THESIS COMMITTEE MEETING TRACKER ONLINE APPLICATION USER GUIDE

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Johns Hopkins University

School of Medicine

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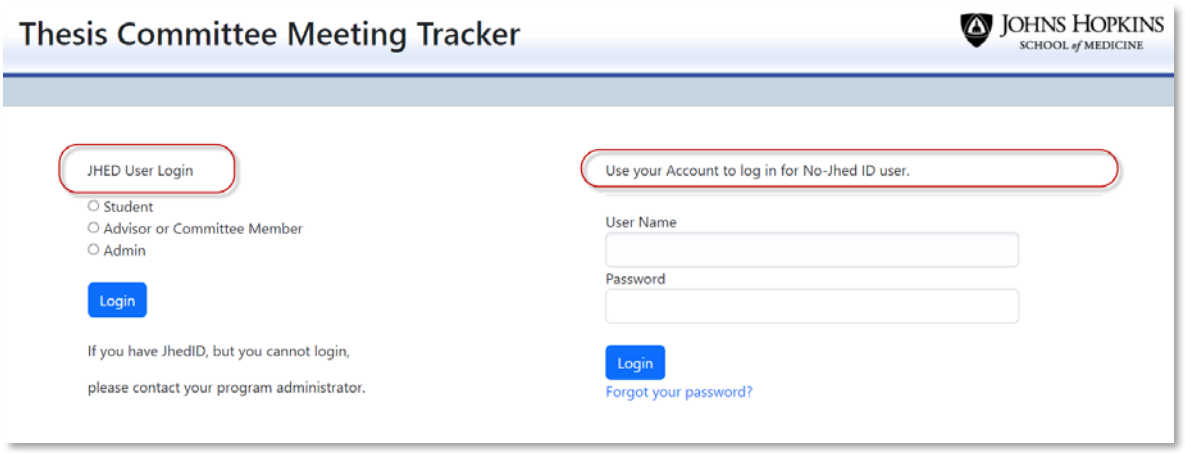
A.Getting Started

1. User Access

To start, navigate to the Committee Meeting Tracker application using the URL: **https://tcform.jhmi.edu/**



Thesis Committee Meeting Tracker Login screen. Users with JHED must login with their JHED credentials. External Users must login with External login account.

There are four (4) different user type roles for user accounts in the system. Different users with different roles will see different data. These are the following:

- **Admin User** - Authorized staff from the different programs/ offices who are designated users of the system
- **Student User** - Current students with PhD programs at the Johns Hopkins University School of Medicine
- **Internal Faculty User** - Advisor or Committee members internal to the Johns Hopkins University who have a JHED ID
- **External Faculty User** - Advisor or Committee members external to the Johns Hopkins University who do not have a JHED login

2. JHED Login

All users who are Hopkins affiliates are required to use their JHED ID and password to login.

3. External User Account

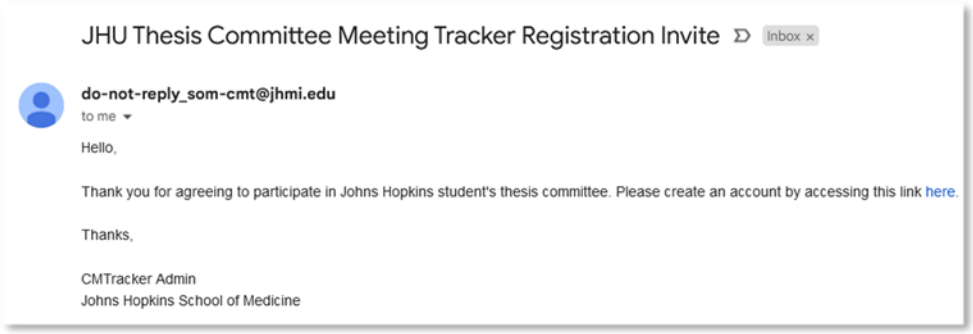
a. Registration

- Committee Members or Advisors who do ***not*** have a JHED ID are required to register as a user in the system.

- Students who wish to add an External faculty as a Committee Member, should first check the Faculty list in the system. If the external faculty member is not listed, the Student should email their Program Administrator with a request that this external faculty member is invited.

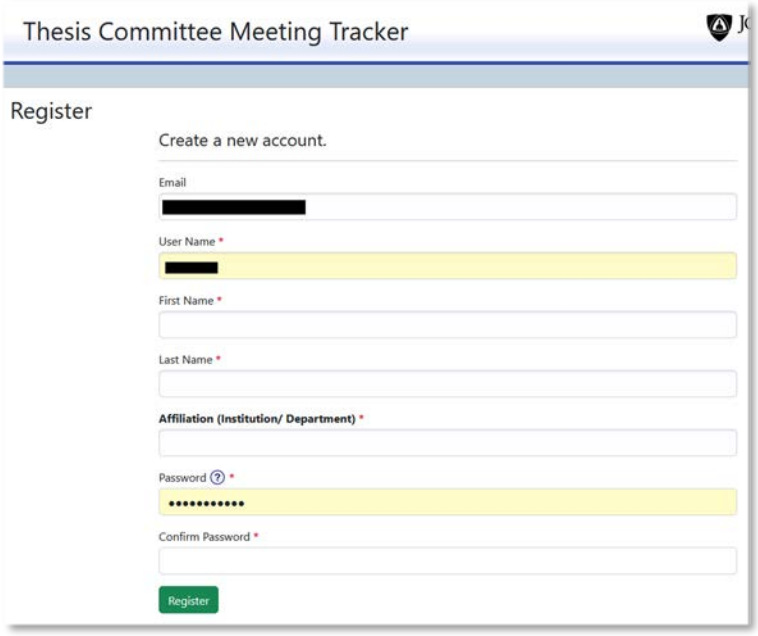
- Program Administrators can send a "Registration Invitation" to the External Faculty by going to the Faculty Tab, and clicking on the blue button "Send Registration Invitation to External Faculty."
  - Before sending the invitation, please make sure that (1) this faculty member is not already listed in the faculty list and (2) they do NOT have a JHED ID. If they have a JHED ID, please open a ticket with OIT so that they add them with their Hopkins account.

