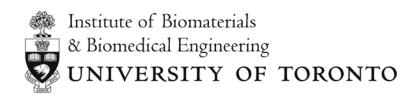# Agenda (recommended)

1) Identify the Chairperson. The Chair may be any member of the supervisory committee (except the primary or co-supervisor). The Chair should ensure that all members adhere to the agenda and maintain order, and that the meeting is conducted fairly such that all members are given an appropriate amount of time to question the student, and that the meeting is adjourned in a timely manner.
2) The student is asked to leave the room, and the committee should discuss the following:
    a. Whether the student has fulfilled the course requirements
    b. Decide on question and answer sequence
    c. Whether there are any comments or issues that should be discussed with the student
    d. The Chair asks the supervisor(s) to disclose to the committee:
        i. how often have they met with the student to discuss progress since the last meeting
        ii. the status of financial support for the student
        iii. known aspirations of the student and their strategy for degree completion
3) The student is invited back into the room
4) Student presentation (20 min)
    a. Project scientific background (if applicable)
    b. High-level overview of project objectives, hypotheses, methods, etc.
    c. Detailing of results, issues, timelines, etc.
    d. Proposal of next-steps
5) Committee questions, and discusses the project with, the student (approx. 5–10 min per member). This could go for multiple rounds
6) Student should be asked to leave the meeting room for the committee to deliberate
7) Confidential student evaluation deliberation (5–10 min)
8) Committee members should invite the student back to the meeting room to have a candid discussion about the student's accomplishments, progress, specific goals/experiments to undertake before the next meeting, plans for publications, presentations, conferences, career development, etc. (10–20 min)
9) The primary supervisor (and co-supervisor if applicable) is/are asked to leave the room for the student to speak with committee members in confidence about supervisory concerns (5–10 min)
10) The supervisor(s) is/are invited back into the room
11) Committee members and the student should work together to derive and document discussion consensus on the committee meeting form (5 min)

In the event that an evaluation category has been marked as "marginal" or "unsatisfactory":
12) The Chair and the student should work together to determine specific actions to be taken before the next meeting using the "Student Action Plan", which is to be appended to the committee report (5–10 min)
13) The Chair shall adjourn the meeting after the meeting form (and Action Plan, if applicable) is/are deemed acceptable

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IMPORTANT: Post-meeting instructions for the student

1) **Create and retain a scanned copy** of the completed committee meeting form
    a. The student must bring a copy of this form to the next meeting
2) **Return the signed committee meeting form** to the BME Graduate Office (or email it as a .pdf attachment to grad.bme@utoronto.ca with an appropriate subject; e.g. "Last name, First name – Committee meeting form YY/MM/DD")

Institute of Biomaterials
& Biomedical Engineering
UNIVERSITY OF TORONTO

Supervisory Committee Meeting Form

(Last revised: 2023/07)

Office use	
ROSI	
Internal Report	

Student Information (completed by the student prior to the meeting)

First Name	
Last Name	
Email (@mail.utoronto.ca)	
Student Number	
Degree Type (MASc, PhD, etc.)	
Date of Initial Registration (mm/yyyy)	
Date of Bypass/Transfer to PhD (mm/yyyy; if applicable)	
Year of Study	

Coursework (completed by the student prior to the meeting)

Course Code and Title	Required (Y/N)	Date Completed	Grade
1.			
2.			
3.			
4.			
5.			
6.			

Student Declaration (completed by the student after the meeting)

By signing this document, I acknowledge that I have read the comments or concerns raised by my committee members and understand what I should do to address them.

Student Signature _____

Committee Meeting Date _____

	Yes	No	N/A
Has the student addressed concerns from the previous meeting?			
Would you recommend this student for an internal (BME) award?			
This student may have permission to write and defend their thesis.			
For the record, this student's <u>overall progress</u> to date is satisfactory.			

	Excellent	Good	Satisfactory	Marginal[1,2]	Unsatisfactory[2]
Research progress					
Oral communication					
Written communication					
Scientific knowledge					
Technical ability					
Work ethic					

NB1: If any of the above are identified as "Marginal" or "Unsatisfactory", the student should be given time to formulate an Action Plan (template below) to address the concern(s). The Action Plan must be approved by the Chair before the meeting adjourns.

NB2: "Unsatisfactory" assessments at two consecutive committee meetings could lead to program changes, advisement to withdraw, or termination of registration.

Committee Comments/Suggestions

Comments should extend the evaluation above and elaborate on the rationale for specific categories (e.g. why research progress was marked as "Good" or "Excellent", etc.) Suggested comment prompts are also provided below for your consideration.

1) What are some of this student's strengths? Provide insight on positive aspects of the research progress made to date.

2) What are some of this student's weaknesses? Indicate areas that need improvement. Please be specific and include instructions or tips on how to address them.

3) Provide additional notes for the student (suggested readings, specific tasks/activities, names of other specialists to consult, etc.)

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(Attach additional pages as needed)

Date of the next committee meeting: _____

Committee Information		
Role	Full Name (please print)	Faculty Signature
Chair		
Supervisor		
Co-Supervisor (if applicable)		
Committee Member		
Committee Member		

Student Action Plan

(Last revised: 2019/11)

The student is required to submit an action plan for each area that the committee identified as "**Unsatisfactory**" or "**Marginal**" in the Committee Evaluation section. The student should complete this form under the guidance of the committee Chair. The student should rephrase issue(s) identified by the committee in his or her own words, and then propose three action items to be done before the next committee meeting. Actions should be specific, measurable, achievable, realistic, and timely (i.e. SMART).

Area of improvement 1	Issue(s) identified
Action item 1)	
Action item 2)	
Action item 3)	

Area of improvement 2	Issue(s) identified
Action item 1)	
Action item 2)	
Action item 3)	

(Attach additional action plans as needed)

Student Response (completed by the student <u>after</u> the meeting)

The student has the opportunity to respond to the supervisory committee's report and recommendations, if they so choose. The response must be filed together with the committee meeting report/form.

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(Attach additional pages as needed)