

**Rules Committee
Minutes for 9/7/17 meeting**

Rules Members present: Susan Welch, Yun Cheng, Susana Velez-Castrillon, Georgia Evans (replacement for Mary Alice Varga), Anja Remshagen, Georgina DeWeese, Yvonne Fuentes, Delene Volkert, Myrna Gantner, Julia Farmer, and Judy Butler

1. Minutes:

Any Changes, Additions, Modifications

Action: **Minutes approved from 4/13/2017**

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):

Susan: **Textbook Selection and Ordering- 212 (Policy and Procedure)**. **Textbook Selection and Ordering- 212 was deferred until the next meeting.**

Yun: Academic Appeals- 208

Laura: Grade Appeals- 208.04

Anja: Academic Dishonesty- 207

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

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:

a. Proposed revisions to our UWG Policies and Procedures. None of the proposed changes are too substantive, just an attempt to correct some logic errors and get the Senate portion of the document “up to date”. **The Rules committee approved the Proposed revisions to the UWG Policies and Procedures.**

b. Proposed Shared Governance Procedures. A modification to how the Senate will work with XIDS items due to the new CHIP subcommittee of UPC. In the past new XIDS topics were considered “only information” items for Senate, the proposal is to have XIDS topics considered as action items. **The Rules committee approved the Proposed Shared Governance Procedures document with the following modification, which includes Change “Modification to XIDS courses” to “New XIDS course topics”.**

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

Senate Members		
Welch, Susan (Chair)	swelch@westga.edu	Senate – SON (2018)
Miller, Laura	lmiller@westga.edu	Senate – COAH (2020)
Remshagen, Anja	anja@westga.edu	Senate- COSM(2020)
Velez-Castrillon, Susana	svelez@westga.edu	Senate-RCOB (2019)
Faculty Members		
DeWeese, Georgina	gdeweese@westga.edu	Faculty – COSM (2019)
Vito, Anthony	avito@westga.edu	Faculty- COSS (2019)
Fuentes, Yvonne	yfuentes@westga.edu	Faculty- COAH (2018)
Cheng, Yun	ycheng@westga.edu	Faculty – RCOB (2018)
Varga, Mary Alice	maryv@westga.edu	Faculty – COE (2018)
Volkert, Delene	dvolkert@westga.edu	Faculty- SON (2019)
Sicignano, Charlie	charlie@westga.edu	Faculty- Library (2018)
Administrators		
Gantner, Myrna	mgantner@westga.edu	Administrator - Provost and Vice President for Academic Affairs
Simpson, Jane	jsimpson@westga.edu	University General Counsel
<p>Rules Email list:swelch@westga.edu, lmiller@westga.edu, anja@westga.edu, svelez@westga.edu, gdeweese@westga.edu, avito@westga.edu, yfuentes@westga.edu, ycheng@westga.edu, maryv@westga.edu, dvolkert@westga.edu, charlie@westga.edu, mgantner@westga.edu, jsimpson@westga.edu, FS-RULES@westga.edu</p>		

B. Rules/Senate Agenda Meeting Schedule... 2017-2018

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

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

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)