- External users will receive an email invite with a link to a registration form:



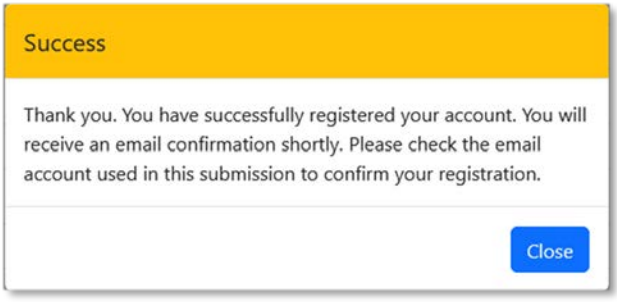
Thesis Committee Meeting Tracker Registration Invite. Create an account through Registration Invite link.

The link opens to a registration page where they need to add their information and create a password:

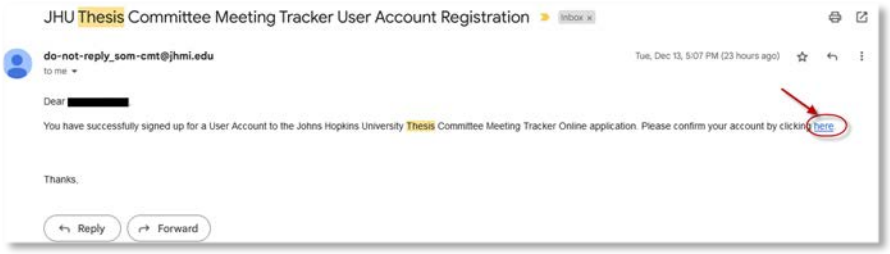


Thesis Committee Meeting Tracker Registration Form. All fields marked with (*) are required.

Upon successful registration, External users are required to verify their account by clicking on the confirmation email sent to the email address registered with the account.



Thesis Committee Meeting Tracker Registration Successful Registration message

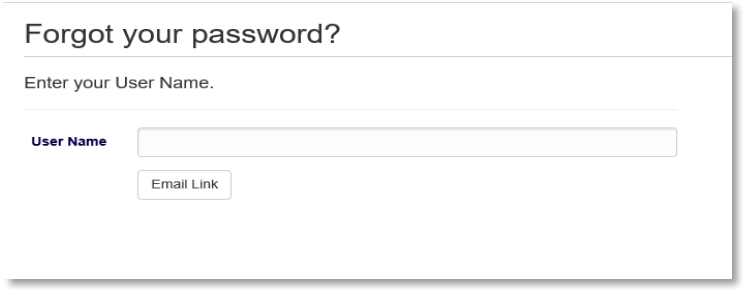


Thesis Committee Meeting Tracker Registration Confirmation email. Users must verify their account by clicking on the confirmation link.

b. Forgot Password

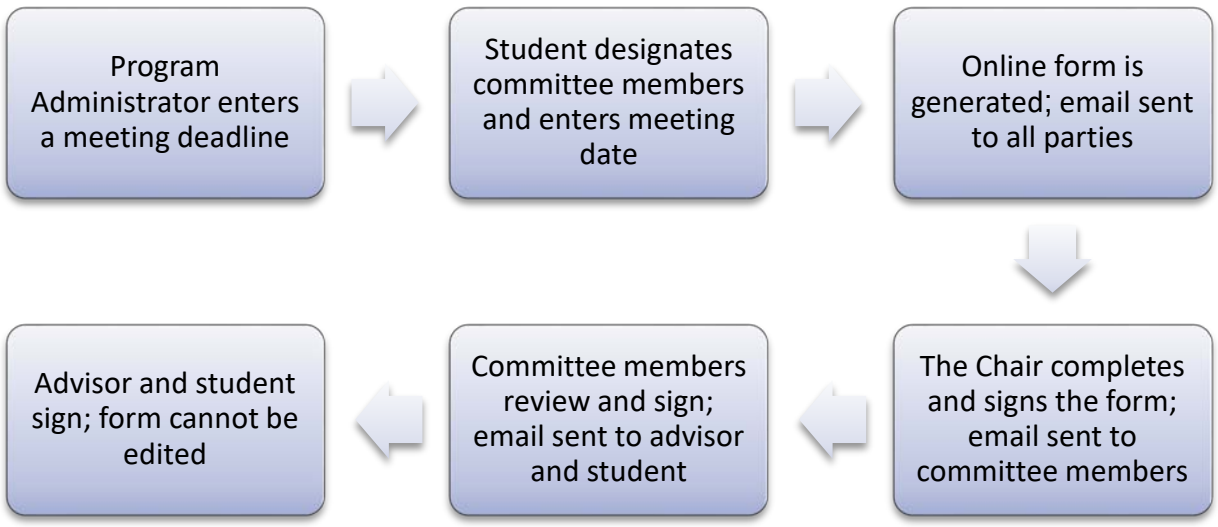
An external user can reset their password as follows:

- Click on the "Forgot your password?" link found at the right bottom of the login screen.
- Enter the username associated with the user account.
- A link to reset the password will be forwarded to the email account on file.



B.Process Overview

The Thesis Committee Meeting Tracker application portal allows users to view and manage the completion trajectory of thesis committee meetings. This flowchart provides an overview of the process:



Here are the steps:

1. **All users affiliated with Johns Hopkins should use their JHED ID to log in**. Committee members not affiliated with Hopkins can create an external account.

2. **The program administrator creates a deadline for the student's first meeting. This is required.** The student cannot enter meeting information unless there is an associated deadline.

3. The student arranges and schedules their meeting (outside this application) based on the above deadline and then the student logs in the system to enter their meeting information:

    - **Create Committee:** The student creates a committee by selecting faculty from a list and indicating who will be the chair.

    - **Set Meeting Date:** The student finds the meeting with the appropriate deadline and enters an actual meeting date and the corresponding committee. This action generates the Thesis Committee Meeting Form for the meeting.

4. The meeting form can be viewed by all parties but **only the committee chair can edit it.** The chair may edit the form during and after the meeting and may save the form at different stages of completion.

