

**The University of Tennessee at Chattanooga**  
**Graduate Council Minutes**  
**September 22, 2005**

Members Present: N. Alp, R. Briley, S. Davidson, J. Dumas, D. Halstead, L. Harris, V. Petzko, C. Smith, Jim Tucker, John Tucker, K. Turner

Members Absent: V. Bumphus, D. Edwards, E. Foster, Greg Heath, T. Lease, M. Long, B. O’Leary, J. Wilferth

Ex-Officio Members Present: D. Arfken, S. Bellar, Y. Kilpatrick, T. Liedtka

Ex-Officio Members Absent: C. Arender

<p><b>1. First Reading: Revision of Graduate Grade Appeal Process: 12-0-0</b></p>
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**I. Call to Order, Introductions and Approval of the Minutes**

The meeting was called to order at 3:21 p.m. The minutes were approved unanimously.

**II. Revision of Graduate Grade Appeal Process**

Dr. Arfken explained that this revision is being brought forward because last semester the Provost asked that graduate and undergraduate grade appeals committees take a look at expediting their process because we had students in January and February working on their appeals from the previous fall semester. There is one major change: The initial contact the student needs to make with the professor has been shortened from 20 days to ten days. She said, “We used to mail grades out, and we needed to make provisions for that. But now with grades being sent electronically, the 20 days simply drags out the process.” Dr. Arfken also noted that, on the grade appeal form, the words “in a timely manner” have been added to section two at the end of the sentence. The statement “I am familiar with the nature of the appeal” has been added above where the dean of the college signs.

Dr. Smith suggested that in step one the word “consult” should be replaced with “contact.” Thus, an e-mail could be used as proof of the student’s showing due diligence in contacting the professor.

Dr. Petzko was concerned with the wording that says the student needs to contact the instructor within ten working days of when grades are available to students, and then they only have ten working days to contact the department head or director as well if they either can’t get in touch with the instructor or if there’s no resolution. Dr. Petzko suggested that step one should be five working days to contact the instructor after grades are available and ten working days of the date grades were available to students to contact the department head/director.

Dr. Foster moved to accept the proposal with the above mentioned wording changes. Dr. Halstead seconded the motion. The proposal passed on first reading, 12-0-0.

### **III. Information Items from the College of Business**

Professor Kim Turner explained the only thing they were adding to the Finance graduate course pre-requisites is the statement “or consent of instructor.” There were no further questions or discussion.

### **IV. Recommendations for Graduate Faculty Membership**

A list of recommendations for graduate faculty membership was passed out to Council members for approval. A couple questions were raised regarding departments represented that didn't exist. Dr. Bellar explained that for the purpose of the list, the committee simply used the departments that the faculty listed for themselves. It was asked how many on the list did not have terminal degrees. There were two. One is in Psychology, and one was in Special Education. Their credentials have already been justified by the Associate Provost.

Dr. Dumas asked if the Council was comfortable with approving the list without seeing the names of the individual faculty members being recommended for graduate faculty status. The consensus was that they were.

Dr. Smith moved to accept the recommendations; Dr. Halstead seconded the motion. The Council accepted the committee's recommendations in a unanimous vote.

### **V. Other**

Dr. Bellar announced the writing workshop that will be held on September 30, 2005. She handed out fliers for the workshop. She said that students had been notified by e-mail. The workshop will be videoed and then linked to the Graduate School web site for future viewing. Dr. Bellar also mentioned that she and Ms. Yvonne Kilpatrick will be recruiting at Sewanee, TSU, and MTSU in the coming weeks.

Dr. Arfken gave copies to the Council of the Graduate School's new brochures. She highlighted the fact that we have the highest ever FTE (full time equivalent) this fall, and some of that is due to the renumbering of courses the Council approved last school year.

Ms. Kilpatrick announced that Ms. Melissa Blazek has been hired on full time as a liaison in the Graduate School.

### **VI. Adjournment**

The meeting was adjourned at 4:20p.m.

Respectfully submitted,

Kelly Pier, CPS  
Executive Secretary  
The Graduate School