

Rules Committee
Minutes for 9/24/15 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, and Jane Simpson

Guests: none

1. Minutes:

Action: Approved minutes from 9/14/2015

2. Regular Agenda Items:

- a. UWG Daily Report (9/22/15) item regarding Presidential Task Force on Institutional Policy. Please see [webpage](#) to review items listed (UWG Policy 1.2 and UWG Procedure 1.2.1). Jane Simpson offered an overview of UWG Policy 1.2 and UWG Procedure 1.2.1 and the web page (UWG Policies for Comment) was shared with the committee so additional feedback regarding the policies can be provided. Lastly, it was shared with the committee that UWG Policy 1.2 and UWG Procedure 1.2.1 will be informational items at the next Senate committee meeting on the 9th of October.
- b. UWG Institutional Policies, Section 2. Academic Affairs. Jane Simpson will work on draft UWG Policies for each area of Section 2.0 while Rules committee members will revise/reformat the UWG Procedures within each area of Section 2.0 within sub-committees.
 - i. Sub-committee members Mary Bishop, Yvonne Fuentes, Rong Guo, and Henry Zot will work on the following procedures: Leave and Compensation for Faculty (Annual Leave-111.01, Professional Leave (Awards)- 112.0102, Summer School Compensation-113, Outside Employment-114).
 - ii. Sub-committee members Susan Welch, John Sewell, and Yun-Jo An will work on the following procedures: Service and Professional Responsibilities (Advisement- 301, Convocation and Commencement Services- 306, and Research- 401).

Reformatting of the previously mentioned procedures will involve use of the [UWG Procedure Form](#) (form created by Jane Simpson). Each sub-committee will report at the next Rules Committee meeting on the 5th of November.

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). Ongoing as the chair of the Rules committee is awaiting clarification from Dr. Hester on whether or not the XIDS review process was an informational item at the Faculty Senate for the 2014-15 year.

- b. 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). **A Senate Composition Review sub-committee was formed and includes Chris Huff, Dan Williams, Diana Mindrila, and Susan Welch. The sub-committee will retrieve the numbers of faculty members within each college or unit from Cathi Jenks' office (IEA) as soon after Oct 7th as possible (this will involve use of the definition of faculty from *The Statutes*). Then, the sub-committee will meet and determine how many senators the Senate should have from each college/unit based on these newly collected numbers. At that point, the sub-committee will need to look into how many departments each college/unit has, so that it is clear how many at large senate positions there will be in a given college. Afterwards, there will need to be a plan for how to get to these new numbers by the next school year with hopefully a preliminary report to the Senate by November, 2015. The potential outlines for the Senate Composition Review will include the following timeline per the Senate minutes from April 24th, 2015:**

Further Steps in Review of Senate Composition AY 2015/16:

- 1) Senate discuss numbers (Senate meeting TBA)
- 2) Senate passes numbers (by February 1, 2016)
- 3) Election using new numbers in spring 2016
- 4) Senate meets using new numbers starting June 1, 2016 or Maymester

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	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, doverfie@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)