

ADVISORY COMMITTEES - GENERAL INFORMATION

Advisory Committee Membership

In 2022, the College of Graduate and Postdoctoral Studies (CGPS) lowered the MINIMUM number of individuals required for Graduate Student Advisory Committees. A brief summary of changes are listed below. However, the College of Pharmacy and Nutrition decided to maintain the requirement for a chairperson to be present for most meetings.

PhD Program – Advisory Committee Membership as of spring 2022

Committee members	<u>CGPS Minimum requirements</u> as of Spring 2022	College of Pharmacy and Nutrition Requirements
Chair	<ul style="list-style-type: none"> • Chair no longer required by CGPS for any meeting except the PhD defence • Defined as “ex officio” member that may be included in meetings and deliberations as the need arises (may be invited by student, member, or supervisor) • Colleges can decide to keep chair for some or all meetings 	Chair will be maintained for all meetings EXCEPT for: Program of Studies, Progress meetings, and Permission to Write.
Supervisor	Supervisor can serve as chair*	Supervisor can chair if scheduling conflict arises
ONE committee member	Previously required 2 members	One committee member is acceptable
ONE cognate member	Individual from a different unit as before but slight changes in eligibility to be a cognate	One cognate member is required

MSc Program – Advisory Committee Membership as of spring 2022

Committee members	<u>CGPS Minimum requirements</u> as of Spring 2022	College of Pharmacy and Nutrition Requirements
Chair	<ul style="list-style-type: none"> • Chair no longer required by CGPS for any meeting in the MSc program • Defined as “ex officio” member that may be included in meetings and deliberations as the need arises (may be invited by student, member, or supervisor) • Colleges can decide to keep chair for some or all meetings 	Chair will be maintained for all meetings EXCEPT for: Program of Studies, Progress meetings, and Permission to Write.
Supervisor	Supervisor can serve as chair*	Supervisor can chair if scheduling conflict arises
ONE committee member	Previously required 2 members	One committee member is acceptable

Advisory Committee Meetings

An advisory committee meeting must be held a MINIMUM of once per year. Students who fail to hold a yearly committee meeting without prior approval from the Associate Dean, Research and Graduate Affairs will be ineligible to hold College of Pharmacy and Nutrition awards and scholarships as such students are not meeting the requirements of their graduate program.

It is strongly encouraged that students organize their own advisory committee meetings with assistance from their supervisor. The Graduate Administrative Support person must be notified of ALL committee meetings at least ONE WEEK PRIOR to the scheduled date. The Graduate Administrative Support can assist with meeting scheduling if problems arise with room bookings or video conferencing.

After each meeting of the Advisory Committee, a brief report will be created by the supervisor or committee chair (if in attendance). The report is created on a template provided by the Graduate Administrative Support person. It is distributed to the student and committee members via email following the meeting. Students may also view their approved committee meeting minutes within PAWS.

During the meeting, students should also take notes to document the comments and suggestions of their advisory committee members.

Please see the following documents for more information on specific Advisory Committee Meetings

- Committee meeting quick reference guide
- Program of studies requirement
- Proposal meeting
- Research progress meeting
- PhD qualifying or PhD transfer from Master's
- PhD comprehensive exam
- Permission to write meeting
- Thesis preparation, defence, and final submission