

**Rules Committee  
Minutes for 4/13/17 meeting  
Approved 9/7/2017**

**Rules Members present: Susan Welch, Yun Cheng, Dan Williams, Susana Velez-Castrillon, Mary Alice Varga, Mary Bishop, John Sewell, and Jane Simpson**

**1. Minutes:**

Any Changes, Additions, Modifications

Action: **Minutes approved from 3/9/2017**

**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](#). 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):

Susana: **UWG Procedure 2.7.9, Office Hours, was approved by the Rules committee. UWG Faculty Handbook section 209 was approved by the Rules committee.**

Diana: **Textbook Selection and Ordering- 212 was deferred until the next meeting.**

Yvonne: **UWG Procedure 2.7.11, Final Examinations, was approved by the Rules committee. UWG Faculty Handbook section 206 was approved by the Rules committee.**

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: Student Absences- 202

Dan: Course changes, drops, and add- 204

**A. Senate – Rules Committee... 2016-2017 Members List**

<b>Senate Members</b>		
Welch, Susan ( <b>Chair</b> )	<a href="mailto:swelch@westga.edu">swelch@westga.edu</a>	Senate – SON (2018)
Williams, Dan	<a href="mailto:dkw@westga.edu">dkw@westga.edu</a>	Senate – COAH (2018)
Mindrila, Diana	<a href="mailto:dmindril@westga.edu">dmindril@westga.edu</a>	Senate-COE (2017)
Velez-Castrillon, Susana	<a href="mailto:svelez@westga.edu">svelez@westga.edu</a>	Senate-RCOB (2019)
<b>Faculty Members</b>		
Chestnut, Neal	<a href="mailto:nchesnut@westga.edu">nchesnut@westga.edu</a>	Faculty – COSM (2017)

Sewell, John	<a href="mailto:johns@westga.edu">johns@westga.edu</a>	Faculty- COSS (2017)
Fuentes, Yvonne	<a href="mailto:yfuentes@westga.edu">yfuentes@westga.edu</a>	Faculty- COAH (2018)
Cheng, Yun	<a href="mailto:ycheng@westga.edu">ycheng@westga.edu</a>	Faculty – RCOB (2018)
Varga, Mary Alice	<a href="mailto:maryv@westga.edu">maryv@westga.edu</a>	Faculty – COE (2018)
Bishop, Mary	<a href="mailto:mbishop@westga.edu">mbishop@westga.edu</a>	Faculty- SON (2017)
Huff, Chris	<a href="mailto:chuff@westga.edu">chuff@westga.edu</a>	Faculty- Library (2018)
	<b>Administrator</b>	
Overfield, Denise	<a href="mailto:doverfie@westga.edu">doverfie@westga.edu</a>	Administrator - Provost (2017)
Simpson, Jane	<a href="mailto:jsimpson@westga.edu">jsimpson@westga.edu</a>	University General Counsel (2017)
<p><b>Rules Email list:</b> <a href="mailto:swelch@westga.edu">swelch@westga.edu</a>, <a href="mailto:dkw@westga.edu">dkw@westga.edu</a>, <a href="mailto:dmindril@westga.edu">dmindril@westga.edu</a>, <a href="mailto:svelez@westga.edu">svelez@westga.edu</a>, <a href="mailto:nchesnut@westga.edu">nchesnut@westga.edu</a>, <a href="mailto:yfuentes@westga.edu">yfuentes@westga.edu</a>, <a href="mailto:ycheng@westga.edu">ycheng@westga.edu</a>, <a href="mailto:maryv@westga.edu">maryv@westga.edu</a>, <a href="mailto:mbishop@westga.edu">mbishop@westga.edu</a>, <a href="mailto:chuff@westga.edu">chuff@westga.edu</a>, <a href="mailto:doverfie@westga.edu">doverfie@westga.edu</a>, <a href="mailto:jsimpson@westga.edu">jsimpson@westga.edu</a>, <a href="mailto:FS-RULES@westga.edu">FS-RULES@westga.edu</a></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)