

## Rules Committee Meeting Proposed Agenda

Meeting 1- AY 25/26

September 30, 2025 at 2:00 in the Callaway Building Conference Room (Callaway 151)

Called to Order at 1:56 pm

Present: Marian Buzon, CJ Ivory, Amy Mendes, Michael Hopper, and Tara Pearson

Absent: David Newton and Henry Zot

### 1. Introductions

- a. Personal
- b. Committee description was reviewed so that all understand our purpose as a 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 coordinate revisions and updates to the UWG Faculty Handbook, Statutes, Bylaws, Policies, and Procedures, and any operating protocols the Senate establishes.

***Membership:*** five senators; two administrators or their designated appointee: the Provost and the University General Counsel. (Total: 7)

### 2. Accuracy of [Academic Policies and Procedures](#) discussion

- a. Our understanding
  - i. Policies and Procedures- These terms should only refer to the official academic P&P or administrative P&P, both of which have specific workflows. We are under the impression that there are misuses of the labeling of guidelines as “P&P” throughout our campus, which may cause confusion. How do we tamp this down?
    1. Discussed informing academic units/the campus community to avoid these terms, potentially announcing the need for clarity at a Faculty Senate Meeting.
    2. Discussed eliminating excess uses of “P&P” throughout campus
  - ii. [PolicyStat](#)- Tara demonstrated the function of this resource (accessible past versions, edits are visible, search tools, live links) and why P&P should be updated within this.
- b. Questions for leadership

- i. Who is responsible for reviewing the links found here?:  
<https://www.westga.edu/administration/provost/uwg-aa-policies.php>
    - ii. The UWG statutes (BOR Approved) and Academic Policies and Procedures (General Faculty Approved) found using the above link are similar. We need some clarity regarding the purposes of these two documents. Can the overlapping content be altered to links to the BOR document? Do these documents need to be separate?
  - c. Plans for proceeding
    - i. Increase the number of live links to PolicyStat with the assistance of Office of Legal Affairs.
    - ii. Marian will speak with David Newton about his understanding of the policies and the duplicate language found in different policies.
- 3. Meeting time discussion
  - a. Before Executive Committee Meetings (10/10, **11/7**, **11/21**, 12/5)
    - i. Marian will send out a poll for the next meeting. Poll will be sent in late October/Early November for dates in the middle of November. We will plan for a face-to-face meeting.

Adjourned at 2:45 pm

Draft of minutes typed from hand-written notes on Oct 9<sup>th</sup>. Shared with Rules Committee for edits. Approved Feb 12, 2026