

## Mentoring committee meetings

Dear Graduate Students (copying Advisors),

For those of you in your second year and beyond, it is time to go ahead with your annual spring mentoring committee meeting. Attached is a list of committee members by student. Newly formed committees (for the second-year students) are indicated by a hash (#).

Let me first point you to the form and guidance for your mentoring committee meeting, which you can find on the Current Graduate Students page under "Mentoring Committee Meetings":

<https://physics.nd.edu/graduate/current-students/>

The form is a fillable PDF and you can now fill in some information in advance, to allow you and your committee to focus on constructive discussions during the actual meeting. On page 3 of the form, in order to provide some continuity between years, you will be carrying over your tasks from the previous year to serve as a starting point for discussion this year (of course, if this is your first meeting, you do not have anything to "cut and paste" from last year!).

**Scheduling:** You should aim for the first part of the semester to schedule your meeting, preferably before spring break (otherwise, people get busy, and meetings start to slide off the calendar into the abyss that is summer...). Please review the guidance in "6.3 Scheduling the research committee meeting" of the Guide for Graduate Students:

[https://physics.nd.edu/assets/525979/grad\\_guide.pdf](https://physics.nd.edu/assets/525979/grad_guide.pdf)

Once you have found a time which works for your committee, be sure to contact Lori to notify her. She will work with you to ensure you have the necessary supporting materials ready for the meeting. If you have trouble finding a time for the meeting, Kelly and Lori can help you with that

**Preparation:** Then, please familiarize yourself carefully with the instructions on the first page of the meeting form. Please fill out the appropriate fields of the form in advance of the meeting, then share the partially-completed form with your committee. You should also update your CV and email it to Lori. She will share your CV and the summary of your academic progress with your committee via a Google Drive folder.

**Access to documents:** The documentation from your past meetings, your current CV and the summary of your academic progress are available to view for the committee via a Google Drive folder. A list of all the folders is available on the website in a Google Spreadsheet. You can also access the spreadsheet through the link below:

[https://docs.google.com/spreadsheets/d/13F\\_cBdAdz8P\\_16jqvmdBy6suhVhTU6sGpwNteoYHFY/edit?usp=sharing](https://docs.google.com/spreadsheets/d/13F_cBdAdz8P_16jqvmdBy6suhVhTU6sGpwNteoYHFY/edit?usp=sharing)

**Submitting the form:** This year we will have a Google Form for collecting the mentoring forms. After the meeting, once the form is completed and signed by the scribe it must be submitted via the Google Form below:

<https://forms.gle/2aNLD194tTaKoG8v7>

Link to the submission form is also posted on the departmental website. Please do not email the form to Lori directly.

Cheers,

Anna

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#### **FAQs on scheduling:**

FAQ #1: Are hybrid/virtual meetings possible?

Answer: We have a lot of flexibility now. If a hybrid or virtual meeting is what makes scheduling work, then, yes.

FAQ #2 "One or more of my committee members will be unavailable, or I will be away on research, for an extended period of time. What should I do about scheduling the meeting?"

Answer: That is not as much of an issue now, in the age of remote meetings. But, if a committee member is unavailable for scheduling for an extended period of time, it is much better to just go ahead and meet with the rest of your committee than to find yourself not meeting at all! (For that matter, in the extreme event your advisor is unavailable for the semester, you could just meet with your committee...)

FAQ #3 "I will be taking my oral Candidacy Exam this semester. Should I still have an actual committee meeting, as well?"

Answer: Yes! An annual spring Mentoring Committee meeting should be held regardless of any Oral Candidacy Exam. The purposes of these are nearly orthogonal. An Oral Candidacy Exam gives you a thumbs up or thumbs down on your thesis proposal. The Mentoring Committee meeting is where you get mentoring and can freely discuss opportunities and concerns (without worrying about a thumbs up or down!). Moreover, the Grad School *\*requires\** that you get annual written feedback, as part as your evaluation of good standing: you get this detailed written feedback from your mentoring committee meeting, not from the Candidacy Exam.