

Rules Committee Minutes

UWG Rules Committee Meeting Agenda Meeting Minutes

Meeting Date: 08/23/22

Meeting Time: 10:00 AM

Meeting Location: [https://westga-
edu.zoom.us/j/81291637862?pwd=ZVhYNmJCUVNOYjlvdVBGRFc1M1dxdz09](https://westga.edu.zoom.us/j/81291637862?pwd=ZVhYNmJCUVNOYjlvdVBGRFc1M1dxdz09)

Name	email	College	Role	Attendance
Jamie Brandenburg	jbranden	College of Education	Chair	X
Lok Lew-Yan-Voon	lokl	College of Art, Culture, and Scientific Inquiry	Senator	X
Amanda Shoemake	amandas	University College	Senator	
Jack Wei	jwei	Richards College of Business	Senator-at- Large	X
Yun Cheng	ycheng	Richards College of Business	Senator	X
John Sewell	johns	School of Communication, Film, and Media	Representative	X
Stacey Morin	scarter	University College	Representative	
Salvador Lopez	slopez	Richards College of Business	Representative	X
Aleah Brock	abrock	College of Education (COE)	Representative	X
Laura Miller	lmiller	College of Art, Culture, and Scientific Inquiry	Representative	
Craig Schroer	craig	LIBR	Representative	
Cindy Johnson	jcyntia	Tanner Health System School of Nursing	Representative	
Ralitsa Akins	rakins	Provost and VPAA appointee	Administrators	X
TBD	TBD	University Council appointee	Administrators	

Welcome

- Welcomed all members to a new year on Rules Committee.

Rules Committee Minutes

Chair-Elect Nominations

- The committee is looking for a Chair-Elect for this year who will serve as a chair for next year. Any nominations can be emailed to Jamie Brandenburg at jbranden@westga.edu. We will vote on the Chair-Elect at the next meeting.

Elect Scribe for Minutes

- The committee is looking for a new scribe to take minutes during the meetings. Dr. Lopez suggested that we take turns taking minutes and go alphabetically moving forward. The committee decided that this was the best plan and approved this measure.

Faculty Senate Meeting Schedule

- The Faculty Senate Meeting schedule is on the agenda. The Senate Chair stated that the Senate meetings would be offered in a hybrid format this year. The hybrid format will allow individuals to attend the meetings face to face or virtually.

UWG Policies and Procedures Manual

The following items were a continuum for last year:

- The first item up for committee vote was changing the Faculty Senate By-laws to address the lack of hosting senate meetings in a virtual space. Amending this item would allow Faculty Senate to host the meetings virtually or in a hybrid format legitimately. The proposed modification was approved by the members of the Rules Committee on 8/23/22. The proposed modification is listed below (A).
- The second item up for the vote was also a change to the Faculty Senate By-laws to allow for a non-voting proxy to attend a senate meeting in place of a Senator. There was a concern that proxy attendance could pose an issue for a quorum, how many times a Senator could have a proxy attend, and who could be a proxy. The committee decided to table this item and allow the committee members to revisit it at the next meeting. The proposed modification is listed below (B).

*B) UWG Academic Policies and Procedures Manual
By-Laws of the Faculties and Faculty Senate: Article III A. Meetings*

A. MEETINGS.

Regular meetings of the Senate shall be held at least twice in each semester of the academic year on dates determined by the Senate.

Meetings may be held virtually or in a hybrid format, as needed. Special meetings may be called by the President of the University and shall be called upon written application of five (5) senators or any ten (10) members of the General Faculty. Written notice of the time, place, and agenda of senate meetings as well as proposals for consideration at the senate meeting shall be sent to each General Faculty member at least forty-eight

Rules Committee Minutes

hours in advance of the meeting. Official copies of the minutes shall be made available to the University community from the Web page of the VPAA. One paper copy shall be retained in the Archives at the University Library.

B. MEETINGS.

*Regular meetings of the Senate shall be held at least twice in each semester of the academic year on dates determined by the Senate. **If a Senate member is unable to attend a Senate Meeting, a proxy may be appointed by the Senator to attend the meeting as a non-voting member in their place. If a proxy is attending in the place of a Senator, then the Senator must notify the Executive Secretary that a proxy will be attending the scheduled Senate meeting.** Special meetings may be called by the President of the University and shall be called upon written application of five (5) senators or any ten (10) members of the General Faculty. Written notice of the time, place, and agenda of senate meetings as well as proposals for consideration at the senate meeting shall be sent to each General Faculty member at least forty-eight hours in advance of the meeting. Official copies of the minutes shall be made available to the University community from the Web page of the VPAA. One paper copy shall be retained in the Archives at the University Library.*

New Business

- No new business

Adjourn