



Committee Meeting Guidelines

The primary purpose of a committee meeting is to provide the support necessary (mentoring, resources, etc.) for a student's success, and to ensure that a student is making adequate progress towards the completion of their PhD. The student is expected to provide an update on their current research progress and to provide an overview of anticipated work during the upcoming year. In addition, the student and committee may discuss career development, mentoring structure, progress towards goals, or other miscellaneous topics. The committee is often a good source of advice for making research progress, navigating the PhD process itself, and developing professional goals and targets (post-PhD).

It is our expectation that all members of the meeting, student and faculty alike, will conduct themselves consistent with our [Department Statement of Shared Values](#), which outlines, among other things, acceptable professional behavior.

General Guidelines

Frequency

Once a year

Meeting Structure

- Meetings typically begin with a short period in which the faculty meet without the student to discuss logistical progress towards degree requirements.
- Next, there should be a substantive scientific update and discussion of research progress (including publications, conference attendance, etc.) led by the student
- A student and/or advisor may finally also choose to have a component in which the advisor leaves the room

The student can work with their committee/Aimee to establish a structure that is right for them.

Meeting Topics

- Progress on science and publications
- Progress towards degree / degree requirements
- Professional development
- Mentoring structure and professional support
- Goals & timeline for upcoming year

Guidelines for Student

- You are encouraged to put together a few slides to guide the discussion. These may include a summary of progress over the last year, a review of goals from last year and whether those were met, and a timeline of scientific and professional goals for the coming year.
- This meeting is an opportunity for you to have an open, constructive conversation about advising, progress, expectations, goals and timelines. Consider seeking advice on the following:
 - **Advising:** work/life balance, acceptable forms and times of communication, handling of praise and criticism, support for your career goals, use of meeting time, clear communication of expectations, support of your development as an independent scientist, etc.
 - **Science:** major milestones and achievements/goals, challenges or scientific disagreements, next steps
 - **Progress and goals:** coursework, teaching, publications, workshops and conferences, opportunities for outreach, development of a professional network, etc.

Aimee Smith and members of the GSC are available if any additional clarification/support is needed.