

**The University of Tennessee at Chattanooga**  
**Graduate Council Minutes**  
**November 13, 2003**

Members Present: N. Alp, G. Bartoo, V. Bumphus, D. Edwards, K. Gee, T. Lease, E. Meagher, J. Mies, A. Novobilski, V. Petzko, D. Pittenger, C. Smith, J. Tucker, J. Wakim

Members Absent: N. Fell, E. Foster, J. Henley, B. Lee, M. Miller, S. Smullen, G. Thibadoux

Ex-Officio Members Present: D. Arfken M. Bell, L. Orth

Ex-Officio Members Absent: C. Montz

Guests: Mary Tanner, Helen Eigenberg, Sarah Sandefur

**I. Call to Order and Approval of the Minutes**

Dr. Bartoo called the meeting to order at 3:16pm. The minutes were approved unanimously.

**II. The Institutional Review Board**

Dr. Arfken introduced Dr. Helen Eigenberg to talk about the IRB process. Dr. Eigenberg stated that the IRB was started about 1 ½ years ago. She explained the different types of Review: Exempt, Expedited, and Full-board.

Dr. Arfken asked if *exempt* category meant that it was exempt from everything, and Dr. Eigenberg explained that it only meant it was exempt from a full-board review. Dr. Bartoo asked if the students were notified as to the progress of their review; Dr. Eigenberg said that as long as there is an e-mail address they will receive notification.

**III. Changes to the M.Ed Elementary Education Program**

Dr. Bartoo introduced Prof. Meg Farrell to the Graduate Council. Prof. Farrell asked for any questions on the proposals. No questions were raised.

Dr. Pittenger moved to accept the proposal on first reading. Dr. Edwards seconded it. The proposal passed on the first reading 14-0-0.

**IV. Changes to the M.Ed Secondary Education Program**

Dr. Petzko moved to accept the proposal on the first reading. Dr. Pittenger seconded it. The proposal passed on the first reading 14-0-0.

**V. Changes to the M.Ed. Licensure track**

Dr. Pittenger moved to accept the proposal on the first reading. Dr. Petzko seconded it. The proposal passed on the first reading 14-0-0.

**VI. Changes in EDUC Course Offerings**

Dr. Bumphus moved to accept the proposal on the first reading. Dr. Pittenger seconded it. The proposal passed on the first reading 14-0-0.

**VII. Petition**

Dr. Arfken explained that Ms. Smith is petitioning to take the comprehensive examinations in Criminal Justice for a third time. Dr. Vic Bumphus stated that the faculty will support her in taking them again. Dr. Bumphus said that she does have a disability, and she didn't take accommodations for the 1<sup>st</sup> comps test, but did for the second. He also said she may benefit from the new test format.

Dr. Lease moved to support the petition with the clarification that she may take the exam at the next regularly scheduled time in the spring. The petition passed with support 12-2-0.

**VIII. Other Business; Adjournment**

The meeting was adjourned at 4:15pm.

Respectfully submitted,

Kelly Pier  
Executive Secretary  
The Graduate School