UWG Rules Committee
Meeting Agenda

Meeting Date: 1/24/2023
Meeting Time: 8:00 AM
Meeting Location: Zoom:

| Name | email | College | Role | Attendance |
|------|-------|---------|------|------------|
| Jamie Brandenburg | jbranden | COE | Senator | X |
| Yun Cheng | ycheng | RCOB | Senator | X |
| Jack Wei | jwei | RCOB | Senator-at-Large | X |
| Salvador Lopez | slopez | RCOB | Representative | X |
| Amy Mendes | amendes | SCFM | Representative | X |
| Brian Brodsky | bbrodsky | UC | Representative | X |
| Aleah Brock | abrock | COE | Representative | X |
| Lisa Connell | lconnell | CACSI | Representative | X |
| Craig Schroer | craig | LIBR | Representative | X |
| Cindy Johnson | jcynthia | THSSN | Representative | X |
| Kristi Carmen | kcarmen | Office of Legal Affairs | Representative | X |
| Ralitsa Akins | rakins | Provost and VPAA appointee | Administrators | |

**Meeting Agenda Items**

**Faculty Handbook Policy Changes:**

Jamie and Kristi presented proposed procedures for amending Faculty Handbook policies.

The proposed procedure for modifying the Faculty Senate Handbook is as follows:
- Changes to the Faculty Handbook can only be made during the Fall and Spring semesters when Faculty Senate meets regularly.
- The University Community (i.e., Faculty Senate members, faculty and staff or students) proposes a content change to the Faculty Senate Handbook via ____[email address].
- The Faculty Senate Executive Committee reviews the proposals and decides which sub-committee should receive the proposed handbook change for evaluation.
- The sub-committee votes on the proposed change; if the proposal is denied or altered, the sub-committee meeting minutes will indicate the reasoning.
- If recommended, the proposal moves forward to the Faculty Senate for a vote - the faculty can approve, deny, or send the proposal back to its originating committee for revision.
- If the proposed change to the faculty handbook affects only Academic Affairs, the proposed change goes into effect upon signature by the University President and is published in the Faculty Senate Handbook located in PolicyStat.
- If the proposed change impacts more areas on campus, it will follow the Institutional Policy and Procedure Development (found here: https://uwg.policystat.com/policy/10155642/latest)
- The decommissioning of faculty handbook items follows the same process.

- Routine changes or other minor changes that do not substantively impact the faculty handbook can be made at any time without a vote.

The committee opted for an electronic voting procedure, utilizing Google Doc form (created by Jamie) for the process, which occurred between February 2nd and 8th. The outcome saw a majority of nine out of ten members voting in favor, while one member abstained from voting.

**Decommissioning Process:**

Questions arose regarding the voting form created by Jamie:

1. How do we distinguish between duplicated and outdated items?

2. Should we specify that decommissioned items are external to the Faculty Handbook, originating from the University website?

3. During voting, should members submit one form for all items or a separate form for each?

Jamie, along with Kristi and Tara, collaborated to improve the information regarding decommissioned items. The same Google Doc form was utilized for committee members to vote on the item. The voting process concluded by February 8, 2024. Out of ten voting members, nine voted in favor, while one member abstained from voting.

**Proposal to change Bylaws regarding the executive secretary:**

Revision of the Executive Committee Secretary Support Section in the Faculty Senate Chair Handbook was discussed resulting in a unanimous decision to allocate a one-course release (or stipend) per semester for the executive secretary, rather than annually. The vote was conducted electronically using Google Doc form from February 2nd to 8th, with eight out of ten members voting in favor and two members abstaining.

**Committee Updates:**

After consulting Senate Chair Dr. Reber, the Rules Committee decided to cancel the February meeting unless urgent issues arise. Dr. Yun Cheng will chair the March meeting.