

Graduate Department of Pharmaceutical Sciences

Guidelines for Student Advisory Committee Meetings

Students must meet with their Advisory Committees at minimum once per academic year (Sept-Aug). Advisory Committee meetings should be held more frequently when needed to discuss important issues relevant to the student's project and/or progress. The following guidelines outline the expected format and content of these meetings.

1. Advisory Committee meetings are normally 60-120 minutes in length.
2. All Advisory Committee members should normally be in attendance (ideally in person); teleconferencing and other electronic media may be used when necessary.
3. One-two weeks prior to the meeting, the graduate student should circulate a written report to the committee members. This report should normally contain (note: items a-f should normally be completed in a maximum of two pages):
 - a. Agenda for the meeting;
 - b. Summary of decisions/recommendations made at the most recent Advisory Committee meeting (if applicable);
 - c. Description of how he/she addressed the decisions/recommendations from the most recent Advisory Committee meeting (if applicable);
 - d. Brief summary of progress since beginning the program or since the most recent Advisory Committee meeting;
 - e. Outline of future plans;
 - f. Reflection on timeline within the program;
 - g. Appendices including as applicable: proposal drafts; ethics protocols; paper drafts; data analysis; etc. as necessary for discussion at the committee meeting (note: no page limit).
4. The student should bring to the meeting:
 - a. A copy of the Advisory Committee Assessment Form from the most recent Advisory Committee meeting (if applicable);
 - b. An updated copy of his/her CV;
 - c. A new copy of the Advisory Committee Assessment Form with the first page of the form completed by the student prior to the meeting.
5. The meeting will normally begin with a 15-20 minute presentation from the student highlighting work completed since beginning the program or since the most recent Advisory Committee meeting.
6. The majority of the meeting normally consists of questions to the student from the Advisory Committee members and general discussion about the work completed and recommendations for future progress.
7. The student will normally be asked to leave the room for the final 10 minutes of the meeting during which the Advisory Committee members will discuss and complete the Advisory Committee Assessment Form.
8. Following the meeting, the supervisor will discuss the completed Advisory Committee Assessment Form with the student and the student will be given an opportunity to respond to comments on the form.
9. The original completed Advisory Committee Assessment Form should be submitted to Tammy Chan in the Graduate Office (Room 658) as a proof that the Advisory Committee meeting occurred and will remain part of the student's permanent record. Students should keep a copy of the completed form for themselves and provide a copy to their supervisors.