

## **GMB Committee Meeting instructions for students and faculty**

The deadline for formation of the dissertation committee is September 1<sup>st</sup> of year 3, and the deadline for holding the 1<sup>st</sup> committee meeting is December 15 of year 3, but students are highly encouraged to form their committee soon after joining a lab and hold their first committee meeting by the end of the first semester (December 31<sup>st</sup>) of 2<sup>nd</sup> year.

### **BEFORE** the committee meeting:

1) Prior to holding a committee meeting, the student is required to send out a meeting organizing survey (doodle, when2meet, lettucemeet) to schedule a 90min committee meeting. The goal is to finalize the scheduling of the next committee meeting to coincide with the completion of the DocuSign for the current committee meeting. By scheduling the next committee meeting well in advance, the goal is to make the process easier and ensure that all of the committee members can attend. After the committee meeting is scheduled, the student should immediately distribute an Outlook calendar invitation to faculty. In the event faculty fail to respond to the survey, the student should confirm availability with those individuals via email. During the week leading up to the committee meeting, the student is encouraged to send a brief email to committee members with information about the focus of the committee meeting, but this is not required.

2) The student must initiate the DocuSign committee meeting form prior to the committee meeting.

### **DURING** the committee meeting:

3) An efficient committee meeting will take about 1hr. However, discussion may extend this meeting to 90min. For this reason, the meeting should be scheduled for 90min. At the beginning of the meeting, the student must leave the room for a brief faculty discussion. This discussion should last no longer than 5 min. Faculty are encouraged to bring up important things to be discussed prior to the actual meeting.

4) During the committee meeting, the student is responsible for presenting their IDP slides.

5) At the end of the committee meeting, the thesis advisor will leave (and not return) to allow the student to meet privately with the committee.

### **AFTER** the committee meeting:

6) The committee chair (a committee member who is not the thesis advisor) completes the progress update on the DocuSign. The Chair will also email members of the thesis committee (excluding the advisor) for their anonymous scores (see below for rubric). After the Chair inputs the comments and scores, each committee member must sign the DocuSign form. The student and PA are automatically sent a copy of the committee meeting form upon its completion and the completion of the form sets the 6-month deadline for the subsequent committee meeting. The student can monitor the progress of

the committee meeting DocuSign using the link they are provided when initiating and are responsible for monitoring it to ensure completion.

7) The goal is for the student to complete the scheduling for their next committee meeting coincident with completion of the DocuSign from their previous committee meeting.

### **Committee Meeting Progress Scoring Rubric**

**Year 2-3 students (holding their 1<sup>st</sup> and 2<sup>nd</sup> committee meetings). The score driving factors are: developing expertise in an area, conceptualizing a project, generating usable data/informatics approaches.**

**1-3** Little to no progress toward planning a project and building an intellectual understanding of the thesis project; needs to take ownership; intervention may be needed.

**4-6** Moderate progress in developing an experimental plan and initiating initial concept/feasibility experiments. Has a solid understanding of biological questions and techniques underlying their thesis project. Room for improvement.

**7-9** Excellent progress in executing initial elements of an experimental plan. Full comprehension of their thesis project.

**Year 4-5 students (after holding their first 2 committee meetings and prior to holding their final 1-2 committee meetings). The score driving factors are: clear expertise in a field, putting plans into action, generating publication quality data/programs, etc.**

**1-3** Experiments that will provide foundational data for the thesis are largely incomplete or not working; manuscript is still largely hypothetical. Still lack understanding of biological questions and techniques underlying their thesis project.

**4-6** Some progress on thesis project since last committee meeting and starting to develop a framework of manuscript. Has a solid understanding of biological questions and techniques underlying their thesis project.

**7-9** Excellent progress since last committee meeting and major elements of a paper are essentially complete. Top score would be compatible only with a paper in submission.

**End of Year 5 and above (holding their final 1-2 committee meetings). The score driving factors are: demonstrating full command of their field; generating first author paper; has plans to close out dissertation project.**

**1-3** Insufficient progress towards thesis project and publication of a manuscript(s) since last committee meeting.

**4-6** Sufficient progress on manuscript(s) since last committee meeting, with a couple of final experiments needed for submission. No clear plan yet for thesis completion and defense.

**7-9** Demonstration of expertise in scientific area with paper(s) in review/revision/press. Top score would only be compatible with a paper published, an additional paper in preparation and a plan for thesis and defense date.