**Form for Annual Committee Meetings**

EEB Graduate Program, Department of Biology, Indiana University

*Updated July 2023 by Rich Phillips, EEB Graduate Program Director, eebgpd@indiana.edu*

***Instructions to Advisors:*** Please fill out the form as completely as possible. Once complete, please do the following:

1. *Email the report to the Graduate Advisor (**biogrdav@indiana.edu**) and the EEB GPD (**eebgpd@indiana.edu**) using the format 'LastName\_CommitteeMeetingReport\_Date'.*
2. *Upload the form to the student’s OneDrive folder, which is in the EEB Student and Committee Files* [*folder*](https://indiana.sharepoint.com/%3Af%3A/r/sites/msteams_c8bbf5/Shared%20Documents/General/EEB%20Student%20and%20Committee%20Files?csf=1&web=1&e=t5vFUD)*. Additional materials for this committee can be appended to this document.*
3. *Fill in the missing cells on the EEB grads – committee report* [*doc*](https://indiana.sharepoint.com/%3Ax%3A/r/sites/msteams_c8bbf5/_layouts/15/Doc.aspx?sourcedoc=%7B5F5E6C1B-94FB-4809-98BB-9BD9B5F56271%7D&file=EEB%20grad%20-%20committee%20reports.xlsx&action=default&mobileredirect=true&cid=a574950c-26e3-45fd-a393-fce4b3455441) *(See also* [*faq*](https://biology.indiana.edu/documents/grad-student-documents/eeb/eeb-faq-committee-meetings.pdf) *| IDP* [*form*](https://biology.indiana.edu/documents/grad-student-documents/eeb/eeb-form-idp.docx)*).*

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| --- | --- |
| Student: | Yr. of Study: |
| Advisor's Name: | Meeting Date:  |
| Committee Members Present: |
| Committee Members Absent: |

Please check if this Committee meeting reports on one of the following:

|  |  |
| --- | --- |
| Year 2 - Qualifying Exam, Part 1: Breath of Knowledge |  |
| Year 3 - Qualifying Exam, Part 2: Research Skills |  |
| Six-month 'penultimate' meeting |  |

**Please answer these questions:**

*Is the Student making satisfactory progress towards completion of the EEB Degree?*

*Please describe the outcome of the committee meeting, including explanation of the evaluation of annual progress?*