

## **Committee Meeting Report**

Student Name: \_\_\_\_\_

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

Advisor: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

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

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### **The Committee Report should comment on the following:**

The committee report should have a statement as to the overall progress of the student as well as address specific points including, but not limited to, the following issues:

- Scientific progress since last meeting
- Fundamental understanding of results including related literature
- Quality of Experimental design including controls and rationale for the experiments presented (i.e. hypotheses)
- Quality of presentation skills including the ability to organize the data
- Statement regarding work ethic including ability to achieve and set goals
- Ability to answer questions and understand the “big picture”
- Timetable for completion of defense
- Next meeting is scheduled (six or twelve months)

Is the student making adequate progress? Yes \_\_\_\_\_ No \_\_\_\_\_

**If a student is not making adequate progress**, a meeting with the Program Director (Dr. Wilson) needs to be arranged within 2 weeks of the committee meeting. In addition, a follow-up committee meeting must be scheduled within 3 months. If, after these 3 months, the committee and/or the advisor are still not satisfied that the student is making adequate progress, then the committee should submit a proposal to the Governing Committee. The Governing Committee will vote to either dismiss the student with a terminal MS, have the student change labs, or allot additional time for the student to demonstrate progress to the committee.

### **If the student is making adequate progress, please select one of the following:**

Date of Next Meeting (six months): \_\_\_\_\_

**OR**

Date of Next Meeting (12 months): \_\_\_\_\_

Timetable for completion of defense: \_\_\_\_\_

**Committee Chair Report (continue on extra page, if necessary):**

\_\_\_\_\_ Director or Co-Director signature

