

MINUTES OF INITIAL SUPERVISORY COMMITTEE MEETING

This form is to be complete by the Committee Chair during or *immediately after the meeting* and sent either immediately if WiFi is available but no later than 4 days following the meeting to the entire committee, including the student and supervisor, with a copy to the PALM GS Program Coordinator at heather.cheadle@pathology.ubc.ca within 4 business days of the meeting. Please type the report in the space provided.

STUDENT _____	DATE _____
PROGRAM _____	TIME _____
LOCATION _____	
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 (Review and finalization of course plan, provided by student in advance of meeting):

A. ENROLLED	
B. PLANNED	
C. RECOMMENDED	

D. DISCUSS THE IMPORTANCE/VALUE OF

- Graduate pathways to success; Professional Advancement learning Series (PALS)

2. Research progress (no detailed report or presentation required at initial meeting):

A. GENERIC WORKING TITLE OF PROJECT	
B. MILESTONES ALREADY ACHIEVED (IF ANY)	

3. Proposed Committee members (minimum of four, strongly recommend five for PhD):

SUPERVISOR	_____	PATHOLOGY FACULTY	_____
CHAIR	_____	NON PATHOLOGY FACULTY	_____
OTHER	_____		

4. The supervisor/student expectations document should be reviewed and signed by both. The following should be highlighted:

- *Necessity for the students to familiarize themselves with UILO policies on Intellectual Property and*
- *Need for the supervisor to attend at Path 535/635 should be highlighted.*

5. Awards: *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.

DATE OF NEXT MEETING _____

(For MSc Students this should be w/in 6 months)

CHAIRMAN'S SUMMARY AND OBSERVATIONS/FLAGS

SIGNED, (CHAIR)

DATE