5. After the chair completes and signs the form, it becomes available for the committee members to sign.

6. The committee members receive an email to let them know that the form is available for them to sign. If there are any corrections they want to suggest *before* signing, they would need to contact the Chair who is able to recall the form and make additional edits.

7. After all committee members sign, an email is sent to the advisor to let them know that the form is ready for their signature.

8. After the advisor signs, an email is sent to the student to inform them that the form is ready for their signature.

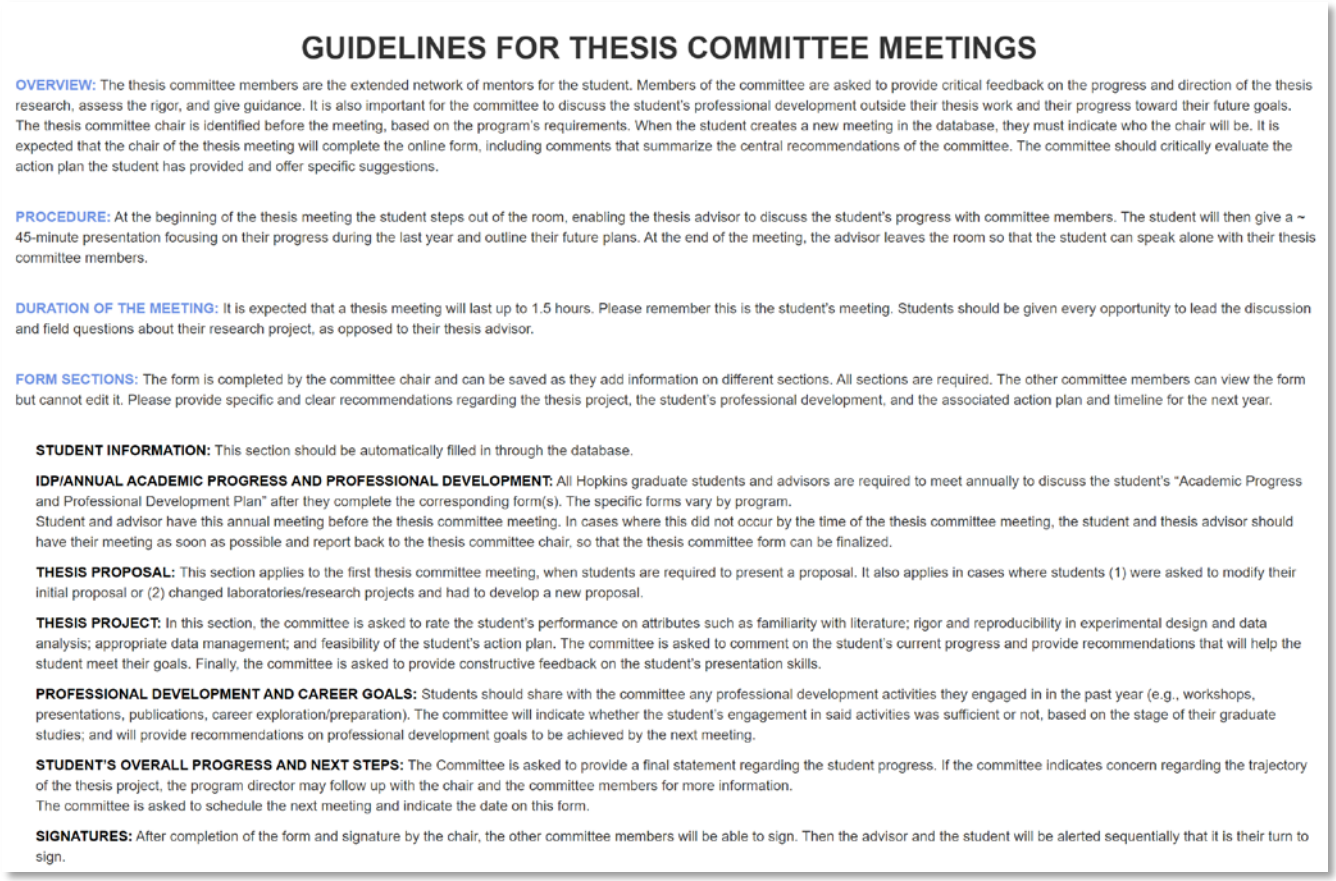
9. After the student signs, the form can be viewed by all users but cannot be edited (i.e., the student signature locks the form).

10. Saving the student's first meeting form automatically generates subsequent meeting deadlines based on the program's rules (e.g., annual deadlines for 3 more years). Program administrators may adjust these deadlines as needed and may create additional deadlines if all earlier instances have been used.

Individual meeting forms and other student data are accessible to different user types as described in the sections below.

C. Instructions

This Guide is available for all users through the "?" icon on the Top Navigation menu of the system.
The "Instructions" Tab on the same menu is also available for all users and provides guidance on completing the Thesis Committee Form.



GUIDELINES FOR THESIS COMMITTEE MEETINGS

OVERVIEW: The thesis committee members are the extended network of mentors for the student. Members of the committee are asked to provide critical feedback on the progress and direction of the thesis research, assess the rigor, and give guidance. It is also important for the committee to discuss the student's professional development outside their thesis work and their progress toward their future goals. The thesis committee chair is identified before the meeting, based on the program's requirements. When the student creates a new meeting in the database, they must indicate who the chair will be. It is expected that the chair of the thesis meeting will complete the online form, including comments that summarize the central recommendations of the committee. The committee should critically evaluate the action plan the student has provided and offer specific suggestions.

PROCEDURE: At the beginning of the thesis meeting the student steps out of the room, enabling the thesis advisor to discuss the student's progress with committee members. The student will then give a ~ 45-minute presentation focusing on their progress during the last year and outline their future plans. At the end of the meeting, the advisor leaves the room so that the student can speak alone with their thesis committee members.

DURATION OF THE MEETING: It is expected that a thesis meeting will last up to 1.5 hours. Please remember this is the student's meeting. Students should be given every opportunity to lead the discussion and field questions about their research project, as opposed to their thesis advisor.

