

CB Dissertation Committee Workflow & Best Practices

Establish your committee and set your first meeting

*maintain LGS, GDBBS, & Program Committee faculty requirement numbers. Any changes to your committee members must be made using a Change of Committee Form through Laney Connect Hub

Send Meeting Reminder

Committee Meeting

Form Workflow

Check the Status of your Form

PA Files your Form

Two days before committee meeting student:

- Sends meeting reminder to committee
- Sends scheduling link to plan next meeting
- Student completes their section of the DocuSign Committee Form & send to Committee Lead.

After all Committee Members & DGS sign the DocuSign form, a copy of the form is sent to the PA to file and update the database. This will set the student's deadline for the next meeting.

Dissertation committee meetings repeat every 6 months. Students in sixth year and beyond **MUST have meetings every 4 months.

A Permission to Defend form should be completed at your last committee meeting to set your Defense date.

Student meets with their committee:

- updates committee on work & receives feedback
- set the next meeting
- remind committee to complete the DocuSign Meeting form within the next 5 business days.

When the student initiates the DocuSign form, they will receive a linked copy of the form in their email box. Students may use this link to see the status of the form and followup with missing signatures.

Form are initiated by the student before the meeting. Committee members share scores with Committee Lead. Committee Lead signs the form and enters anonymous scores & comments, then form is sent to all remaining committee members for signature before DGS signs.