

**Rules Committee**  
**Minutes for 11/27/18 meeting at 8:45pm (SON Room #200)**

**Attendants: Anja Remshagen, Shannon Finck, Yun Cheng, Delene Volkert, Charlie Sicignano, David Jenks, Susana Velez-Castrillon (chair)**

Approved in January, 2019

**1. Minutes:**

Any Changes, Additions, Modifications

**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):

**Yun:** Evaluation Process

[103.0201 Formation and Operation of Faculty Promotion and Tenure Evaluation Committees](#)

The committee decided to change the title of the policy to make it about the entire evaluation process, and not just the formation of the committees. To do that, we propose :

- Change the title from “Formation and Operation of Faculty Promotion and Tenure Evaluation Committees” to “Faculty Promotion and Tenure Evaluation” to move the separate sections for Dean’s (103.0202), Provost’ (103.0203) and President’s (103.0204) to this section.
- Renumber the parts that refer to the appeal process (103.0205)

[103.0202 Dean’s Evaluation](#) This section has been moved to 103.0201, as part of the faculty evaluation process.

[UWG Procedure 2.2.3](#)

We decided to work on the procedure during our next meeting, since we expect this procedure to be long. Meeting was adjourned

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.

**A. Senate – Rules Committee... 2018-2019 Members List**

<b>Senate Members</b>		
Velez-Castrillon, Susana ( <b>Chair</b> )	<a href="mailto:svelez@westga.edu">svelez@westga.edu</a>	Senate-RCOB (2019)
Branyon, Angela	<a href="mailto:abranyon@westga.edu">abranyon@westga.edu</a>	Senate - COE, 2021
Miller, Laura	<a href="mailto:lmiller@westga.edu">lmiller@westga.edu</a>	Senate – COAH (2020)
Remshagen, Anja	<a href="mailto:anja@westga.edu">anja@westga.edu</a>	Senate- COSM (2020)
<b>Faculty Members</b>		
DeWeese, Georgina	<a href="mailto:gdeweese@westga.edu">gdeweese@westga.edu</a>	Faculty – COSM (2019)
Vito, Anthony	<a href="mailto:avito@westga.edu">avito@westga.edu</a>	Faculty- COSS (2019)
Finck, Shannon	<a href="mailto:sfinck@westga.edu">sfinck@westga.edu</a>	Faculty - COAH (2020)
Cheng, Yun	<a href="mailto:ycheng@westga.edu">ycheng@westga.edu</a>	Faculty – RCOB (2020)
Gilles, Brent	<a href="mailto:bgilles@westga.edu">bgilles@westga.edu</a>	Faculty - COE (2020)
Volkert, Delene	<a href="mailto:dvolkert@westga.edu">dvolkert@westga.edu</a>	Faculty - TSON (2019)
Sicignano, Charlie	<a href="mailto:charlie@westga.edu">charlie@westga.edu</a>	Faculty- Library (2020)
<b>Administrators</b>		
Jenks, David	<a href="mailto:djenks@westga.edu">djenks@westga.edu</a>	Administrator - Associate VP for Academic Affairs
Simpson, Jane	<a href="mailto:jsimpson@westga.edu">jsimpson@westga.edu</a>	University General Counsel
<p><b>Rules Email list:</b> <a href="mailto:svelez@westga.edu">svelez@westga.edu</a>, <a href="mailto:abranyon@westga.edu">abranyon@westga.edu</a>, <a href="mailto:lmiller@westga.edu">lmiller@westga.edu</a>, <a href="mailto:anja@westga.edu">anja@westga.edu</a>, <a href="mailto:gdeweese@westga.edu">gdeweese@westga.edu</a>, <a href="mailto:avito@westga.edu">avito@westga.edu</a>, <a href="mailto:sfinck@westga.edu">sfinck@westga.edu</a>, <a href="mailto:ycheng@westga.edu">ycheng@westga.edu</a>, <a href="mailto:bgilles@westga.edu">bgilles@westga.edu</a>, <a href="mailto:dvolkert@westga.edu">dvolkert@westga.edu</a>, <a href="mailto:charlie@westga.edu">charlie@westga.edu</a>, <a href="mailto:djenks@westga.edu">djenks@westga.edu</a>, <a href="mailto:jsimpson@westga.edu">jsimpson@westga.edu</a></p>		

**B. Rules/Senate Agenda Meeting Schedule 2018-2019**

Rules Meetings (Tuesdays)	Rules TSON room/ Time	Senate Agenda Deadline	Senate & Exec. Committee Meetings	Senate Meetings Location/Time	Executive Committee Location/Time
Dates	TSON #200	Dates	Dates	Location TSON 106	Location TSON 200
9/25/18	8:45 – 10:45	10/5/18	10/12/18	3:00pm	2:00pm/
10/23/18	8:45 – 10:45	11/2/18	11/09/17	3:00pm	2:00pm/
11/27/18	8:45 – 10:45	11/30/18	12/07/18	3:00pm	2:00pm/
1/22/19	8:45 – 10:45	2/15/19	2/22/19	3:00pm	2:00pm/
2/26/19	8:45 – 10:45	3/23/19	3/29/19	3:00pm	2:00pm/
3/26/19	8:45 – 10:45	4/20/19	4/19/19	3:00pm	2:00pm/
4/30/19	8:45 – 10:45			3:00pm	2:00pm/
*5/28/19	8:45 – 10:45				
*6/25/19	8:45 – 10:45	6/7/19	6/14/19	3:00pm	2:00pm/
*7/23/19	8:45 – 10:45	7/12/19	7/19/19	3:00pm	2:00pm/
* these meetings will be scheduled if there are pending 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)