

Rules Committee
Minutes for 9/3/15 meeting at 3:00pm (SON Room #200)

Rules Members present: Susan Welch, Dan Williams, Diana Mindrila, Henry Zot, John Sewell, Yvonne Fuentes, Yun-Jo An, Mary Bishop, Denise Overfield, and Jane Simpson

Guests: Julia Farmer

1. Minutes:

Any Changes, Additions, Modifications

Action: N/A

2. Action Items/Regular Agenda Items:

- a. Introductions of Rules committee members- **members of Rules committee introduced.**
- b. Purpose of Rules committee ([UWG Faculty Handbook](#), [Statutes](#), [Bylaws](#), [Policies and Procedures](#)) - **purpose of Rules committee offered by chair of the committee.**
- c. [Presidential Task Force on Institutional Policy information](#) and relationship between Rules Committee and Task Force- **background information regarding the Presidential Task Force was provided by Jane Simpson who is a member of the Presidential Task Force committee and an administrator on the Rules committee. This information included how the Presidential Task Force will identify all existing university policies and make decisions about deleting, rewriting, and drafting new policies. The Rules committee will assist the Presidential Task Force with changing current policies into the “new format” for procedures. The new topic index that was approved by the President to reorganize our institutional policies was also shared with the Rules committee. Jane Simpson offered that the Rules committee should focus on Section 2 of the new topic index and the committee agreed to assist with this endeavor. Also, Jane Simpson and Susan Welch will bring forth to the Presidential Task Force the new topic index at the next executive Senate committee meeting on the 11th of September so that all senate committee chairs are aware of the new topic index list created by the Presidential Task Force and the Rules committee intent to assist the Presidential Task Force with Section 2 (Academic Affairs) of the new topic index.**

3. Unfinished business from 2014-15 Rules Committee:

- a. [XIDS review process](#) (Recommended modification and clarification regarding XIDS review process submitted by Michael Hester to the Rules committee on December 2, 2014). **Chair of the committee will revisit the progress of the recommended modification and clarification regarding the XIDS course review process and report back to the Rules committee at the next meeting.**
- b. Faculty Handbook Part I ad hoc committee (Reorganization of the Faculty Handbook Table of Contents made by Presidential Task Force on Institutional Policy). **The Rules**

committee will assist the Presidential Task Force with changing current policies into the “new format” for operational procedures. Jane Simpson offered that the Rules committee should focus on Section 2 of the new topic index and the committee agreed to assist with this endeavor. Faculty Handbook reorganization and revisions will be placed on “hold” as the academic policies are priority over non-policy Faculty Handbook items.

- c. Faculty Handbook Part II ad hoc committee (Section 400 of the Faculty Handbook, Policies and Procedures related to Professional Growth and Development Activities, and any necessary changes). The Rules committee will assist the Presidential Task Force with changing current policies into the “new format” for operational procedures. Jane Simpson offered that the Rules committee should focus on Section 2 of the new topic index and the committee agreed to assist with this endeavor. Faculty Handbook reorganization and revisions will be placed on “hold” as the academic policies are priority over non-policy Faculty Handbook items.
- d. Senate Composition Review (Review/collect the current Senate committee membership structure and compare with data in Article Four, Section Two of UWG Policies and Procedures. Also, review the schedule and process of Senate committee membership structure at the university level). Chair of committee will confer with Senate President regarding the specifics of the Senate Composition Review item (unfinished business item from the 2014-15 Rules Committee) and report back to the Rules committee at the next meeting. A faculty census survey of all university colleges and schools may be in order to accomplish this task.
- e. Additional items, etc. The next Rules committee meeting was changed to 9/24/15 due to chair unavailability on 10/1/15 because of an international conference. Meeting location and time will remain unchanged.

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	dmindrila@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	dooverfie@westga.edu	Administrator - Provost (2016)
Simpson, Jane	jsimpson@westga.edu	University General Counsel (2015)
	Student	
Vacant		
<p>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, dooverfie@westga.edu, jsimpson@westga.edu, FS-RULES@westga.edu</p>		

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

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/
2/18/16	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:

- o **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](#), [Statutes](#), [Bylaws](#), [Policies and Procedures](#), 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)