



**PROGRAM IN POPULATION BIOLOGY, ECOLOGY, AND EVOLUTION  
DISSERTATION COMMITTEE MEETING REPORT FORM**

The purpose of this form is to summarize and document the outcome of dissertation committee meetings (required at least annually) to confirm progress towards a degree and in terms of career development. The student's advisor must complete the narrative section of the report within the week following each committee meeting. The report must be signed by the student and the advisor, and **copies distributed by the student** to the advisory committee, the PBEE Director, and the Director of Graduate Studies.

**\*\*COMPLETE THIS REPORT IMMEDIATELY AFTER YOUR MEETING\*\***

**NAME:** \_\_\_\_\_

**MEETING DATE:** \_\_\_\_\_

**Previous Committee Meeting Date:** \_\_\_\_\_

**Committee Members Present at Meeting:**

_____	_____
_____	_____
_____	_____

**COMPLETED BY STUDENT**

1. What progress have you made toward your degree since your last committee meeting (*do not include progress recorded previously*). Also, explain deviations from previous goals. If this is your first committee meeting, explain what progress you have made to date.

2. Itemize the remaining requirements (e.g., aims and experiments) for your dissertation and propose a timetable for completing them. Indicate what you expect to complete before your next committee meeting (in the next year if you are in your third training year, in the next semester if you are 4th year or beyond).
3. List publications, including abstracts and manuscripts published since your last committee meeting. Attach a copy of each publication and return with this report. Also, list any patents, invention reports, etc.
4. Briefly summarize your career goals upon obtaining a Ph.D. and what steps you have taken in the last year or will take in the coming year to meet those goals.

**Please check one of the following:**

- ☐ I have taken the following advanced topics course or appropriate elective course to satisfy my degree requirements: \_\_\_\_\_
- ☐ I have not yet satisfied this degree requirement.

**COMPLETED BY CHAIR OF DISSERTATION COMMITTEE (ADVISOR)**

1. Comments on student's Individual Development Plan (IDP) (Only required for Fall Semester Meetings):

2. Comments on student's progress on dissertation since last committee meeting:

3. Comments on student's objectives for the next year:

4. Comments on student's timetable for completing dissertation:

5. Considering the overall professional development of this student (e.g., presentations at conferences, publishing), is he/she making adequate academic progress? If not, explain why.

**Please check one of the following:**

- ☐ **As required**, the student's **individual development plan was discussed** at the committee meeting (only required at committee meetings held in the Fall semester).
- ☐ The student's individual development plan **was NOT discussed** at the committee meeting.

**Please check one of the following:**

- ☐ The student is making **satisfactory** progress on his/her dissertation.
- ☐ The student's progress on his/her dissertation **needs improvement**.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Name

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date