edu	Faculty- Library (2016)
Administrator		
Overfield, Denise	dooverfie@westga.edu	Administrator - Provost (2016)
Simpson, Jane	jsimpson@westga.edu	University General Counsel (2015)
Student		
Vacant		
<p>Rules Email list: swelch@westga.edu, dkw@westga.edu, dmindril@westga.edu, hzot@westga.edu, johns@westga.edu, yfuentes@westga.edu, rguo@westga.edu, yan@westga.edu, mbishop@westga.edu, chuff@westga.edu, dooverfie@westga.edu, jsimpson@westga.edu, FS-RULES@westga.edu</p>		

B. Rules/Senate Agenda Meeting Schedule... 2015-2016

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
9/3/15	3:00 – 5:00	9/4/15	9/11/15	3:00pm	2:00pm/
9/24/15	3:00 – 5:00	10/2/15	10/9/15	3:00pm	2:00pm/
11/5/15	3:00 – 5:00	11/6/15	11/13/15	3:00pm	2:00pm/
*11/19/15	3:00 – 5:00	11/20/15	12/4/15	3:00pm	2:00pm/
1/21/16	3:00 – 5:00	1/22/16	1/29/16	3:00pm	2:00pm/
2/18/16	3:00 – 5:00	2/19/16	2/26/16	3:00pm	2:00pm/
3/10/16	3:00 – 5:00	3/11/16	3/25/16	3:00pm	2:00pm/
4/14/16	3:00 – 5:00	4/15/16	4/22/16	3:00pm	2:00pm/
6/16/16	3:00 – 5:00	6/17/16	6/24/16	3:00pm	2:00pm/
7/14/16	3:00 – 5:00	7/15/16	7/22/16	3:00pm	2:00pm/
*Note: This meeting will be confirmed based upon any open agenda items as of Thursday, 11/19/15.					

C. Rules Committee purpose per [UWG Policy and Procedures](#):

- o **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, Statutes, Bylaws, Policies and Procedures](#), and any operating protocols the Senate establishes. Membership: three 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 12)