Supervisory Committee Meeting Online Reporting System

The following is a quick summary of the online reporting system. After the Grad Admin initiates the report, all components of the report are communicated between the student and the committee via email with a link to the report.

- Student coordinate a mutual meeting date with committee
- Grad Admin books a room and initiates online report
- Student reviews committee and completes report – meeting date must be established
- Primary Supervisor reviews student report, completes their portion, confirms and sends report to committee members
- Committee rates the report
- Student reviews final report
- Department Chair/Associate Grad Chair reviews and approves report for final submission
- Grad Studies adds milestone in Mosaic

* There is a maximum character count for reports, however, additional documents can also be uploaded and viewed.
Grad Admin Initiates in Admin Tools
Graduate Administrators initiate the process in Admin Tools. An email is sent to the student with a link inviting them to begin their report.

Dear <StudentName>,

All PhD students must meet at least once a year with their supervisor and committee. Our records indicate that you should have a meeting this year.

Please work with your supervisor, and/or graduate office to arrange a meeting date and time. Once a date has been fixed, please click on the link below to initiate the report to be submitted by you to your committee and supervisor, prior to the meeting.


Student Records
School of Graduate Studies

The link will bring the student to the following screen.

Supervisory Committee Report!

Please make sure all the information listed below is correct. If you find anything incorrect, please contact your department graduate secretary PRIOR to the submission of your supervisory committee report.

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mardle-reid</td>
<td>Maureen</td>
<td>Supervisor</td>
<td><a href="mailto:mreid@mcmaster.ca">mreid@mcmaster.ca</a></td>
</tr>
<tr>
<td>Asheri-jones</td>
<td>Noor</td>
<td>Member</td>
<td><a href="mailto:danesrin@mcmaster.ca">danesrin@mcmaster.ca</a></td>
</tr>
<tr>
<td>Mickey</td>
<td>Coleen</td>
<td>Member</td>
<td><a href="mailto:mckey@mcmaster.ca">mckey@mcmaster.ca</a></td>
</tr>
</tbody>
</table>

If the committee is correct, select Continue.
If the committee is incorrect, close the page and contact the Grad Admin.
Student Begins Report

Once the student confirms their committee, they’ll be shown a screen where they will begin to enter some information about their new meeting.

They'll also be asked to report of their progress since their last report (or since they started their research if this is the first report).

The student will click Submit, and the primary supervisor will receive an email.
Supervisor Adds to Report

After the student clicks Submit, the primary supervisor will receive an email inviting them to see what their student submitted.

The supervisor will complete their portion of the report and select the members who will be signing off on the report. An email with a link will be sent to each selected member of the committee.
Committee Rates the Report

When the supervisor clicks the Submit button, each selected committee members will receive an email with a link inviting them to review the report.

The committee member can view the student's report and must click the tick box acknowledging they’ve read it.

The committee member will also rate the report from the drop down. The default is Excellent.

The system now sends the report back to the student to view.
Student Reviews the Report

The student receives a final email to view their supervisor’s report, committee rating and if they are satisfied with the supervision.

When they select Submit, the report will be sent to the Department Chair/Associate Grad Chair for approval.
Department Chair Approval

An email is send to the Department Chair/Associate Chair. They can see the report and choose to approve it.

The default is Yes.
Clicking Submit will complete the report.
Grading Guide for Supervisors

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[E] Excellent</td>
<td>The student has exceeded expectations in terms of academic and/or research progress. This rating may reflect exceptional initiatives taken by the student to address unexpected challenges in their course of study.</td>
</tr>
<tr>
<td>[G] Good</td>
<td>The student is meeting and achieving all expectations in terms of academic and/or research progress. There are no areas of concern with respect to meeting goals and milestones for research and academic progress. This rating is to be used for students who show promise for completing the degree in a timely manner.</td>
</tr>
<tr>
<td>[S] Satisfactory</td>
<td>The student is meeting and achieving most expectations in terms of academic and/or research progress. There is some concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has some concerns with the student’s skills growth and subject area expertise. This rating is to be used when the committee identifies areas for improvement and where some expectations at this stage of degree development are not being met. Details about concerns should be provided in the comments.</td>
</tr>
<tr>
<td>[M] Marginal</td>
<td>The student is meeting and achieving some expectations in terms of academic and/or research progress. There is significant concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has significant concerns with the student’s skill growth and subject area expertise. This rating is to be used when the committee identifies several areas for improvement and where significant expectations at this stage of degree development are not being met. Areas for improvement should be provided in the comments.</td>
</tr>
<tr>
<td>[U] Unsatisfactory</td>
<td>There is an unreasonably low rate of academic and/or research progress. The committee has serious concerns about the pace and/or the meeting of goals and milestones for research and academic progress, and whether these goals can be achieved in a reasonable period of time. Areas of serious concern should be provided in the comments. In cases where this category is used, the program should determine whether the student should be required to withdraw or be allowed to continue in the program until their next committee meeting.</td>
</tr>
</tbody>
</table>

Students who receive a marginal or unsatisfactory grading by any of the committee will be reviewed by the Associate Dean and receive a letter from the School of Graduate Studies, which will address the concerns arising.