

**Research Committee Meeting Report**

Student:

Date:

Advisor(s):

Committee:

Committee Outside Chair: :

The out-of-area committee member, indicated with an asterisk (\*) above, will serve as chair of the Research Committee meeting and will be responsible for completing this report form. (Another member may substitute as chair if the out-of-area member is unavailable.) At the end of the meeting, the form should be signed by all present and immediately delivered to the department Graduate Program Administrator (Shari Herman).

**Summary of Research Progress**Student's productivity since last meeting:     Excellent     Satisfactory     Insufficient     N/A**Research Plans**Is there a plan for research work to be conducted over the next year? *More specifically, if the student is...**Pre-candidacy:* Is progress being made toward defining research directions and formulating a plan for dissertation work?*Post-candidacy:* Does the student have a clear plan for dissertation work going forward, in light of progress so far?

Is further discussion needed between the student and advisor in the formulation of research goals?

*Pre-candidacy:* Has the student been invited by the department to take the Candidacy Exam? \_\_\_\_\_

If "No": When does the advisor anticipate recommending an Invitation to Take the Candidacy Exam? \_\_\_\_\_

Are there plans for publication of the student's research?

## Professional Development

Are there professional development opportunities (e.g., conferences and schools) in the next year?

Are there relevant external fellowship opportunities to pursue in the next year?

## Research Committee Action

How can the committee members serve as a resource to the student over the coming year?

## Oral Candidacy Examination

*Pre-candidacy:* Is it expected that the student will be ready to take the Oral Candidacy Exam before the next annual spring Research Committee meeting?  Yes  No

*If "Yes":* Approximate expected date of Oral Candidacy Exam? \_\_\_\_\_

*Note:* An annual spring Research Committee meeting should be held regardless of any Oral Candidacy Exam. The purpose of the Research Committee meeting is primarily mentoring and advising, while the purpose of the Oral Candidacy Exam is primarily evaluative.

## Next Research Committee Meeting

If there has been insufficient research progress, or if it otherwise seems beneficial, a meeting should be scheduled earlier than the next annual spring Research Committee meeting. Is such a meeting warranted?  Yes  No

*If "Yes":* When should this meeting be scheduled? \_\_\_\_\_

Is it expected that the student would be ready to schedule a Doctoral Defense before the next annual Research Committee meeting?  Yes  No

*If "Yes",* the student, advisor, and committee need to discuss the planned contents and outline of the thesis to ensure they are in agreement that these can be expected to lead to a defensible thesis:

Yes, the planned contents and outline have been discussed and are expected to lead to a defensible thesis.

No, further discussion of the thesis contents will be necessary.

When should this meeting be scheduled (typically about 6 months before the doctoral thesis)? \_\_\_\_\_

Has the Research Committee had an opportunity to talk privately with the student *without the advisor present* before finalizing this form?  Yes  No

## Recommendations and Comments

**\*For remote meetings, the Research Committee chair should sign electronically for all members and e-mail directly to Graduate Program Coordinator with a copy to the student.**

## Signatures

This form should be completed and signed by all committee members and the student immediately upon conclusion of the meeting, indicating that all comments have been seen and discussed by all present. If one or more committee members participate remotely, this should be noted, in lieu of the signature. Copies will be distributed to the student, advisor, committee members, and DGS.

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Advisor

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Co-Advisor

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Research Committee Chair

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Committee Member

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Committee Member

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Committee Member

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Student

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Director of Graduate Studies