

**Rules Committee  
Minutes for 11/2/17 meeting**

**Rules Members present: Susan Welch, Laura Miller, Yun Cheng, Anja Remshagen, Yvonne Fuentes, Delene Volkert, Denise Overfield (replacement for Gantner), Jane Simpson, Julia Farmer, Emily McKendry-Smith, and Judy Butler**

**1. Minutes:**

Any Changes, Additions, Modifications

Action: **Minutes approved from 10/4/2017**

**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):

Yun & Laura: **Academic Appeals- 208 Policy for Academic Appeals, Admission Appeals Procedure (2.7.13), Grade Appeals Procedure (2.7.14).** Will finalize and vote at the next Rules committee meeting.

Anja: **Academic Dishonesty- 207 (Policy and Procedure).** Will discuss/edit/vote at the next Rules committee meeting.

Mary Alice: Student Absences- 202

Georgina: Course changes, drops, and add- 204

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

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:**

**Service learning course identification discussion (Julia Farmer and friends). Discussion regarding Service learning ad-hoc committee and designation of service-learning courses. Based upon discussion, all designation of service-learning courses will be information items for the Senate per the UWG Shared Governance Procedures for Modifications to Academic Degrees and Programs document. Also, designation of service-learning course information items will be shared with the appropriate Senate Program committee (Undergraduate Program Committee or Graduate Program Committee) for further transparency regarding the designation of service-learning courses in programs. The Rules committee will vote on the updated UWG Shared**

Governance Procedures for Modifications to Academic Degrees and Programs document which reflects this change at the next Rules committee meeting.

**A. Senate – Rules Committee... 2017-2018 Members List**

| <b>Senate Members</b>   |  |   |
|---|--|---|
| Welch, Susan<br><b>(Chair)</b>  | <a href="mailto:swelch@westga.edu">swelch@westga.edu</a>     | Senate – SON (2018)   |
| 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)  |
| Velez-Castrillon,<br>Susana   | <a href="mailto:svelez@westga.edu">svelez@westga.edu</a>     | Senate-RCOB (2019)  |
| <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)  |
| 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)  |
| Volkert, Delene   | <a href="mailto:dvolkert@westga.edu">dvolkert@westga.edu</a> | Faculty- SON (2019)   |
| Sicignano, Charlie  | <a href="mailto:charlie@westga.edu">charlie@westga.edu</a>   | Faculty- Library (2018)   |
| <b>Administrators</b>   |  |   |
| Gantner, Myrna  | <a href="mailto:mgantner@westga.edu">mgantner@westga.edu</a> | Administrator - Provost and Vice President 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:swelch@westga.edu">swelch@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:svelez@westga.edu">svelez@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: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:dvolkert@westga.edu">dvolkert@westga.edu</a>, <a href="mailto:charlie@westga.edu">charlie@westga.edu</a>, <a href="mailto:mgantner@westga.edu">mgantner@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... 2017-2018**

| <b>Rules Meetings (Wednesdays or Thursdays)</b> | <b>Rules SON room/ Time</b>  | <b>Senate Agenda Deadline</b> | <b>Senate &amp; Exec. Committee Meetings</b> | <b>Senate Meetings Location/Time</b> | <b>Executive Committee Location/Time</b> |
|---|------------------------------|-------------------------------|--|--------------------------------------|--|
| <b>Dates</b>                                    | <b>SON #200</b>              | <b>Dates</b>                  | <b>Dates</b>                                 | <b>Location TLC 203</b>              | <b>Location TLC 1200</b>                 |
| <b>9/7/17</b>                                   | 3:00 – 5:00<br><b>(#345)</b> | 9/8/17                        | <b>9/15/17</b>                               | 3:00pm                               | 2:00pm/                                  |
| <b>10/4/17</b>                                  | 3:00 –                       | 10/6/17                       | <b>10/13/17</b>                              | 3:00pm                               | 2:00pm/                                  |

|   |                          |         |                 |        |         |
|---|--------------------------|---------|-----------------|--------|---------|
|   | 5:00                     |         |                 |        |         |
| <b>11/2/17</b>  | 3:00 –<br>5:00<br>(#345) | 11/3/17 | <b>11/10/17</b> | 3:00pm | 2:00pm/ |
| <b>*11/30/17</b>  | 3:00 –<br>5:00           | 12/1/17 | <b>12/8/17</b>  | 3:00pm | 2:00pm/ |
| <b>1/18/18</b>  | 3:00 –<br>5:00           | 1/19/18 | <b>1/26/18</b>  | 3:00pm | 2:00pm/ |
| <b>2/15/18</b>  | 3:00 –<br>5:00           | 2/16/18 | <b>2/23/18</b>  | 3:00pm | 2:00pm/ |
| <b>3/15/18</b>  | 3:00 –<br>5:00           | 3/23/18 | <b>3/30/18</b>  | 3:00pm | 2:00pm/ |
| <b>4/19/18</b>  | 3:00 –<br>5:00           | 4/20/18 | <b>4/27/18</b>  | 3:00pm | 2:00pm/ |
| <b>*6/7/18</b>  | 3:00 –<br>5:00           | 6/8/18  | <b>6/15/18</b>  | 3:00pm | 2:00pm/ |
| <b>*7/12/18</b>   | 3:00 –<br>5:00           | 7/13/18 | <b>7/20/18</b>  | 3:00pm | 2:00pm/ |
| <b>*Note: This meeting will be confirmed based upon any open agenda items</b> |                          |         |                 |        |         |

**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)