Committee Meeting Report

Student Name: ____________________________________

Date of Meeting: ___________________________________

Advisor: __________________________________________

Committee Chair: ___________________________________

Committee Members Present: _________________________________________________

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