FORM SECTIONS: The form is completed by the committee chair and can be saved as they add information on different sections. All sections are required. The other committee members can view the form but cannot edit it. Please provide specific and clear recommendations regarding the thesis project, the student's professional development, and the associated action plan and timeline for the next year.

STUDENT INFORMATION: This section should be automatically filled in through the database.

IDP/ANNUAL ACADEMIC PROGRESS AND PROFESSIONAL DEVELOPMENT: All Hopkins graduate students and advisors are required to meet annually to discuss the student's "Academic Progress and Professional Development Plan" after they complete the corresponding form(s). The specific forms vary by program.
Student and advisor have this annual meeting before the thesis committee meeting. In cases where this did not occur by the time of the thesis committee meeting, the student and thesis advisor should have their meeting as soon as possible and report back to the thesis committee chair, so that the thesis committee form can be finalized.

THESIS PROPOSAL: This section applies to the first thesis committee meeting, when students are required to present a proposal. It also applies in cases where students (1) were asked to modify their initial proposal or (2) changed laboratories/research projects and had to develop a new proposal.

THESIS PROJECT: In this section, the committee is asked to rate the student's performance on attributes such as familiarity with literature; rigor and reproducibility in experimental design and data analysis; appropriate data management; and feasibility of the student's action plan. The committee is asked to comment on the student's current progress and provide recommendations that will help the student meet their goals. Finally, the committee is asked to provide constructive feedback on the student's presentation skills.

PROFESSIONAL DEVELOPMENT AND CAREER GOALS: Students should share with the committee any professional development activities they engaged in in the past year (e.g., workshops, presentations, publications, career exploration/preparation). The committee will indicate whether the student's engagement in said activities was sufficient or not, based on the stage of their graduate studies; and will provide recommendations on professional development goals to be achieved by the next meeting.

STUDENT'S OVERALL PROGRESS AND NEXT STEPS: The Committee is asked to provide a final statement regarding the student progress. If the committee indicates concern regarding the trajectory of the thesis project, the program director may follow up with the chair and the committee members for more information.
The committee is asked to schedule the next meeting and indicate the date on this form.

SIGNATURES: After completion of the form and signature by the chair, the other committee members will be able to sign. Then the advisor and the student will be alerted sequentially that it is their turn to sign.

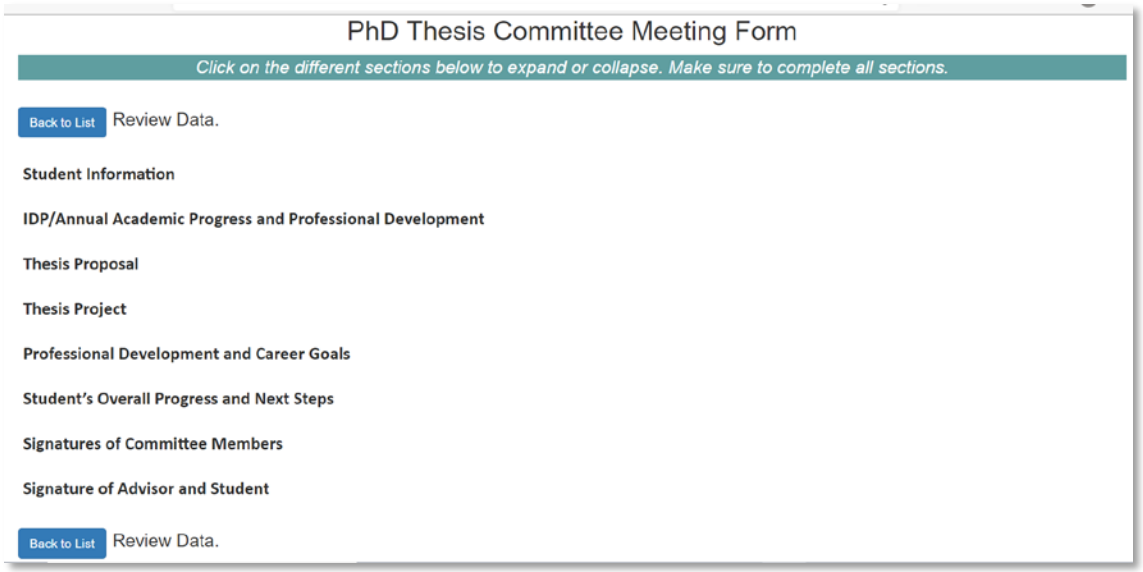
D. Thesis Committee Form

- All users have access to thesis committee forms for meetings they participate in. Administrators have access to forms for all students in their program.

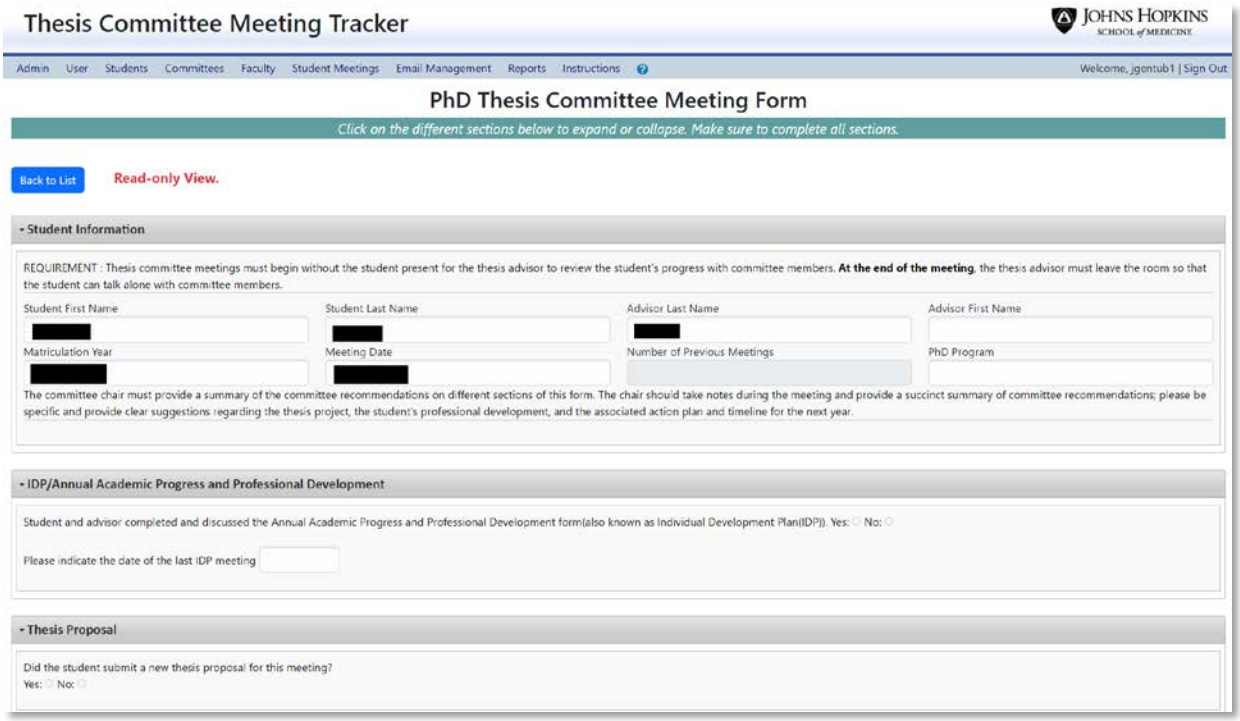
- Forms can be accessed as described below for each user type (student; committee members and advisors; and administrators). Users can click the “Back to List” button to exit the form page.

