

**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) |

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|---|--|---|
| 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/ |

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|---|----------------|---------|----------------|--------|---------|
| 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)