

Minutes
Meeting of the Rules Committee
February 11, 2011, 2:00 p.m., Room 104 Melson

The meeting was called to order by Aanstoos at 2:00

Present: Aanstoos, Best, Crager, DeFoor, Kim, Ponder, Ringlaben, Simpson

Absent: Hoff, Stanfield

1. The Minutes of the February 4, 2011 meeting were unanimously approved.
2. The Committee discussed the pending proposals to revise the procedures for amending the *Policies and Procedures* and the *Bylaws*. (RCP 25 and 27).
 - a. The parts of RCP27 concerned with amending the *Policies and Procedures* were revised and approved for presentation as a motion to the Faculty Senate for revising the procedures for amending the Policies and Procedures. See Appendix 1)
 - b. The part of RCP 27 concerned with amending the *Bylaws* was discussed. (See Appendix 2)
3. The Committee discussed the pending proposal to revise the definition of a quorum for general faculty meetings (RCP 7). The proposal was revised to redefine the definition of voting, and then approved as a motion to the Faculty Senate. (See Appendix 3)
4. The Committee discussed the pending proposals concerned with revision of the Senate committees: RCP 2, RCP 2B, RCP 10, RCP 26, RCP 4. These proposals were revised, then approved as a motion for the Faculty Senate. (See Appendix 4 and Appendix 5)
5. The Committee voted to defer further consideration of the remaining agenda items to the next meeting.
6. The meeting was adjourned by unanimous consent at 4:06 p.m.

APPENDIX 1

Proposal to Change the Process of Amending the *Policies and Procedures*

Current Policy

Policies and Procedures Article IV, Section 3 (Modification) currently states:
Modifications of the above provisions in SECTIONS 1 and 2 of this article may only be made through a vote of the General Faculty under the rules set forth in the By-Laws of the General Faculty.

Policies and Procedures Article V, Section 4 (Modification) currently states:
Modifications of the above provisions in SECTIONS 1,2, and 3 of this article may only be made through a vote of the General Faculty under the rules set forth in the By-Laws of the General Faculty.

Proposed Changes

(highlighted material are additions, strikethroughs are deletions)

Changes to:

Policies and Procedures Article IV, Section 3 (Modification):
Modifications of the above provisions in SECTIONS 1 and 2 of this article may only be made through a vote of a quorum of the General Faculty ~~under the rules set forth in the By-Laws of the General Faculty.~~ which may be taken either at a physical meeting or by means of electronic balloting. In the case of electronic balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion will have passed if it receives a majority of the votes cast.

Changes to:

Policies and Procedures Article V, Section 4 (Modification):
Modifications of the above provisions in SECTIONS 1,2, and 3 of this article may only be made through a vote of a quorum of the General Faculty ~~under the rules set forth in the By-Laws of the General Faculty.~~ which may be taken either at a physical meeting or by means of electronic balloting. In the case of electronic balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion will have passed if it receives a majority of the votes cast.

APPENDIX 2

Proposal to Change the Process of Amending the *Bylaws*

Current Policy

Bylaws Article V (Amendment or Repeal of Bylaws) currently states:

Motion for change or repeal of these By-Laws shall be presented in writing to all members present at a meeting of the body in question. The proposed amendment shall be voted on at the next meeting of that body and must carry by a simple majority vote of the members present.

Proposed Changes

(highlighted material are additions, strikethroughs are deletions)

Changes to:

Bylaws Article V (Amendment or Repeal of Bylaws):

Motion for change or repeal of these By-Laws shall be presented in writing to all members ~~present at a meeting~~ of the ~~body in question~~ **the General Faculty**. The proposed amendment shall be voted on **either: 1) at the next meeting of that body and must carry by a simple majority vote of the members present; or: 2) by means of electronic balloting. In the case of electronic balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion shall be approved upon a majority vote of a quorum of the General Faculty.**

APPENDIX 3

To Clarify the Definition of Voting for Meetings of the General Faculty

Preamble

Because the quorum rule for meetings of the general faculty was written prior to the development of computer-based communication, its definitions of quorum and voting requirements do not include any reference to electronic means for doing so. Lacking such specification, it has been interpreted narrowly as requiring the physical presence of faculty for quorum requirements. On the basis of such interpretation, the 50% threshold required has been a very rare achievement. The consequence has been that either the presiding officer must declare the appearance of a quorum when it does not exist, or that declaration is challenged and the meeting is adjourned. Because a single attendee can thus force the adjournment of almost any meeting, the potential impact is the disenfranchisement of the faculty's ability to serve as a deliberative body recommending policy to the administration, and the subsequent impoverishment of administrative decision-making bereft of faculty input. Because this prospect can otherwise be an enduring problem, the Rules Committee recommends that the definition of voting be clarified to accommodate electronic communication according to the following proposal.

