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Dr. Hakkila led the discussion around the language in red font below that, as a result of the dialogue during the last Graduate Council Meeting, was incorporated into the text currently used in the Graduate School Handbook:

At least once per academic year, **beginning with the year in which the supervisory committee is formed** all doctoral (except DNP) supervisory committees are required to prepare a brief report, signed by the entire committee, summarizing the progress of the student and the expected actions to be taken during the next year. **The report may be prepared in tandem with the student's initial program of study.** These reports are to be submitted to the appropriate department/program chair, as well as **the Graduate School final approval by the Graduate Dean. These annual reports will become** part of the student's file. Individual colleges and/or departments may place more frequent or stringent requirements on dissertation and/or master's thesis committees within that unit.

Talking points also included the following:

- x *Format of progress reports that have recently been submitted for the Graduate Dean's review and signature*
- x *Need to define all program requirements*
- x *Need to determine when first progress report should be submitted and when supervisory committee should be formed (timelines are related)*
- x *What happens if progress report from committee is negative – would it be possible for the advisor to still award an S on 799?*
- x *Main purpose of progress report is to ensure a progression check*
- x *10-Year Rule will likely be removed, because it created problems unrelated to the problem that it was trying to solve; not helpful from a progression standpoint*
- x *How to handle an ineffective advisor – involve HR?*
- x *Require progress report after student's fourth academic year?*
- x *Is there an institutional expectation on the maximum allowed length of time to complete the PhD, and would that fourth year satisfy the expectation? How do we handle timeline of part-time students?*
- x *Who should prepare the progress report?*
- x *Committee chair should communicate the results of the progress report to the committee*
- x *If there are questions on the final approval of the progress report, the Graduate Dean will contact the department chair for explanation of student progress and possibly ask other questions*
- x *All parties must work together to ensure the student is progressing ... student, advisor, chair, faculty, potentially HR if involvement is needed*
- x *Advisors must participate in their students' growth*

Dr. Anderson questioned Section 6.1 of the Graduate School Handbook that states, "Supervisory Committees are appointed by the department/program chair in consultation with the advisor and student, and approved by the Graduate Dean." Dr. Hakkila was unaware of the wording regarding this procedure, as he understands it is not the current practice in any program. In order to update the wording as soon as possible, he asked graduate council members to think about suggestions on how the wording could be changed to more accurately reflect current practice.

October 18, 2024, @ 2:00 p.m. in SSB 201

The meeting adjourned at approximately 3:20 p.m.

/srk