

Guidelines and checklist for a Biochemistry PhD pre-thesis committee meeting

The student and committee members should follow these guidelines and at a minimum complete both the checklist below and the 2-page report form. Either the student or any committee member can bring up additional relevant topics for discussion.

Checklist

- Student should complete page 1 of the report form and email to all members of the committee at least 1 day prior to the meeting.
- Student should email other required materials (as specified in the Biochemistry PhD student handbook or by the Biochemistry graduate program director) to all members of the committee at least 1 day prior to the meeting.
- The committee chair should bring a laptop to the meeting so that they can complete page 2 of the report form during the meeting.
- At the beginning of the meeting, the committee chair should ask the student to leave, and the mentor will have an opportunity to share information/concerns with the committee.
- The committee chair will next ask the student to return and the mentor to leave, so that the student has an opportunity to share information/concerns with the committee.
- The student will be asked to return and provide an update of their research project and progress. The committee meeting discussion topics should cover all the information and questions on the report form, and include scientific and technical feedback.
 - A formal powerpoint presentation is not required if the committee meeting is immediately after the student's annual departmental seminar.
 - The student's update should include how they addressed the committee's recommendations from their previous meeting.
- The student and/or mentor should take detailed notes of the feedback and recommendations from the committee.
- After the student update, questions, and discussion, the student will be asked to leave and the committee will discuss. The committee chair should use their laptop during this discussion, and include the consensually agreed feedback, recommendations, and concerns in page 2 of the report form.
- The committee chair will ask the student to return and the committee chair will share the feedback, recommendations, and concerns.
- The chair should sign the form on behalf of the entire committee with a digital signature in the PDF. After the meeting, the chair should email the signed completed report form to the student, all members of the committee, Dr. Hung-Ying Kao, and Cynthia Ernst.

Page 1 (completed by student)

Student name:	Meeting date:
Enrollment date:	Previous meeting date:
Pre-thesis committee #:	Advanced to candidacy date:
Completed coursework? (Y/N)	Expected graduation date:
<p>Name of committee chair:</p> <p>Names of other committee members:</p>	
<p>Papers (published, in press, or submitted; provide citations)</p>	
<p>Meetings (attended or planned within next 6 months; provide name, date, location)</p>	
<p>Major recommendations from last committee meeting (bullet point form):</p>	
<p>Long-term career goal:</p>	

Page 2 (completed by committee chair)

Did the committee meet with the student without the advisor present?
Did the committee meet with the advisor without the student present?
Is the research project reasonable and appropriate?
Is the student's research progress appropriate?
Will the student be able to fulfill the degree requirements?
Has the student been regularly attending departmental seminars?
Has the student attended or do they have plans to attend a scientific meeting?
Was the student's IDP plan discussed?
What is the updated expected graduation date:
Committee feedback (recommendations, concerns, comments, etc. in bullet point form):

Committee chair signature confirming agreement of committee members on feedback:

Signature:

Date: