

**Rules Committee  
Minutes for 11/30/17 meeting**

**Rules Members present: Susan Welch, Yun Cheng, Anja Remshagen, Yvonne Fuentes, Delene Volkert, Jane Simpson, Susana Velez-Castrillon, Georgina DeWeese, Mary Alice Varga, and Charlie Sicignano**

**1. Minutes:**

Action: **Minutes approved from 11/2/2017.**

**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: UWG Procedure 2.7.14, Grade Appeals, was approved by the Rules committee. UWG Faculty Handbook section 208 for Academic Appeals was approved by the Rules committee.**

**Anja: UWG Procedure 2.7.12, Academic Dishonesty was approved by the Rules committee. UWG Faculty Handbook section 207 for Academic Dishonesty was approved by the Rules committee.**

**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:**

**The Rules committee approved the updated UWG Shared Governance Procedures for Modifications to Academic Degrees and Programs (the updates include the Designation of service-learning courses as an Information Item for the Senate).**

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

<b>Senate Members</b>		
Welch, Susan <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, 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 <b>(#345)</b>	9/8/17	<b>9/15/17</b>	3:00pm	2:00pm/
<b>10/4/17</b>	3:00 – 5:00	10/6/17	<b>10/13/17</b>	3:00pm	2:00pm/
<b>11/2/17</b>	3:00 – 5:00	11/3/17	<b>11/10/17</b>	3:00pm	2:00pm/

	(#345)				
<b>*11/30/17</b>	3:00 – 5:00	12/1/17	<b>12/8/17</b>	3:00pm	2:00pm/
<b>1/18/18</b>	3:00 – 5:00	1/19/18	<b>1/26/18</b>	3:00pm	2:00pm/
<b>2/15/18</b>	3:00 – 5:00	2/16/18	<b>2/23/18</b>	3:00pm	2:00pm/
<b>3/15/18</b>	3:00 – 5:00	3/23/18	<b>3/30/18</b>	3:00pm	2:00pm/
<b>4/19/18</b>	3:00 – 5:00	4/20/18	<b>4/27/18</b>	3:00pm	2:00pm/
<b>*6/7/18</b>	3:00 – 5:00	6/8/18	<b>6/15/18</b>	3:00pm	2:00pm/
<b>*7/12/18</b>	3:00 – 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)