

GMB Dissertation Committee Workflow & Best Practices

Establish your committee and set your first meeting

*maintain LGS, GDBBS, and Program Committee faculty requirement numbers.

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
- Completes & sends IDP slides and DocuSign Committee Form

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.

The first 5 minutes of the meeting the committee will meet **without** the student. Student then meets with the committee to:

- provide an update on work & receive feedback
- set the next meeting
- remind committee to complete the DocuSign Meeting form within the next 5 business days.

Faculty Advisor (PI) will leave for the last 5 minutes of the meeting.

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 missing signatures.

Forms are initiated by the student before the meeting. Committee members will score based on Rubric provided by the program (in development) and share scores with Committee Head. Committee head signs the form and enters anonymous scores & comments, then form is sent to all remaining committee members for signature before DGS signs.