**Pathology and Laboratory Medicine**

**Minutes of Initial Supervisory Committee Meeting**

*This form is to be complete by the Committee Chair immediately after the meeting and sent to the entire committee, including the student and supervisor, with a copy to the PALM GS Program Coordinator at* [*heather.cheadle@pathology.ubc.ca*](mailto:heather.cheadle@pathology.ubc.ca) *within 4 business days of the meeting. Please type the report in the space provided.*

Student:

Program:

Date:

Time:

Place:

Present:  **(Supervisor); (Chair); (Student)**

This report is for the initial supervisory committee meeting that is normally conducted after 3 months in the PALM graduate program. The purpose is to fast track the committees’ development and to review ideas for the research and the academic plan for the student.

1. Courses:
   1. Enrolled:
   2. Planned:
   3. Recommended:
   4. Discuss the importance/value of :
      1. Graduate pathways to success
      2. Professional Advancement learning Series (PALS)
2. Research progress (no detailed report or presentation required at initial meeting):
   1. Generic working title of project:
   2. Milestones already achieved (if any):
3. Proposed Committee members:
   1. (Supervisor)
   2. (Chair)
   3. (Pathology faculty)
   4. (Non pathology faculty)
   5. (Other)
4. Student/Supervisor expectations:
   1. The supervisor/student expectations document should be reviewed and signed by both. The following should be highlighted:
      1. necessity for the students to familiarize themselves with UILO policies on Intellectual Property and
      2. Need for the supervisor to attend at Path 535/635 should be highlighted.
5. Awards:
   1. Please list any awards that the students current holds
6. Next meeting: Aim for a full meeting (including presentation of a full research proposal for review and approval by the committee) before June 14th of the following year.

**Summary:**

Chairman’s summary and observations/flags:

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Signed, **(Chair)**

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Date