**Rules Committee**

**Minutes for 1/12/17 meeting**

**\*Minutes approved on 2/9/17**

**Rules Members present: Susan Welch, Diana Mindrila, Yun Cheng, Dan Williams, Susana Velez-Castrillon, Mary Alice Varga, Mary Bishop, David Jenks, Charla Campbell, and Jane Simpson**

**1. Minutes:**

 Any Changes, Additions, Modifications

Action: Minutes approved from 12/1/2016

**2. Regular Agenda Items:**

1. UWG Institutional Procedures, Section 2. Academic Affairs. Rules committee members will revise/reformat the UWG [Procedures](http://www.westga.edu/policy/3429_3909.php) within each area of Section 2.0 using the [UWG Procedure form](https://docs.google.com/document/d/1olqkwjkSVGIylozCdNHXnNHqFSs7bDtR6t8J7zZJbnU/edit?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](https://www.westga.edu/assets-opentext/assetsDept/vpaa/FacultyHandbook.pdf) number):

Mary Alice: UWG Procedure 2.9.3, and UWG Faculty Handbook section on Research (401) were sent to the Rules committee for an electronic vote of approval.

Dan: Further discussion regarding Classroom procedures/Syllabi (UWG Faculty Handbook section 201) will take place at the next meeting.

Neal: Student Absences- 202

Chris: Course changes, drops, and add- 204

Susana: Office Hours- 209

Diana: Textbook Selection and Ordering- 212

Yvonne: Final examinations- 206

Susan: Academic Dishonesty- 207

Yun: Academic Appeals- 208

Mary: Grade Appeals- 208.04

John: Grounds for Dismissal (see Statutes, Art. V Se. 3)

**3. Meeting time/date changes for upcoming meetings:**

1. Future Rules meetings dates/times were changed and the changes include: 2/9/2017 from 3:30pm till 5:00pm, 3/9/2017 from 3:30pm till 5:00pm, and 4/13/2017 from 3:30pm till 5:00pm

**A. Senate – Rules Committee… 2016-2017 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) |
| Velez-Castrillon, Susana | svelez@westga.edu  | Senate-RCOB (2019) |
|  | **Faculty Members** |  |
| Chestnut, Neal  | nchesnut@westga.edu  | Faculty – COSM (2017) |
| Sewell, John | johns@westga.edu  | Faculty- COSS (2017)  |
| 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) |
| Bishop, Mary  | mbishop@westga.edu  | Faculty- SON (2017) |
| Huff, Chris  | chuff@westga.edu  | Faculty- Library (2018)  |
|  |  |  |
|  | **Administrator** |  |
| Overfield, Denise  |  doverfie@westga.edu  | Administrator - Provost (2017)  |
| Simpson, Jane | jsimpson@westga.edu  | University General Counsel (2017)  |
| **Rules Email list:** swelch@westga.edu, dkw@westga.edu, dmindril@westga.edu, svelez@westga.edu , nchesnut@westga.edu, yfuentes@westga.edu, ycheng@westga.edu, maryv@westga.edu, mbishop@westga.edu, chuff@westga.edu, doverfie@westga.edu, jsimpson@westga.edu, FS-RULES@westga.edu  |

**B. Rules/Senate Agenda Meeting Schedule… 2016-2017**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |
| **9/1/16** | 3:00 – 5:00 | 9/2/16 | 9/9/16 | 3:00pm | 2:00pm/ |
| **9/29/16** | 10:00 – 12:00 | 10/7/16 | 10/14/16 | 3:00pm | 2:00pm/ |
| **11/3/16** | 3:00 – 5:00 | 11/4/16 | 11/11/16 | 3:00pm | 2:00pm/ |
| **\*12/1/16** | 10:00 – 12:00 | 12/2/16 | 12/9/16 | 3:00pm | 2:00pm/ |
| **1/12/17** | 3:00 – 5:00 | 1/20/17 | 1/27/17 | 3:00pm | 2:00pm/ |
| **2/9/17** | 3:30 – 5:00 | 2/17/17 | 2/24/17 | 3:00pm | 2:00pm/ |
| **3/9/17** | 3:30 – 5:00 | 3/10/17 | 3/17/17 | 3:00pm | 2:00pm/ |
| **4/13/17** | 3:30 – 5:00 | 4/14/17 | 4/21/17 | 3:00pm | 2:00pm/ |
| **6/8/17** | 3:00 – 5:00 | 6/9/17 | 6/16/17 | 3:00pm | 2:00pm/ |
| **7/6/17** | 3:00 – 5:00 | 7/7/17 | 7/14/17 | 3:00pm | 2:00pm/ |
| \*Note: This meeting will be confirmed based upon any open agenda items as of Thursday, 12/1/16. |

**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](https://www.westga.edu/assets-opentext/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: 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 University General Counsel; and one appointed by the Provost. (Total 13)