

MCB Supervisory Committee Meeting Guidelines

Required Attendance

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 prior to the Supervisory Committee meeting, the Student must provide the committee with the following:

- 1. 1-page summary of research accomplishments since the last Supervisory Committee Meeting (or since joining the lab if this is the first meeting)**
- 2. A copy of the updated IDP**
- 3. A copy of these Committee Meeting Guidelines**
- 4. Any meeting abstracts or publications accepted and grants awarded since the last Supervisory Committee Meeting**

Committee Meeting Format

1. Designate committee member to take notes on 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 pieces of new data obtained since the last meeting and experimental rationale that support your plans moving forward. At most, summarize experiments that did not work. Do not rehash old data. If technical or conceptual hurdles have prevented progress, include plans to refocus the thesis.
4. Committee Discussion (20-30 minutes)
This period should include committee discussion with just the student, just the advisor and just the committee.
5. Completion and signing of Annual Committee Meeting Report form
The report needs to be filled out by a committee member and signed by all present before the meeting is adjourned. Bullet points are sufficient.
6. Please note that MCB students will not bring food and drink to the committee meeting. Committee members are welcome to bring their own beverages and brown-bag lunch if so desired.

Year-Specific Objectives

1. First Committee Meeting (Year 2 for MCB, Year 1 for MSTP)
-Evaluate if research plan is sufficient for a General Exam
2. Second Committee Meeting (Year 3 for MCB, Year 2 for MSTP)
-Evaluate if project still 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
-Presentation of figures and paper outline(s) for feedback
4. Fourth Committee Meeting and beyond
-Evaluate progress toward papers and dissertation