



# CCIB PhD Committee Meeting Report

Student:

Committee Chair:

Members Present:

Members Absent:

Date:

Date of Last Meeting:

The responses below should be agreed upon with the committee and filled out by the committee chair. The responses need to be shared with the student and forwarded to the Graduate Program Director within 1 week of the committee meeting. The current Specific Aims for the PhD (including any updates or modifications) should be attached.

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## Progress

Manuscripts  
Accepted Since Last  
Meeting:

Submitted Since Last  
Meeting:

Total Number of First  
Author Manuscripts:

Coauthor  
Manuscripts:

Comments on  
Manuscript  
Publication

Progress since last  
committee meeting:

Significantly Below  
Expectations\*  
Below Expectations\*  
Meets or Exceeds  
Expectations

Overall  
committee  
sentiment on  
dissertation  
completion:

Significant  
Concern\*  
Moderate  
Concern\*  
Reasonably  
Satisfied  
Optimistic

Please note any areas of significant student growth or progress:

\*Elaborate below

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## Concerns

Elaborate on slow progress or overall concerns:

To address concerns, student commits to following actions (specify deadlines) :

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## Looking ahead

Please attach the current specific aims for the PhD, and note any modifications below:

Expected progress before next committee meeting:

Next committee  
meeting by

(< 6 months if concerns are noted, ~ 1 year otherwise)

**Committee Chair  
Signature**

Date:

This assessment has been shared with me.

**Student Signature**

Date: