

**UW-Madison Genetics PhD Program
Annual Committee Meeting Instructions: Meeting Chair**

Responsibilities of the Meeting Chair:

- Take notes during the meeting
- Help keep the meeting running on time (suggested formats for each meeting are below)
- Ensure that the committee meets with the student without the PI present
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- Complete the Annual Committee Meeting Chair Form within one week of the meeting and send it to the Graduate Program Manager. (You do not need to collect signatures).

Suggested Meeting Forms:

Certification Meeting- 90 minutes	<p>Student introduction- 20 minutes</p> <p>Q&A and discussion - 20 minutes (can be combined with the presentation)</p> <p>Curriculum discussion with committee including minor choice, elective suggestions, and review of past curriculum- 20 minutes</p> <p>Private discussion with the student- 10 minutes</p> <p>Private discussion with the mentor- 10 minutes</p> <p>Verbal feedback to the student- 10 minutes</p>
Prelim Meeting- 120 minutes	<p>Student introduction- 30 minutes</p> <p>*Q&A and discussion - 60 minutes</p> <p>Private discussion with the student- 10 minutes</p> <p>Private discussion with the mentor- 10 minutes</p> <p>Verbal feedback to the student- 10 minutes</p> <p>*Questions and discussion should test broad understanding of genetics as well as specific details about the proposed research. The exact questions asked are at the discretion of the committee.</p>
Annual Committee Meeting -120 minutes	<p>Student introduction- 20-30 minutes</p> <p>Q&A and discussion – 40-60 minutes (can be combined with the presentation)</p> <p>Private discussion with the student- 10 minutes</p> <p>Private discussion with the mentor- 10 minutes</p> <p>Verbal feedback and final group discussion- 10 minutes</p>
Prospectus Meeting-120 minutes	<p>Student introduction of proposed outline and timeline- 15 minutes</p> <p>Q&A and discussion: 45-60 minutes</p> <p>Discussion of final requirements to receive PhD- 30 minutes</p> <p>Private discussion with the student- 10 minutes</p> <p>Private discussion with the mentor- 10 minutes</p> <p>Final group discussion and feedback- 10 minutes</p>
Ad hoc meetings -30-60 minutes	It is recommended that students have ad hoc meetings with individual committee members regularly between annual meetings.