**Rules Committee**

**Minutes for 3/10/16 meeting**

**\*Minutes approved on 4/14/16**

**Rules Members present: Susan Welch, Dan Williams, John Sewell, Yvonne Fuentes, Mary Bishop, Julia Farmer, Cheng Yun, Jane Simpson, and Denise Overfield**

**1. Minutes:**

 Any Changes, Additions, Modifications

Action: Approved minutes from 2/11/2016

**2. Regular Agenda Items:**

1. Updated UWG Procedure 1.2.1 (new Institutional Policy Writing Process for Proposals Governed by Faculty Senate). The Presidential Task Force on Institutional Policy offered an edit on the previously approved document. The edit is section B, labeled Approval Process. Items # 1 & #2 have been changed from Staff and Faculty to Non-Academic Items and Academic Items in essence because the flowcharts did not make it clear that faculty can also propose non-academic policy. We will vote on this item on the 10th however feel free to offer feedback beforehand if you would like to the Rules committee email at FS-RULES@westga.edu. The Rules committee voted to approve the updated UWG Procedure Number 1.2.1, Formatting Policies and Procedures document with minor modifications that included a) *Employee* instead of Staff members for section B, item 1 (Non-Academic Items), first sentence and b) *institutional committee* instead of staff committee for section B, item 1 (Non-Academic Items), second sentence.
2. 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). The “updated assignments” are listed below (Rules committee member listed and Policy name and old [Faculty Handbook](http://www.westga.edu/assetsDept/vpaa/FacultyHandbook.pdf) number):

Susan: Advisement- 301. The former Advisement Policy (301) of the Faculty Handbook was revised into Procedure 2.9.1 and approved by the Rules committee.

John: Convocation and Commencement Services- 306. John will contact the Provost regarding aspects of the Convocation and Commencement Services Policy and report back at the next meeting on 4/14/16.

Yun-Jo: Research- 401

Yvonne: Summer School- 113. The former Summer School Compensation Policy (113) of the Faculty Handbook was revised into Procedure 2.5.3 and approved by the Rules committee.

Mary: Faculty Workload- 127. Discussion began regarding the Faculty Workload Policy. Will continue discussion at the next meeting on 4/14/16.

Cheng: Faculty Absences- 213

Dan: Classroom procedures/Syllabi- 201

Henry: Student Absences- 202

Diana: Class Rolls- 203

Chris: Course changes, drops, and add- 204

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

Mindrila, Susan Welch, and Dan Williams. Discussion began regarding the 2016-17 Chair position. A final decision regarding Chair for the 2016-17 Rules committee will be decided at the next meeting on 4/14/16.

**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)**.** Defer update until next meeting on 4/14/16.

**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)