**Rules Committee**

**Minutes for 4/14/16 meeting**

**\*Minutes approved on 9/1/16**

**Rules Members present: Susan Welch, Dan Williams, John Sewell, Yvonne Fuentes, Cheng Yun, Yun-Jo An, Jane Simpson, and John Sewell**

**1. Minutes:**

 Any Changes, Additions, Modifications

Action: Approved minutes from 3/10/2016

**2. Regular Agenda Items:**

1. 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](https://drive.google.com/file/d/0Bx5jrhZoEZsQY3lIR1Nla2JIZUJ0QVdkNk9lc1J4ME1wbHEw/view?usp=sharing). Also, 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 [Faculty Handbook](http://www.westga.edu/assetsDept/vpaa/FacultyHandbook.pdf) number):

Susan: Advisement- 301. Updated Academic Advisement 301 for the Faculty Handbook was approved by the Rules committee.

John: Convocation and Commencement Services- 306

Yun-Jo: Research- 401

Mary: Faculty Workload- 127

Cheng: Faculty Absences- 213

Dan: Classroom procedures/Syllabi- 201

Henry: Student Absences- 202

Diana: Class Rolls- 203. Procedure 2.7.5 was approved by the Rules committee. Will edit Faculty Handbook Class Rolls (203) at the next Rules committee meeting.

Chris: Course changes, drops, and add- 204

Yvonne: Reporting grades- 205. Procedure 2.7.7 was approved by the Rules committee. Will edit Faculty Handbook Reporting Grades (205) at the next Rules committee meeting.

Susan: Withdrawals- 205.01; 205.02

 b. Chair for 2016-17 Rules committee. Senators eligible for chair position are Diana

Mindrila, Susan Welch, and Dan Williams. Susan Welch will serve as chair for the

2016-17 Rules committee.

**3.** **Unfinished business from 2014-15 Rules Committee:**

1. [XIDS review process](https://drive.google.com/file/d/0Bx5jrhZoEZsQYnUzVkx6RkF5ekx3MWZCRUpna3NYQ0lNLW80/view?usp=sharing) (Recommended modification and clarification regarding XIDS review process submitted by Michael Hester to the Rules committee on December 2, 2014)**.**  Chair of Rules will ask Undergraduate Programs committee on 4/18/16 to review the updated document from 11/5/15 prior to submitting the item as an action item to the Senate.

**A. Senate – Rules Committee… 2015-2016 Members List**

|  |  |  |
| --- | --- | --- |
|  | **Senate Members** |  |
| Welch, Susan **(Chair)** | swelch@westga.edu | Senate – SON (2018) |
| Williams, Dan  | dkw@westga.edu  | Senate – COAH (2018) |
| Mindrila, Diana | dmindril@westga.edu  | Senate-COE (2017) |
|  |  |  |
|  |  |  |
|  | **Faculty Members** |  |
| Zot, Henry | hzot@westga.edu  | Faculty – COSM (2017) |
| Sewell, John | johns@westga.edu  | Faculty- COSS (2017)  |
| Fuentes, Yvonne | yfuentes@westga.edu  | Faculty- COAH (2016)  |
| Guo, Rong | rguo@westga.edu  | Faculty – RCOB (2017) |
| An, Yun-Jo  | yan@westga.edu  | Faculty – COE (2016) |
| Bishop, Mary  | mbishop@westga.edu  | Faculty- SON (2017) |
| Huff, Chris  | chuff@westga.edu  | Faculty- Library (2016)  |
|  |  |  |
|  |  |  |
|  | **Administrator** |  |
| Overfield, Denise | doverfie@westga.edu  | Administrator - Provost (2016)  |
| Simpson, Jane | jsimpson@westga.edu  | University General Counsel (2015)  |
|  | **Student** |  |
| Vacant |  |  |
| **Rules Email list:** swelch@westga.edu, dkw@westga.edu, dmindril@westga.edu, hzot@westga.edu, johns@westga.edu, yfuentes@westga.edu, rguo@westga.edu, yan@westga.edu, mbishop@westga.edu, chuff@westga.edu, doverfie@westga.edu, jsimpson@westga.edu, FS-RULES@westga.edu  |

**B. Rules/Senate Agenda Meeting Schedule… 2015-2016**

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| --- | --- | --- | --- | --- | --- |
| **Rules Meetings** **(Thursdays)** | **Rules****Location/Time** | **Senate Agenda Deadline** | **Senate & Exec. Committee Meetings**  | **Senate Meetings****Location/Time** | **Executive Committee Location/Time** |
| **Dates** | **SON 200** | **Dates** | **Dates** | **Location TBA** | **Location TBA** |
| **9/3/15** | 3:00 – 5:00 | 9/4/15 | 9/11/15 | 3:00pm | 2:00pm/ |
| **9/24/15** | 3:00 – 5:00 | 10/2/15 | 10/9/15 | 3:00pm | 2:00pm/ |
| **11/5/15** | 3:00 – 5:00 | 11/6/15 | 11/13/15 | 3:00pm | 2:00pm/ |
| **\*11/19/15** | 3:00 – 5:00 | 11/20/15 | 12/4/15 | 3:00pm | 2:00pm/ |
| **1/21/16** | 3:00 – 5:00 | 1/22/16 | 1/29/16 | 3:00pm | 2:00pm/ |
| **2/11/16** | 3:00 – 5:00 | 2/19/16 | 2/26/16 | 3:00pm | 2:00pm/ |
| **3/10/16** | 3:00 – 5:00 | 3/11/16 | 3/25/16 | 3:00pm | 2:00pm/ |
| **4/14/16** | 3:00 – 5:00 | 4/15/16 | 4/22/16 | 3:00pm | 2:00pm/ |
| **6/16/16** | 3:00 – 5:00 | 6/17/16 | 6/24/16 | 3:00pm | 2:00pm/ |
| **7/14/16** | 3:00 – 5:00 | 7/15/16 | 7/22/16 | 3:00pm | 2:00pm/ |
| \*Note: This meeting will be confirmed based upon any open agenda items as of Thursday, 11/19/15. |

**C. Rules Committee purpose per** [**UWG Policy and Procedures**](http://www.westga.edu/assetsDept/vpaa/PoliciesProcedures.pdf)**:**

* + 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](http://www.westga.edu/assetsDept/vpaa/FacultyHandbook.pdf), [Statutes](http://www.westga.edu/assetsDept/vpaa/Statutes.pdf), [Bylaws](http://www.westga.edu/assetsDept/vpaa/PoliciesProcedures.pdf), [Policies and Procedures](http://www.westga.edu/assetsDept/vpaa/PoliciesProcedures.pdf), and any operating protocols the Senate establishes. Membership: 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)