

**Rules Committee
Minutes for 3/9/17 meeting**

Rules Members present: Susan Welch, Yun Cheng, Dan Williams, Susana Velez-Castrillon, Mary Bishop, Yvonne Fuentes, Denise Overfield, and Jane Simpson

1. Minutes:

Any Changes, Additions, Modifications

Action: [Minutes approved from 2/9/17](#)

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](#). Also, 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 [Faculty Handbook](#) number):

Neal: Student Absences- 202. **Committee will defer to another member for a future meeting**

Chris: Course changes, drops, and add- 204. **Committee will defer to another member for a future meeting**

Susana: Office Hours- 209

Diana: Textbook Selection and Ordering- 212

Yvonne: Final examinations- 206

Susan: Academic Dishonesty- 207

Yun: Academic Appeals- 208

Mary: Grade Appeals- 208.04

John: Grounds for Dismissal (see Statutes, Art. V Se. 3)

Mary Alice: Annual Evaluation- 104.0101

Dan: Post-Tenure Review (104.2)

3. New items

- a. UWG Affiliate Researcher. [Faculty Handbook policy](#) and [Procedure 2.9.4](#). **Committee did not approve and recommendations included further review of other institution’s Affiliate Researcher and Visiting Researcher policies and procedures.**
- b. [UWG Policy 2.2, Promotion](#) **Approved.**
- c. [UWG Policy 2.3 Tenure](#) **Approved.**
- d. [UWG Policy 2.4 Recurring Evaluations](#) **Approved.**
- e. [Revised Senate committees](#), slightly revised Senate committee document for Rules (previously document was approved on 9/29/16 by Rules). Revisions are based on the

suggestions received from Cathi Jenks as the General Faculty was in the process of voting on restructuring. **Approved.**

- f. Rules chair for 2017-2018. **Susan Welch will serve as Rules chair for 2017-2018 and will mentor Susana Velez-Castrillon for a future Rules chair position for 2018-2019.**

4. Meeting time/date changes for upcoming meetings:

- a. Future Rules meetings dates/times were changed and the changes include: 4/13/2017 from 3:30pm till 5:00pm

A. Senate – Rules Committee... 2016-2017 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)
Velez-Castrillon, Susana	svelez@westga.edu	Senate-RCOB (2019)
Faculty Members		
Chestnut, Neal	nchesnut@westga.edu	Faculty – COSM (2017)
Sewell, John	johns@westga.edu	Faculty- COSS (2017)
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)
Bishop, Mary	mbishop@westga.edu	Faculty- SON (2017)
Huff, Chris	chuff@westga.edu	Faculty- Library (2018)
Administrator		
Overfield, Denise	doverfie@westga.edu	Administrator - Provost (2017)
Simpson, Jane	jsimpson@westga.edu	University General Counsel (2017)
<p>Rules Email list: swelch@westga.edu, dkw@westga.edu, dmindril@westga.edu, svelez@westga.edu, nchesnut@westga.edu, yfuentes@westga.edu, ycheng@westga.edu, maryv@westga.edu, mbishop@westga.edu, chuff@westga.edu, doverfie@westga.edu, jsimpson@westga.edu, FS-RULES@westga.edu</p>		

B. Rules/Senate Agenda Meeting Schedule... 2016-2017

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

9/1/16	3:00 – 5:00	9/2/16	9/9/16	3:00pm	2:00pm/
9/29/16	10:00 – 12:00	10/7/16	10/14/16	3:00pm	2:00pm/
11/3/16	3:00 – 5:00	11/4/16	11/11/16	3:00pm	2:00pm/
*12/1/16	10:00 – 12:00	12/2/16	12/9/16	3:00pm	2:00pm/
1/12/17	3:00 – 5:00	1/20/17	1/27/17	3:00pm	2:00pm/
2/9/17	3:30 – 5:00	2/17/17	2/24/17	3:00pm	2:00pm/
3/9/17	3:30 – 5:00	3/10/17	3/17/17	3:00pm	2:00pm/
4/13/17	3:30 – 5:00	4/14/17	4/21/17	3:00pm	2:00pm/
6/8/17	3:00 – 5:00	6/9/17	6/16/17	3:00pm	2:00pm/
7/6/17	3:00 – 5:00	7/7/17	7/14/17	3:00pm	2:00pm/
*Note: This meeting will be confirmed based upon any open agenda items as of Thursday, 12/1/16.					

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: four 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 13)