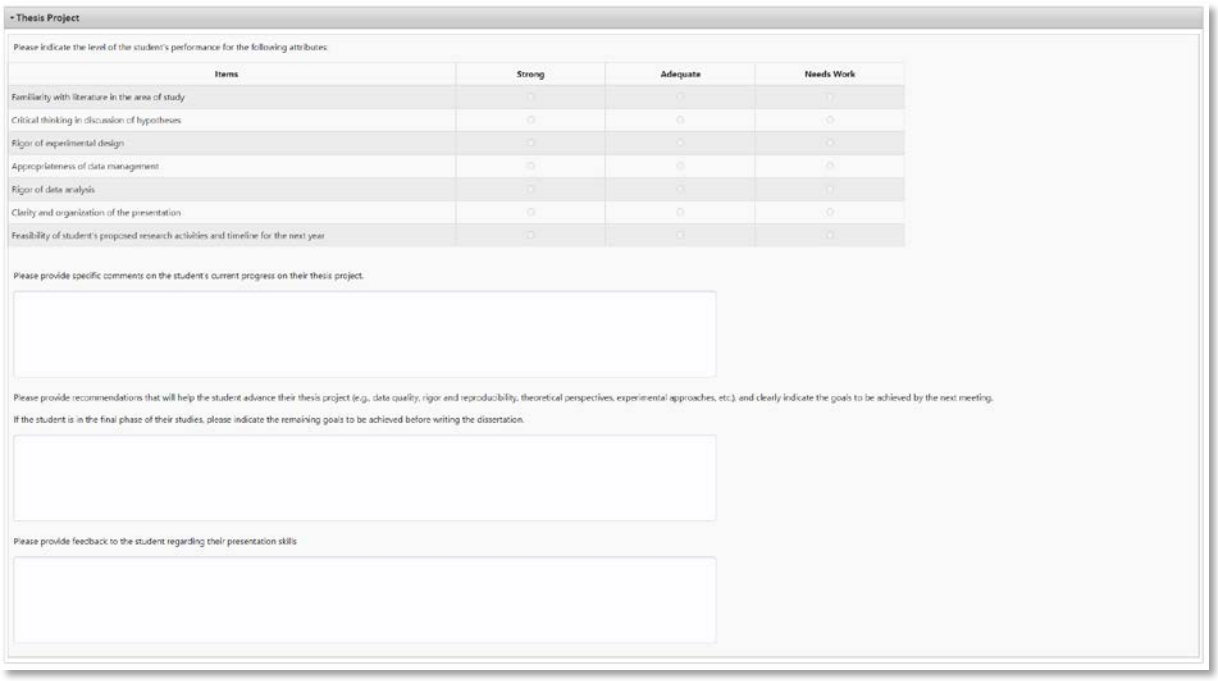
1. Form Sections

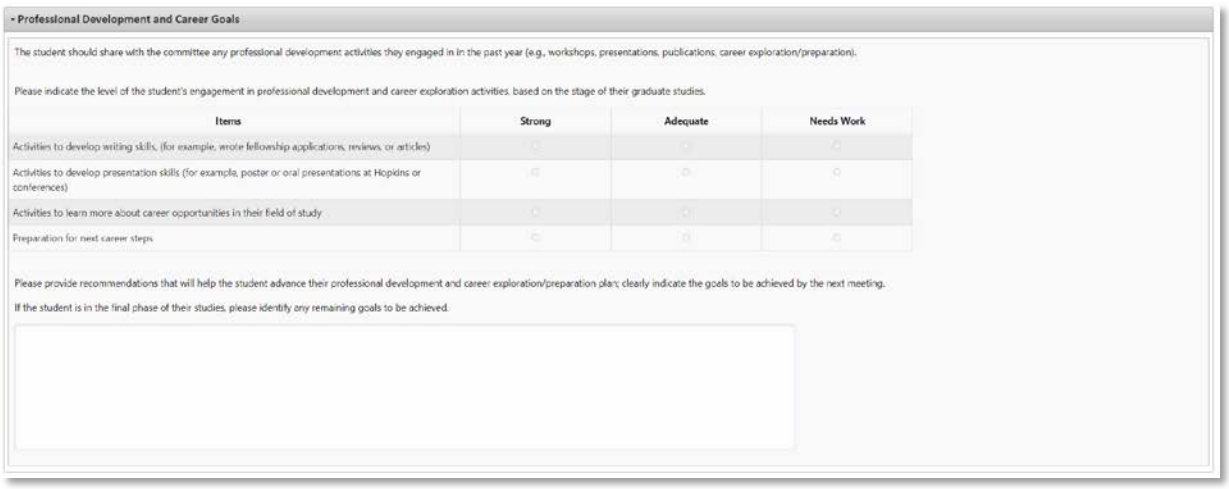
The form includes the sections listed in the screenshot below.