The Motion

Motion to revise Article I, E, F of the *By-Laws* to specify the inclusion of electronic balloting in the definition of quorum and voting, by the addition of the following highlighted material:

E. QUORUM. A quorum of the General Faculty shall consist of fifty (50) percent of the membership at both regular and special meetings. No **vote shall be taken at a meeting of the General Faculty shall be held** unless a quorum is present

F. VOTING. Only members of the General Faculty may vote. Voting in regular and special meetings **shall may** be by voice vote except that a division vote (by showing of hands or standing, whichever is most convenient to the counters) shall be taken on request of any member of the General Faculty, and except that voting shall be by secret written ballot on request of twenty (20) percent of the members present. **If it should be declared that the meeting lacks a quorum, voting may be conducted subsequently by electronic balloting. In the case of electronic balloting, notice of the motion to be voted upon shall be posted and distributed to the faculty at least one week in advance of the vote. The motion shall be approved upon a majority vote of a quorum of the General Faculty.**

APPENDIX 4

To Mandate that the Chairs of Senate Committees on Graduate Programs and Honors Are Elected

Preamble

In 2010, the *Policies and Procedures* were changed with the intention and consequence that the COGS and Honors Committees would be chaired by elected Senators. However, the requisite section of the *Bylaws* on this issue was not amended. Therefore, to bring it into accord with current intent and practice, the following change is proposed.

The Motion

MOTION: To revise the current statement in Art. III, Section D of the *Bylaws* with the following changes (highlighted material = additions; strikethrough material = deletions):

Each Senate committee, ~~except the Committee on Graduate Studies and the Honors College Committee,~~ shall annually elect one (1) faculty member of the Senate as chair.,, The newly elected chair shall take office at the beginning of the summer semester. ~~The Dean of the Graduate School shall serve as Chair of the Committee on Graduate Studies; and the Dean of the Honors College shall serve as chair of the Honors College Committee.~~

APPENDIX 5

To Revise the Standing Committees

The Motion:

MOTION: To amend Article IV, Section 2,I of the *Policies and Procedures Manual* with the following changes:

(highlighted material are additions, strikethroughs are deletions)

- A. Standing Committee, Membership and Purpose - Each Faculty Senate Committee shall be assigned three (3) senators to its membership. Such assignments will be made by the Senate Executive Committee in consultation with the expressed preferences of each Senator.
1. (1) Undergraduate Academic Programs Committee. Purposes: to recommend policy and procedures and to serve in an advisory capacity to the Provost and Vice President for Academic Affairs concerning undergraduate degrees and academic programs (including majors, concentrations, and minors), continuing education, extended degree programs, international programs, core curriculum, and individual undergraduate courses; and to approve all undergraduate course additions or deletions from the curriculum and any reorientation of existing programs. Membership: Senate 3; Faculty 10 (4 Arts and Sciences, 1 Nursing, 2 Business, 2 Education, 1 Library); Students 2 (their majors representing different colleges); Administration 1 ex-officio, non-voting (Registrar). ~~Total membership: 16.~~ College Deans and their representatives are excluded from membership. five senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Registrar, and one appointed by the Provost; one student, appointed by SGA. (Total: 15)
 2. (4) Academic Policies and Procedures Committee. Purpose: to recommend policy and procedures concerning advising, undergraduate admissions and retention, progression and graduation, registration, University calendar, class scheduling, final examinations and examination scheduling, testing, advanced placement, commencement, and catalogs--including catalog content; to hear/consider undergraduate student petitions for exceptions to academic policy, including graduation requirements, as authorized by the Provost and Vice President for Academic Affairs; and to advise with respect to Admissions, Enrollment Management, Learning Support and Testing, Registrar, Registration and Records. Membership: Senate 3; Faculty 10 (5 Arts and Sciences, 1 Nursing, 1 Business, 2 Education, 1 Library) Administration 3; student 1. ~~Total membership: 17.~~ four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Registrar and one appointed by the Provost; one student, appointed by SGA. (Total: 14)

