

Annual Dissertation Committee Meeting Form

version: Aug 2021

To be completed by student and sent to committee members before the meeting date

Name: _____ PID: _____ Sem: _____ Committee Formed Date: _____

Research Advisor:

General Project Title:

Committee Meeting date:

Dissertation committee members:

- 1.
- 2.
- 3.

List accomplishments since previous committee meeting (or past year accomplishments if first meeting)
Publications: (use separate paper as necessary)

Teaching/mentoring:

Other professional development:

Brief description of project(s) (attach no more than 1 page):

Summary of progress since last meeting (or progress oral qualifying exam):

To be completed by each dissertation committee member:

Student's name:

Date of annual meeting:

Dissertation advisor:

Committee member's name:

Please evaluate each of the areas below by circling the appropriate descriptor and also by providing comments where appropriate.

1. Progress since last committee meeting or qualifying exam if first meeting (check one)

Cause for concern

Meets expectations

Outstanding

If cause for concern, please explain:

2. What specific goals should the student focus on to move the project to its next stage?

3. Rate the following aspects for the student's progress:

| | Exceed Expectations/Strong | Meet Expectations/Adequate | Needs work/below expectations |
|---|-------------------------------|-------------------------------|----------------------------------|
| Knowledge of research topic and research literature | | | |
| Progress towards degree completion | | | |
| Ability to communicate orally (quality of presentation) | | | |
| Ability to communicate effectively in written form | | | |
| Critical thinking about problem and approach | | | |
| Quality of experimental/theoretical work | | | |