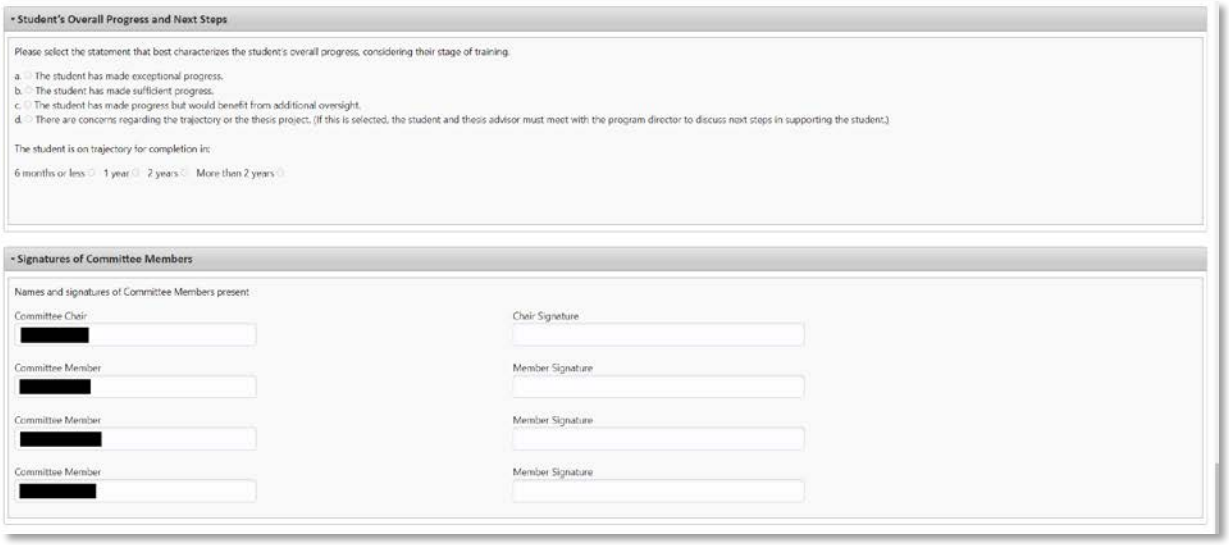


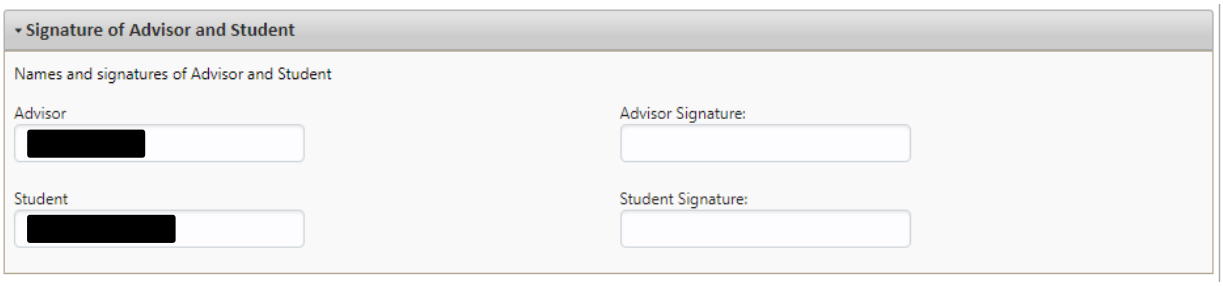
The listed section titles can be clicked to toggle the display to easily review the content. The following screenshots show the contents of each section.


Thesis Committee Meeting Tracker
JOHNS HOPKINS SCHOOL of MEDICINE
Admin User Students Committees Faculty Student Meetings Email Management Reports Instructions
Welcome, jgentub1 | Sign Out
PhD Thesis Committee Meeting Form
Click on the different sections below to expand or collapse. Make sure to complete all sections.
Back to List
Read-only View.
Student Information
REQUIREMENT : Thesis committee meetings must begin without the student present for the thesis advisor to review the student's progress with committee members. At the end of the meeting, the thesis advisor must leave the room so that the student can talk alone with committee members.
Student First Name
Student Last Name
Advisor Last Name
Advisor First Name
Matriculation Year
Meeting Date
Number of Previous Meetings
PhD Program
The committee chair must provide a summary of the committee recommendations on different sections of this form. The chair should take notes during the meeting and provide a succinct summary of committee recommendations; please be specific and provide clear suggestions regarding the thesis project, the student's professional development, and the associated action plan and timeline for the next year.
IDP/Annual Academic Progress and Professional Development
Student and advisor completed and discussed the Annual Academic Progress and Professional Development form(also known as Individual Development Plan(IDP)). Yes: No:
Please indicate the date of the last IDP meeting
Thesis Proposal
Did the student submit a new thesis proposal for this meeting?
Yes: No:


Thesis Project
Please indicate the level of the student's performance for the following attributes
Items
Strong
Adequate
Needs Work
Familiarity with literature in the area of study
Critical thinking in discussion of hypotheses
Rigor of experimental design
Appropriateness of data management
Rigor of data analysis
Clarity and organization of the presentation
Feasibility of student's proposed research activities and timeline for the next year
Please provide specific comments on the student s current progress on their thesis project.
Please provide recommendations that will help the student advance their thesis project (e.g., data quality, rigor and reproducibility, theoretical perspectives, experimental approaches, etc.), and clearly indicate the goals to be achieved by the next meeting.
If the student is in the final phase of their studies, please indicate the remaining goals to be achieved before writing the dissertation.
Please provide feedback to the student regarding their presentation skills







