

## **Administrative Council**

### **Tennessee Technological University**

#### **Minutes Administrative Council November 10, 1999**

##### Members Present

Veronica Barger	Regina Lee
Paul Bonner	Linda Maxwell
Karen Case	Leo McGee
Larry Click	Allan Mills
Debbie Combs	Marilyn Musacchio
Jann Cupp	Terry Rector
Donald Davis	Will Schrader
Nancy Dixon	Alicia Toline
Penny Douglas	Natalie Treadway
Linda Giesbrecht-Bettoli	Angelo Volpe
Mancil Johnson	Sharon Whitney
Homer Kemp	Dale Wilson

##### Members Absent

Sue Bailey	Dan Fesler
Ed Boucher	Paul Isbell
Marc Burnett	Jon Jonakin
Whewon Cho	David Larimore
Mark Creter	Tony Marable
L. K. Crouch	Jeffrey Marquis
Gregory Danner	Mike Nivens
Edith Duvier	Paul Semmes

##### Others Present

Bill Goodwin  
Pat King, Resource Person  
Brian O'Connor  
Barry Stein

##### Summary of Proceedings

The agenda was approved as distributed.

The Minutes of October 6, 1999 were approved as distributed.

Recommended changes in Committee Procedures for Institutional Review Committee for the Protection of Human Subjects were approved.

Approved Committee Guidelines for Institutional Review for the Protection of Human Subjects.

Proceedings

Dr. Wilson opened the meeting and asked Penny Douglas, student member, to introduce Alicia Toline, student member replacing Casey Schewe.

Approval of Agenda

Dr. Schrader MOVED approval of the agenda as distributed with Mr. Click SECONDING. MOTION CARRIED.

Approval of the Minutes

Ms. Treadway MOVED approval of the Minutes of October 6, 1999 with Dr. Schrader SECONDING. MOTION CARRIED.

Approval of Recommended Changes in Committee Procedures for Institutional Review Committee for the Protection of Human Subjects - Dr. Barry Stein

Dr. Stein said the proposed changes are in compliance with the Federal Regulations 46.107.C and within the University's Policies and Procedures for committee appointments. The changes are in Sections III.B. and IV.B. and would read:

Section III.B. A membership that includes (1) at least one member whose primary concerns are in the scientific areas and one member whose primary interests are non-scientific, (2) both male and female members, (3) as many college/school representatives as is appropriate, and (4) at least one member who is not otherwise affiliated with the institution.

Section IV.B.(a) The President will appoint a staff member to serve as Executive Officer, deleting "who will normally be the

Assistant Vice President for Research".

Dr. Schrader Moved approval of the procedures with Dr. Giesbrecht-Bettoli Seconding. Motion Carried.

Approval of Committee Guidelines for Institutional Review  
Committee for the Protection of Human Subjects - Dr. Barry Stein

Dr. Stein said the proposed guidelines were approved by the Human Subjects Institutional Review Committee and approved by the Tennessee Board of Regents. He said the guidelines are as simple, clear, and brief as is possible based on Federal Regulations. He said they used the Federal Guidelines and procedures implemented at UT as their primary resources. Dr. Stein said the guidelines create an opportunity for individual units to review what is called the category of exempt research.

Dr. Bonner MOVED approval of the guidelines with Dr. Giesbrecht-Bettoli SECONDING. MOTION CARRIED.

Such Other Matters

Dr. Volpe thanked everyone who responded to his e-mail asking they correspond with the legislators regarding tax reform. He said the outcome on tax reform is still to be determined.

Dr. Volpe said the TBR Meeting in Johnson City will be during the Faculty Meeting scheduled for December 8, 1999 and asked for suggestions on whether or not to move the date of the meeting or to go ahead with the meeting in his absence. It was the consensus of the members present that since there are no action items on the agenda that Dr. Barker could preside in Dr. Volpe's absence or the meeting could be cancelled. Dr. Volpe agreed to confer with various individuals to decide the course of action.

The meeting adjourned at 3:16 p.m.

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Patricia King, Resource Person