PGG Thesis Committee Meeting Report

Student Name: _____

Date of Meeting: _____
Semester/year started thesis work: _____
Advisor: _____ ☐ present
(Advisor is not a member of the Thesis Committee)
Committee Members (list each, specify chair)
_____ ☐ present
_____ ☐ present
_____ ☐ present
_____ ☐ present
_____ ☐ present

Was the mentor interviewed in the absence of the student? ☐ yes ☐ no
Was the student interviewed in the absence of the mentor? ☐ yes ☐ no
Was the IDP discussed with the student? ☐ yes ☐ no

Rate the student's performance in the following areas:

	Excellent	Satisfactory	Some Concerns	Unsatisfactory
Progress since last meeting				
Quality of written progress report				
Oral presentation				
Project design				
Productivity (for stage of training)				
Laboratory skills				
Data quality and accuracy				
Perseverance and motivation				
Independence				
Ability to interpret data				
Grasp of literature				
Clarity of future plans				
OVERALL ASSESSMENT				

Please explain any "some concerns" or "unsatisfactory" marks:

Briefly summarize the student's project: what are the major questions and approaches?

Describe the progress since the last meeting.

Is the committee satisfied with the student's progress? ☐ yes ☐ no
If not, why not? If progress has been insufficient, what steps need to be taken to rectify the problem?

List the committee's recommendations regarding the tasks/goals to be completed before the next meeting:

Were the student's lab notebooks reviewed? ☐ yes ☐ no
If yes, were they satisfactory? ☐ yes ☐ no
If not, please comment:

Describe the status of publications. Is it expected that a first-author paper will be submitted within the next 12 months?

Were postgraduate career plans discussed (for 4th year and later students)? ☐ yes ☐ no
If so, please comment:

Please summarize any other concerns below. If no concerns, write "none."

When should the next committee meeting take place?
☐ 3-6 months ☐ 6-9 months ☐ 9-12 months – or specify other: _____

Was the student given permission to defend? ☐ yes ☐ no

Any other comments:

Instructions/definitions

Committee chairperson: The Chairperson's role is to monitor the student's progress toward graduation, ensuring that meetings are held at an appropriate frequency (at least annually) and that continue advancement towards the completion of the research and the writing of the dissertation is made. If the Chairperson feels that there is an issue or problem that cannot be resolved among the mentor and the student's committee, he or she should bring it to the attention of the Graduate Group Chair and Executive Committee immediately.

Permission to write and defend the thesis: The Graduate Group requires a dissertation that represents a definitive contribution to scientific knowledge and that demonstrates the student's ability to perform independent research. The dissertation should contain experimental information that answers a stated question and should display a logical progression of scientific thought. Graduates should have as their goal accomplishing work resulting in two or more lead-author research publications in peer-reviewed scientific journals. At a minimum, one lead-author peer-reviewed research publication should be in process prior to the granting of permission to write and defend the thesis. The thesis committee has the final authority to grant permission to write and defend the thesis. However, in cases where these standards are not met, the thesis committee must consult with the Graduate Group Chair (or Program Chair, in CAMB) prior to granting permission to write the thesis.

Guidelines for maintaining a laboratory notebook: Graduate groups must ensure that the laboratory notebooks of their students are maintained properly. Students are requested to bring their most recent laboratory notebook to each thesis committee meeting. The chair of the thesis committee will appoint a member to review the notebook. The objective is to ensure that students record their primary data in a way that will allow it to be analyzed appropriately and recovered when necessary. The objective is NOT to monitor the precise content of the notebooks, but to ensure that they are maintained in an acceptable format. There will be a great deal of variation between notebooks, but most notebooks will meet the following requirements:

- Notebooks should have bound pages.
- Entries should be dated and in ink.
- Inserts should be stapled onto pages when practical.
- Sufficient information should be recorded so that the reader can determine the objective, design, procedure, and results of an experiment.
- The origins or properties of any special reagents used in experiments should be noted.
- There should be an organizational scheme, e.g. a table of contents, that allows others to locate key experiments.
- Primary data not entered into the notebook, like digital files, gels, photographs, microscope slides, animal records, etc. should be indexed in the lab notebook and their location and labeling clearly noted.

If these requirements are not applicable to specific students or projects, we ask that the thesis committee use its best judgment in advising the PI and the student of the best manner in which records

should be kept. We ask that notebooks be checked at each thesis committee meeting until the thesis committee feels that the notebooks meet these requirements.

If weaknesses are detected in notebook organization, then the student and PI should receive guidance from the thesis committee on what improvements need to be made. It is the responsibility of the PI and the student to address issues as they arise.