2. Form Status

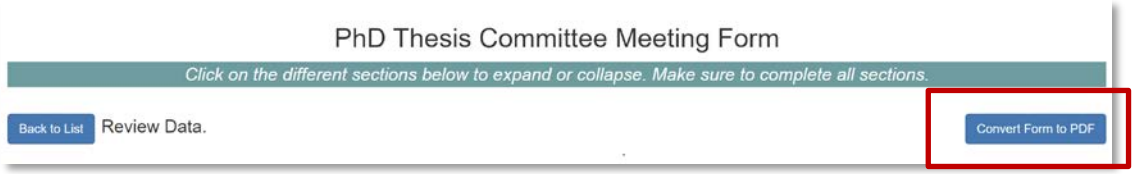
The Committee Meeting form has seven (7) different statuses depending on what stage they are in as the different users interact with the form. These status types are discussed in detail under the user-specific sections of this document. These status types are as follows:

- Meeting Date not set
- Not Started

- Waiting for Chair's comments and signature
- Waiting for committee members' signatures
- Waiting for advisor's signature
- Waiting for student's signature
- Form Completed, cannot be edited

3. Export as PDF

Completed Forms can be opened and saved as PDF files by clicking the "Convert Form to PDF" at the top right of the Form page. This button appears only after the form is completed and signed by all parties:



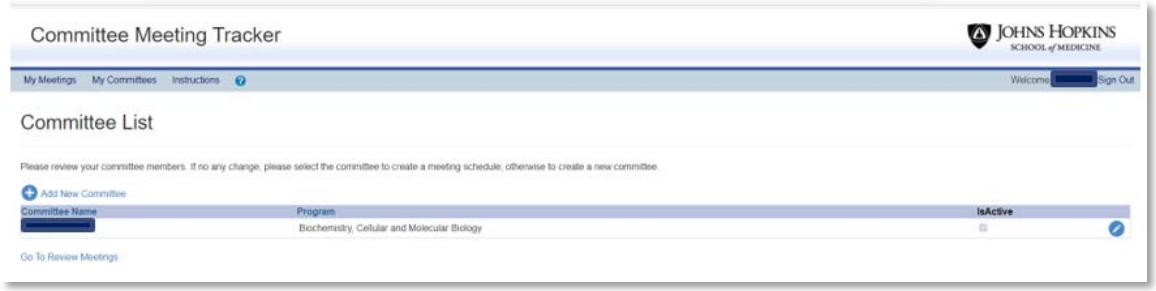
E. Student Portal

The Student Portal allows students to manage their Thesis Committee Meetings. Students can create a committee by selecting the participating faculty members and indicating the chair; enter meeting information corresponding to a deadline provided by their program; review the committee and meeting details before the meeting starts; view and sign the thesis committee form after the meeting; and access or download previous forms.

Students must contact faculty outside this system to confirm their participation to their committee and agree on the date, time and location of the meeting.

1. My Committees Tab

The "My Committees" section provides Student users with the capability to create new or review existing Committees.



a. Create a New Committee

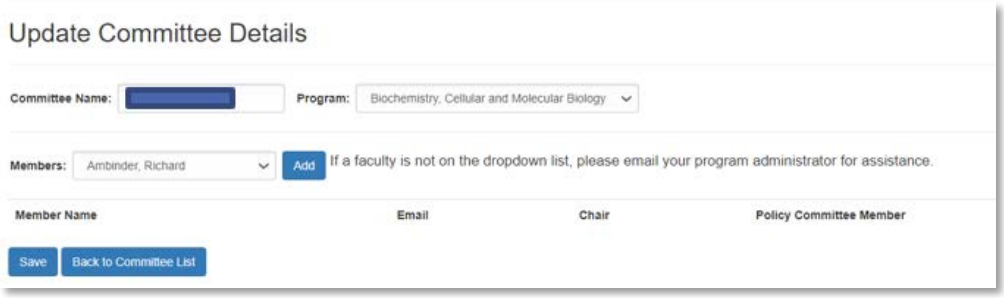
Students can create a new committee. Steps to create a new Committee are as follows:

i. Click on “Add New Committee”:

When a new Committee is created, the system automatically generates a Committee Name for the Student following the naming convention: “[Student Last Name], [Student First Name] [Committee #]”.

ii. Verify that the committee name and graduate program are correct, and click Save.

iii. After saving the new committee name, you will be able to add faculty from a dropdown menu.



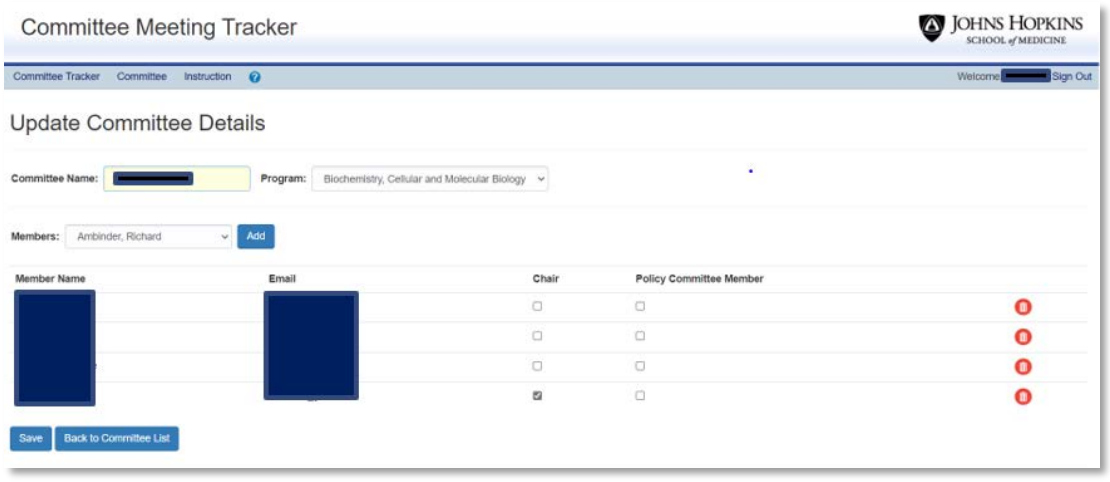
Faculty names are listed alphabetically. Steps to add Faculty as Committee Members are as follows:

i. Select the Faculty name and click on the “Add” button to add them on the list.
ii. Do NOT add your thesis advisor(s) [They are added separately to all your meetings]
iii. Make sure to indicate which faculty member will serve as a chair by selecting the check box under the “Chair” column. **This is required.**
iv. If applicable for your program, indicate which faculty member will serve as a policy committee chair.
v. **If the faculty member you are looking for is not listed in the dropdown menu, contact your program administrator.**

