

**Rules Committee
Minutes for 2/15/18 meeting**

Rules Members present: Susan Welch, Yun Cheng, Yvonne Fuentes, Delene Volkert, Jane Simpson, Susana Velez-Castrillon, Anthony Vito, and Mary Alice Varga

1. Minutes:

Action: **Minutes approved from 11/30/2017.**

2. Regular Agenda Items:

a. UWG Institutional Procedures, Section 2. Academic Affairs. Rules committee members will revise/reformat the UWG [Procedures](#) within each area of Section 2.0 using the [UWG Procedure form](#). 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 [UWG Faculty Handbook](#) number):

Mary Alice & Georgina: UWG Procedure 2.7.4, Record of Student Absences/Attendance, will be approved by the Rules committee via electronic vote. UWG Faculty Handbook section 202, Record of Student Absences/Attendance, will be approved by the Rules committee via electronic vote. UWG Faculty Handbook section 204, Attendance Policy will be approved by the Rules committee via electronic vote.

Susana: Grounds for Dismissal- See Statutes, Art. V, Se. 3

Yvonne: Dismissal Process- 105

Anthony: Time Limits 103.0301

Delene: Criteria for Promotion 103.0302

Charlie: Evaluation Process 103.0201; 103.0202

Susan: Appeal of Negative Evaluation 103.0202

Yun: Time Limits 103.0402

Laura: Criteria for Tenure 103.0403-103.0602

Anja: Annual Evaluation 104.0101

For further information, please review the Policy website at <https://www.westga.edu/policy>. You will find the “Policy Index” listed under the “UWG Policies” dropdown menu. In addition, there are policies for review listed under the “Policies for Comment” section.

3. Additional Agenda Items:

A. Senate – Rules Committee... 2017-2018 Members List

	Senate Members	
Welch, Susan (Chair)	swelch@westga.edu	Senate – SON (2018)
Miller, Laura	lmiller@westga.edu	Senate – COAH (2020)
Remshagen, Anja	anja@westga.edu	Senate- COSM(2020)

Velez-Castrillon, Susana	svelez@westga.edu	Senate-RCOB (2019)
Faculty Members		
DeWeese, Georgina	gdeweese@westga.edu	Faculty – COSM (2019)
Vito, Anthony	avito@westga.edu	Faculty- COSS (2019)
Fuentes, Yvonne	yfuentes@westga.edu	Faculty- COAH (2018)
Cheng, Yun	ycheng@westga.edu	Faculty – RCOB (2018)
Varga, Mary Alice	maryv@westga.edu	Faculty – COE (2018)
Volkert, Delene	dvolkert@westga.edu	Faculty- SON (2019)
Sicignano, Charlie	charlie@westga.edu	Faculty- Library (2018)
Administrators		
Gantner, Myrna	mgantner@westga.edu	Administrator - Provost and Vice President for Academic Affairs
Simpson, Jane	jsimpson@westga.edu	University General Counsel
<p>Rules Email list:swelch@westga.edu, lmiller@westga.edu, anja@westga.edu, svelez@westga.edu, gdeweese@westga.edu, avito@westga.edu, yfuentes@westga.edu, ycheng@westga.edu, maryv@westga.edu, dvolkert@westga.edu, charlie@westga.edu, mgantner@westga.edu, jsimpson@westga.edu, FS-RULES@westga.edu</p>		

B. Rules/Senate Agenda Meeting Schedule... 2017-2018

Rules Meetings (Wednesdays or Thursdays)	Rules SON room/ Time	Senate Agenda Deadline	Senate & Exec. Committee Meetings	Senate Meetings Location/Time	Executive Committee Location/Time
Dates	SON #200	Dates	Dates	Location TLC 203	Location TLC 1200
9/7/17	3:00 – 5:00 (#345)	9/8/17	9/15/17	3:00pm	2:00pm/
10/4/17	3:00 – 5:00	10/6/17	10/13/17	3:00pm	2:00pm/
11/2/17	3:00 – 5:00 (#345)	11/3/17	11/10/17	3:00pm	2:00pm/
*11/30/17	3:00 – 5:00	12/1/17	12/8/17	3:00pm	2:00pm/
1/18/18	3:00 – 5:00	1/19/18	1/26/18	3:00pm	2:00pm/
2/15/18	3:00 – 5:00	2/16/18	2/23/18	3:00pm	2:00pm/

3/15/18	3:00 – 5:00	3/23/18	3/30/18	3:00pm	2:00pm/
4/19/18	3:00 – 5:00	4/20/18	4/27/18	3:00pm	2:00pm/
*6/7/18	3:00 – 5:00	6/8/18	6/15/18	3:00pm	2:00pm/
*7/12/18	3:00 – 5:00	7/13/18	7/20/18	3:00pm	2:00pm/
*Note: This meeting will be confirmed based upon any open agenda items					

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

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: four senators; seven faculty, one elected from each of 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)