

## MCB Supervisory Committee Meeting Guidelines

### **Required Attendance**

All committee members are expected to attend. However, at least three committee members must attend the annual Supervisory Committee Meeting. The only member required to attend is the Chair. The GSR is not required.

### **Required Preparation Documents**

At least 1 week before the Supervisory Committee meeting, the student must provide the committee with the following:

- A one-page summary of research accomplishments since the last Supervisory Committee Meeting (or since joining the lab, if this is the first meeting).
- A copy of the updated and signed IDP.
- A copy of these Committee Meeting Guidelines.
- Any meeting abstracts or publications accepted and grants awarded since the last Supervisory Committee Meeting.

### **Committee Meeting Format**

1. The student designates a committee member to take notes for the Committee Meeting Report.
2. Updates on progress in MCB program requirements and IDP (5-10 minutes)
3. **Student Presentation (25-30 minutes)**
  - Focus on key new data obtained since the last meeting and experimental rationale supporting your plans moving forward.
  - Summarize unsuccessful experiments only briefly.
  - If technical or conceptual hurdles have prevented progress, include plans to re-focus the thesis.
4. **Committee Discussion (20-30 minutes)**
  - Discussion with committee alone.
  - Discussion with the committee and student alone.
  - Discussion with the committee and advisor alone.
5. **Completion and signing of Annual Committee Meeting Report form**
  - The report must be completed by a committee member and signed by all present before the meeting is adjourned.

### **Food and Drink Policy**

- MCB students should not provide food and drink at the committee meeting.
- Committee members are welcome to bring their own beverages and food if so desired.

### **Committee Meeting Report Instructions**

1. Indicate if updated IDP was discussed and whether suggestions were offered.
2. Indicate the level of expectations met:
  - **Full Expectations Met or Exceeded:** The student progressed as anticipated or better and remains on track for on-time graduation.
  - **Partial Expectations Met:** The student made partial progress, and there are concerns about on-time graduation. The student must schedule an additional meeting within timeframe determined by the committee.
  - **Subpar Expectations Met:** The student made unsatisfactory progress, and there are serious concerns about completion of the doctoral degree. The student must schedule an additional meeting within time determined by the committee. The committee recommends to the MCB

Directors that the student be placed on MCB academic notification in the quarter following this meeting.

3. Provide **substantive** feedback on strengths and areas of growth in research progress. This feedback must include specific milestones for research and for meeting year-specific objectives.
4. The signatures of committee members attending the meeting are required.
5. The student's signature is required.

#### **Year-Specific Objectives**

1. **First Committee Meeting (Year 2 for MCB, Year 1 for MSTP)**
  - Evaluate whether the research plan is sufficient for the General Exam.
  - The annual committee report must indicate if committee approves the student taking the General Exam.
2. **Second Committee Meeting (Year 3 for MCB, Year 2 for MSTP)**
  - Evaluate whether the project remains viable for a PhD based on experimental progress (ideas are no longer as relevant as results).
3. **Third Committee Meeting (Year 4 for MCB, Year 3 for MSTP)**
  - Evaluate progress toward papers.
  - Present of figures and paper outlines for feedback.
4. **Fourth Committee Meeting and beyond**
  - Evaluate progress toward papers and dissertation.
  - The annual committee report must indicate that **entire** committee approves of graduation for the student to graduate.