

COMMITTEE MEETING REPORTING FORM

Graduate students should hold regular committee meetings. The frequency of these meetings varies according to individual student need and their stage in their degree program. Prior to taking their qualifying exams, PhD students may be advised to meet with their committees once per semester. Post-quals students completing their dissertations meet with their advisors at the start of each semester to outline their 767 coursework goals and plans for future advising meetings during the semester and hold a committee meeting at least once per year. Advisors should leave the meeting five minutes before its conclusion to allow the student time to address any concerns about their advising relationship with the committee members.

Committee Meeting Report: After each graduate student committee meeting (students pursuing MA or PhD), the student together with their advisor will fill out the report form and **return it to the Department Manager who will add it to the student's electronic folder**. Below is information 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 4th year and beyond, this discussion should be more specific as to the target date of completion.
- Tentative/revised research topic approved: most appropriate for the first meeting but can also be used for recording significant changes in the student’s research topic.
- Coursework plans (including practicum for MA students): Students should discuss their completed coursework and future coursework plans with the committee. The advisor should note already completed coursework on the form, referring to the PhD and MA curricular checklists, and the expected semester specific courses will be taken.
- (PhD only) At the conclusion of a student's successful dissertation proposal defense or at a future meeting the committee should discuss the student’s timeframe for proceeding with the qualifying examination (advisor to 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 determined.
- (PhD only) Qualifying Exam outlined content and bibliography approval: The advisor and committee together with the student will develop a rough outline of the exam content (areas of scholarship) and the student will be given guidance on how to proceed with developing the exam bibliographies in consultation with members of the committee. The student will seek approval of the exam bibliographies from all committee members before scheduling the qualifying examination.
- Approved to proceed with final examination/dissertation defense (note deadline/timeframe): If the committee has agreed that the student is ready to defend their dissertation, a timeframe and/or deadline for completion should be set.
- 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.

Committee Meeting Reporting Form (to be completed by Advisor and returned to the Department Manager)

Student's name: _____
MA / PhD

Advisor: _____

Meeting Date: _____

Previous Meeting Date: _____

Committee Members Present:

Committee Members Absent:

Purpose of Meeting:

Action Taken:

_____ Approved timeline/target degree completion date (recommended):

_____ Tentative/revised research topic approved: _____

_____ Notes on coursework plans (refer to curricular checklists):

_____ (PhD only) Approved to proceed with qual examination prep (note deadline/timeframe):

_____ (PhD only) Outlined Content of exam:

_____ Approved to schedule dissertation defense

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

Feedback from Committee:

Expectations for Next Meeting

Comments:

Advisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____