

# MCB ANNUAL DOCTORAL SUPERVISORY COMMITTEE MEETING REPORT INSTRUCTIONS

## **Student Summary of Accomplishments**

MCB Students are expected to meet with their Supervisory Committee annually in Spring quarter. At least 1 week prior to the Supervisory Committee meeting, the Student must provide the committee with a 1-page summary of their accomplishments since their last Supervisory Committee meeting.

This Student presentation to the Supervisory Committee will include:

1. A summary of MCB program requirements that are completed or pending
2. An updated IDP
3. Progress towards defining their project for the General Exam if the meeting occurs in the Student's 2<sup>nd</sup> year, or progress towards completing the aims of their thesis proposal after their General Exam
4. Any changes the Student wants to make to their previously proposed thesis aims

## **Progress Outcome Options**

We provide 3 options for overall evaluation on the Annual Supervisory Committee Report. These options will help give Students, and the MCB Directors, context for your comments after the Supervisory Committee meeting.

1. Full Expectations Met
2. Partial Expectations Met
3. Subpar Expectations Met

### *Full Expectations Met*

We expect most Students will meet this 1<sup>st</sup> option. Selecting this option is appropriate when Students are meeting or exceeding research and academic milestones. It should be concluded after their annual meeting that they are on track for graduation within 5-6 years.

### *Partial Expectations Met*

We anticipate some Students will face this 2<sup>nd</sup> option. This option indicates that a Student has made partial advances toward previously expected goals, but the Supervisory Committee has concerns about on-track graduation in 5-6 years. This option requires an additional Supervisory Committee meeting in a time frame determined by the Committee, preferably within 6 months of the last meeting.

### *Subpar Expectations Met*

We anticipate few Students will encounter this 3<sup>rd</sup> option, but we really need the Supervisory Committee members to alert us to serious problems as they arise. If progress is subpar, the Student should be placed on MCB Academic Probation as of the current date of the last Supervisory Committee meeting.

## **Completion and Submission of Annual Supervisory Committee Report**

To help in the evaluation process, the Advisor and Supervisory Committee needs to fill out the report **AFTER** the meeting to summarize the consensus of the Supervisory Committee concerning Academic/Research Progress and Recommendations. The report allows the Advisor and Supervisory Committee members to evaluate the Student's strengths and weaknesses. We need both strengths and weaknesses addressed to help guide the Student moving forward. This will also help MCB understand the reasoning behind the option chosen.

The form should be signed by the Student, the Advisor, and all Supervisory Committee members present at the meeting. The one page pre-meeting summary provided by the Student, with committee annotations if appropriate, should be attached to the report form for submission to MCB.

The form and summary must be submitted within one week of the meeting. The documents can be sent to the MCB Office at UW Box 357275 or uploaded [here](#). UWNet ID is required for upload.