3. (5) Faculty and Administrative Staff Personnel Development Committee. Purpose: to recommend policy concerning appointments, promotions, tenure, salaries, benefits, grievances, discipline and dismissals; to hear and make recommendations in grievance, discipline and dismissal cases to serve as the Faculty Hearing Committee in accordance with the Board of Regents established faculty grievance process; to review pedagogy for distance and classroom learning; to determine the allocation of UWG funded grant support; and to serve in an advisory capacity on faculty and institutional research, institutional diversity, sponsored operations, and other faculty development issues as may be requested by administration. Membership: Senate 3; Faculty 10 (5 Arts and Sciences, 1 Nursing, 1 Business, 2 Education, 1 Library); Administration 2; students 0. Total Membership: 15 three or four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; one administrator, appointed by the Provost. (Total: 11 or 12)
4. Learning Resources. Purpose: to recommend policy, make procedural recommendations and organizational and developmental recommendations for library, faculty and institutional research. Membership: Senate 3; Faculty 9 (5 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Administration 2, students 2. Total membership: 16.
5. (10) University Relations Committee. Purpose: To recommend policy and procedures and to serve in an advisory capacity to the Vice President for University Advancement concerning continuing education, university public relations, alumni relations, marketing, university events and convocations, priorities for fund raising. Membership: three senators; six faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), and the School of Nursing; two administrators, one appointed by the Provost, and one by the Vice-President for University Advancement; one student representative, appointed by SGA. (Total: 12)
6. (7) Student Life Affairs Committee. Purpose: to recommend policy and procedures and to serve in an advisory capacity to the Vice President for Student Affairs concerning financial aid, orientation, housing, health and food services, career and counseling services, student security and safety, student discipline, student publications, student organizations and government, student development, internship programs, multicultural opportunities, international students, and other student matters referred to the committee. Membership: Senate 3, Faculty 7 (3 Arts & Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library), Administration 2, (Assistant Dean of Students and 1 administrative designee). Students 4 (3 undergraduate, 1 graduate). Total membership: 16. three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators, one appointed by the Provost, and one by the Vice-President for Student Affairs; two student representatives, one appointed by SGA and one by the Dean of the Graduate School. (Total: 14)
7. (9) General University Matters Environment Committee. Purpose: to recommend policy and procedures for and to serve in an advisory capacity to the Vice

President for Business and Finance concerning campus planning and development, auxiliary services, public relations, convocations, campus security and safety, campus facilities, such as telephone services, mail services, parking and traffic control, physical plant, and environmental and sustainability issues, problems, etc. Membership: Senate 3; Faculty 5 (3 Arts and Sciences, 1 Nursing, 1 Education, 0 Library); Administration 2; Students 3. Total membership: 13. three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators, one appointed by the Provost and one by the Vice-President of Business and Finance; one student representative, appointed by SGA. (Total: 13)

8. (6) Institutional Studies and Strategic Planning Committee. Purpose: to recommend policy concerning University purposes and goals (and to evaluate their degree of suitability and attainment), academic planning and growth, SACS and specialized accreditations, the Quality Enhancement Plan (QEP), and campus development and to monitor the implementation of the campus University's strategic plan. Membership: Senate 3; Faculty 7 (3 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Administration 4; Students 2. Total membership: 16. three or four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Director of Institutional Research and Planning and one appointed by the Provost; one student, appointed by SGA. (Total: 13 or 14)
9. (11) Intercollegiate Athletics Committee. Purpose: To recommend policy and procedures concerning athletic admission standards, athletic budgets, program expansion or reduction, and membership in associations; and to oversee the enforcement of conference, association, and accreditation rules and regulations. Membership: Senate 3; Faculty 3 (1 Arts and Sciences, 1 Business, 1 Education); Administration 2; Students 4; Ex-officio (Non-Voting) The Director of Athletics and the NCAA Representative. Total Membership: 14 (Approved by Faculty Senate, Fall '91) three senators; five faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE); four administrators: the Director of Athletics; the NCAA representative; one appointed by the Provost, and one by the Vice-President for University Advancement; two students, appointed by SGA. (Total: 14)
10. (2) Committee on Graduate Studies Programs Committee. Purpose: to recommend policy and formulate procedures concerning graduate programs, curriculum, admissions, graduate transfers, admission to candidacy, eligibility for graduation, petitions and appeals, and graduate faculty membership to recommend proposals for graduate degree programs and other graduate curricula matters to the Senate through the Provost and Vice President for Academic Affairs; and to approve all additions and deletions of graduate courses and programs and reorientations of existing programs. Membership: Senate 3; Dean of the Graduate School (ex-officio, non-voting), the department chair or coordinator of each graduate program, and one graduate student selected by the Committee on Graduate Studies. five senators; seven faculty, one elected from each of the following

academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Dean of the Graduate School, and one appointed by the Provost; one student, appointed by the Dean of the Graduate School. (Total: 15)

11. (3) ~~Honors College Programs~~ Committee. Purpose: to recommend policy and formulate procedures concerning Honors College admission and retention criteria, Honors College advising and curriculum matters, petitions and appeals, and the annual Honors Convocation; to recommend proposals for recognizing Honors College student achievements through the University Commencement program and other appropriate means; and to recommend means to attract prospective Honors College students, and to provide Honors College students amenities and advantages consistent with national patterns of excellence: and to make recommendations concerning honorary degrees to the Senate through the Provost and Vice President for Academic Affairs. Membership: ~~Senate 3; Faculty 6 (3 Arts and Sciences, 1 Nursing, 1 Business, 1 Education); Students 1; Administration 4 ex officio, non-voting (Dean of the Honors College, Director of Advanced Academy, Director of Admissions, Director of Residence Life). Total membership: 14.~~ three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; three administrators: the Dean of the Honors College, the Director of the Advanced Academy, and one appointed by the Provost; one student, appointed by the Student Honors Council. (Total: 14)
12. (8) ~~Technology Planning~~ Committee. Purpose: To recommend policy and procedures concerning the integration of information technology into the academic mission, including distance and online learning;, and the choice of software and hardware support; to compile an annual evaluation of the state of information technology at the University; and to advise with respect to the campus computer centers, and the Office of Information Technology, ~~assess and recommend policy and procedures that contribute to the fulfillment of UWG's technology vision. That vision is "... to integrate information technology into West Georgia's academic and administrative mission to ensure that students, faculty, staff, and the community are well prepared for life in a knowledge-based and technologically dynamic society." The Technology Planning Committee will produce a Yearly Evaluation of Campus IT as a summation of the state of information technology at UWG over the previous academic year. This report, to be completed by the end of the fall semester, will include:~~
 1. ~~An assessment of annual reports from IT units, evaluations from the Technology Coordination Council, user surveys, and other documents that provide evidence that the university is actively participating in the strategies articulated in the UWG IT Strategic Plan.~~
 2. ~~An evaluation of existing campus policies related to the allocation and use of technology to ensure that academic and administrative needs are adequately addressed.~~
 3. ~~A summary of the committee's findings and any recommendations for increased activity to fulfill participation in the IT Strategic Plan and/or recommendations for changes, additions or other improvements to the~~

UWG IT Strategic Plan and accompanying process. Membership: Senate 3; Faculty 6 (2 Arts and Sciences, 1 Nursing, 1 Education, 1 Business, 1 Library); Administration 4; Students 3. Total membership: 16. three senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the Chief Information Officer; and one appointed by the Provost; one student representative, appointed by SGA. (Total: 13)

13. (12) Budget Committee. Purpose: to review the budget of the University and to make recommendations regarding prioritization, distribution, and implementation to the President and the Vice Presidents of the University. Membership: Senate 3; Faculty 6 (2 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 1; Administration 5 (Academic Affairs, Business and Finance, Auxiliary Services, Student Affairs, University Advancement) and 1 ex-officio, non-voting (Director of Budget Services). Total membership: 16 three or four senators; seven faculty, one elected from each of the following academic units: the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; five administrators: the director of Budget Services and one each appointed by the Provost, the Vice-President for Student Affairs, the Vice President of Business and Finance, the Vice President for University Advancement; one student representative, appointed by SGA. (Total: 16 or 17)
14. (13) Rules 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 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: Senate 3; Faculty 5 (1 Arts and Sciences, 1 Nursing, 1 Business, 1 Education, 1 Library); Students 0; Administration 1 ex-officio non-voting (University attorney). Total membership 9. three senators; seven faculty, one elected from each of the following academic units: 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: 12)