

## COMMITTEE MEETING FORM

### Committee Meeting Report – INSTRUCTIONS

After each graduate student committee meeting (students pursuing MSA or PhD), the student's advisor will fill out the report form (second page of this document) and **return it to Jacquie Burke**. Below are some instructions on how to complete the form.

- Purpose of Meeting: brief statement that summarizes the main purpose of the meeting. For example, “first committee meeting; student will provide overview of proposed project” or “Student will update committee members on their progress”.
- Approved timeline/target completion date: it is recommended that the committee discuss a timeline for degree completion with the student, even early in the process. As the student progresses into their 4<sup>th</sup> (?) year and beyond, this discussion should be more specific as to the target date of completion.
- Tentative/revised research topic approved: most appropriate for first meeting but can also be used for recording significant changes in the student's research topic.
- Coursework approved, subject to completion of the following (note semester to be taken): Students should discuss their coursework with the committee and the adviser should note when the student has completed (or is near completion) of all coursework. [is my interpretation correct here? Or does it mean ALL coursework is completed/near completion?]
- (Ph.D. only) Approved to proceed with qualifying examination (note deadline/timeframe): If the committee has agreed that the student is ready to take their qualifying exam, a timeframe and/or deadline for completion should be set.
- (Ph.D. only) Format of qualifying exam: The adviser and committee will agree on a format for qualification, including all written and oral presentation components. The student should be given both details and a timeframe in which they will be completed (above).
- Approved to proceed with defense (note deadline/timeframe): If the committee has agreed that the student is ready to defend their thesis, a timeframe and/or deadline for completion should be set.
- Format of defense: The adviser and committee will agree on a format for the thesis defense, including all written and oral presentation components. The student should be given both details and a timeframe in which they will be completed (above).
- Research progress: Use this section to briefly summarize what was presented at the meeting, the feedback provided by the committee, and the expectations the committee set for the immediate future and/or next meeting. Questions to consider DURING the committee meeting and in filling out this section include: “What concrete progress did the student present? What is the research plan for the coming year? Are there any known risks or impediments to the completion of this plan? Is the candidate making satisfactory progress towards a Ph.D.? What do they need to do to continue/improve on their progress?” Any additional qualifications or conditions to this approval should be noted in the “Comments” section.

- Approved to proceed with defense (note target timeframe): Student has been approved to set a date for their thesis defense and should provide this date to Jacquie Burke as soon as it has been agreed upon by their committee.
- Other (describe): Any actions not described above.
- Comments: Use this section to provide any additional information, concerns, etc on the student's progress that was discussed in the meeting.

Committee Meeting Report – FORM (to be completed by Advisor and returned to Jacquie Burke)

Student's name: \_\_\_\_\_  
M.S. / Ph.D.

Research Supervisor/Advisor: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Previous Meeting Date: \_\_\_\_\_

Members Present:  
\_\_\_\_\_  
\_\_\_\_\_

Members Absent:  
\_\_\_\_\_

Purpose of Meeting:  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken:

\_\_\_\_\_ Approved timeline/target completion date (recommended):  
\_\_\_\_\_

\_\_\_\_\_ Tentative/revised research topic approved: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Coursework approved, subject to completion of the following (note semester to be taken):  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Ph.D. only) Approved to proceed with qualifying examination (note deadline/timeframe):

\_\_\_\_\_

Format of exam: \_\_\_\_\_

\_\_\_\_\_ Approved to proceed with defense (note deadline/timeframe): \_\_\_\_\_

Format of exam: \_\_\_\_\_

Research progress (see above instructions for considerations when completing this section):

SUMMARY OF PRESENTATION

FEEDBACK FROM COMMITTEE

EXPECTATIONS FOR NEXT MEETING

\_\_\_\_\_ Other (describe): \_\_\_\_\_

Comments:

Supervisor/Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_