

REPORT ON COMMITTEE MEETING FOR PH.D. CANDIDATES

In advance of the meeting, students send their committee members a 1-page (or at the most, 2 pages) summary of progress and plans no later than 3 days before the meeting. Once a year, the committee members will also receive a copy of the student's annual report from the Graduate Coordinator. At the end of the meeting, the committee members complete this form. Following the meeting, the student prepares a 1-page summary of committee recommendations regarding major steps that remain to be accomplished towards completion of the thesis, including prioritizing realistic research objectives for the next year (bulleted points are sufficient). This post-meeting summary is discussed with the advisor and modified as needed to represent their shared understanding. **This committee meeting form, with both the pre- and post-meeting summaries attached, must be returned to the Graduate Coordinator in the EEB office, within 7 days of the committee meeting.** These documents will be kept in the student's file and considered by the GAC when evaluating students for grants and fellowships.

STUDENT NAME: _____ (printed)

Meeting Date _____ Year in the program: _____

To be completed by collaboratively by committee members:

(SA = strongly agree; SD = strongly disagree, NA = not applicable)

	SA					SD					
1. Research progress and plans were clearly presented in written and/or oral format.	1	2	3	4	5	NA					
2. Student shows a deep understanding of research area, including key literature.	1	2	3	4	5	NA					
3. Student has mastered the technical skills needed for their research.	1	2	3	4	5	NA					
4. Conclusions drawn from the research are well-supported by the data.	1	2	3	4	5	NA					
5. Student has made acceptable progress since the last committee meeting.	1	2	3	4	5	NA					
6. Research plan for the upcoming year as presented by the student is acceptable.	1	2	3	4	5	NA					
7. Student has made progress toward writing manuscripts and/or their dissertation.							1	2	3	4	
							5	NA			

Other comments:

(Committee member signatures REQUIRED on the other side of this form.)

Signed:

Thesis chair or co-chairs

_____ (printed)

_____ (signed)

_____ (printed)

_____ (signed)

Committee Members present at meeting

_____ (printed)

_____ (signed)

_____ (printed)

_____ (signed)

_____ (printed)

_____ (signed)

_____ (printed)

_____ (signed)