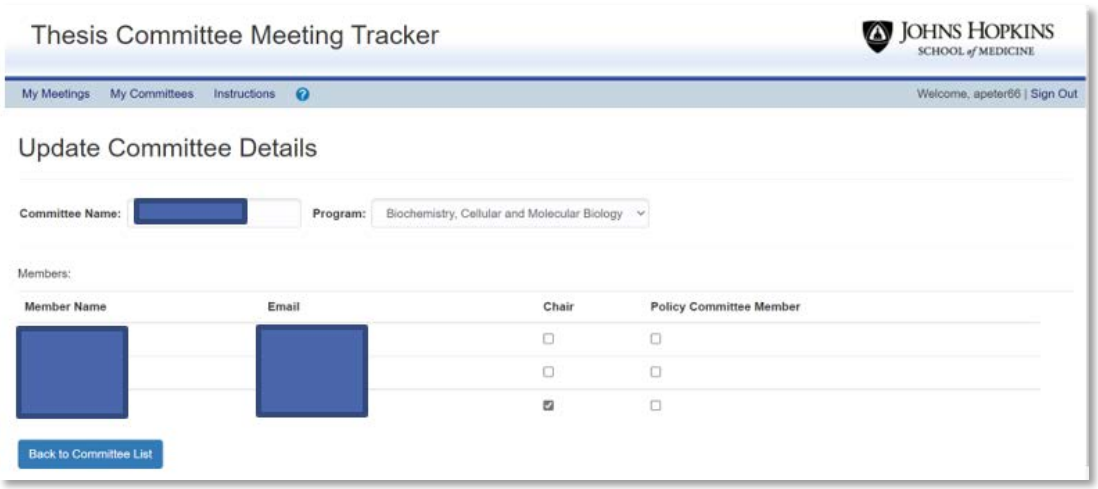
b. Editing Committees

You can review existing committees by clicking on the committee name as listed under the My Committees tab. Your ability to edit a committee depends on whether it has already been assigned to a meeting:

i. If the committee has ***not*** yet been assigned to a meeting ***or*** if the committee has been assigned to a meeting but the Chair has not yet made edits to that meeting's form, then you can make the following edits:
   - You can add a committee member to the existing committee
   - You can change the Chair assignment (and the Policy Committee Member assignment, if applicable)
   - You can remove existing members.



ii. If the committee has been linked with any meeting that has started (i.e., the Chair has made edits to the meeting form), then the committee cannot be edited (there is no Dropdown of faculty to add or a Save button):



2. My Meetings Tab

This page displays all the student's meetings: past meetings, meetings that are in process, and future meetings. For each listed meeting (row on the table) the student can see basic information: Meeting Deadline, Meeting Date, Completion Trajectory, Committee Information, Form Status, and any Actions they may need to take. Students can sort the information on a table by clicking on a column header.

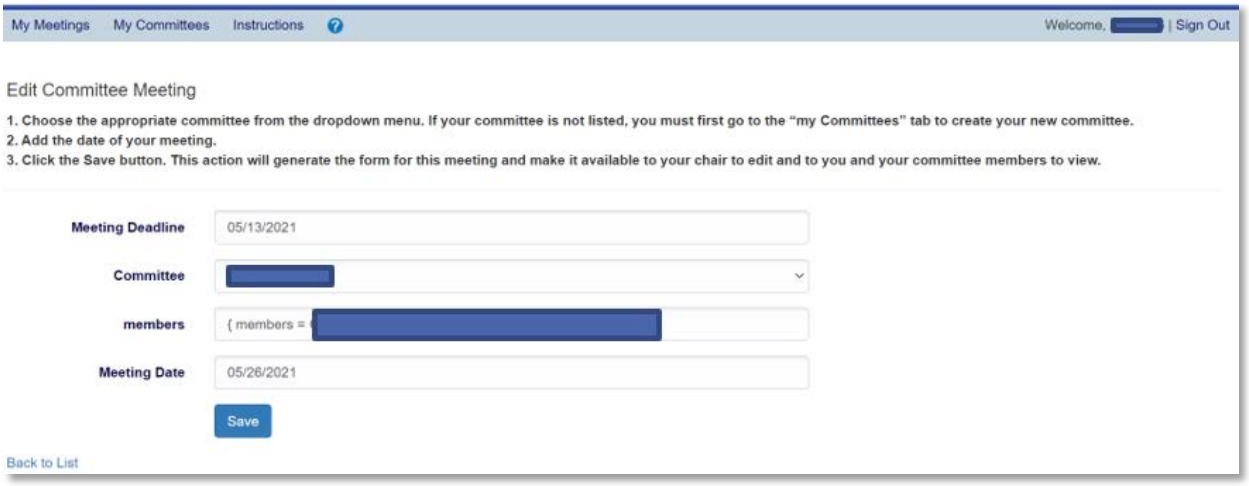
Meetings are created by the program administrator who must add the meeting type and a deadline *before* the student can add the actual meeting date and committee. **Please contact your program administrator** if

- *you see no meetings listed, but you think you should have one*
- *you do not see a deadline for an upcoming meeting, but you think you should*

a. Editing a Meeting

Students must add the committee information and the actual date of the meeting in order for a meeting form to be generated in the system.

Click on the Edit link for the appropriate meeting, as shown in the screenshot above. On the "Edit Committee Meeting" page:



i. Add a Committee from the dropdown menu.

- After adding a committee, the members field will be auto-populated so that you can confirm you made the right selection.
- You may assign the same committee to multiple meetings, if there are no changes in membership and roles.
- **If your committee is not listed**, you must go to the "My Committees" tab to create it.

ii. Add the date of your meeting.
Please note that at this time the platform does NOT offer a scheduling function. Therefore, you must first schedule the time of your meeting through direct communication with your committee members, and then log in to the Thesis Committee Tracker to add the information.

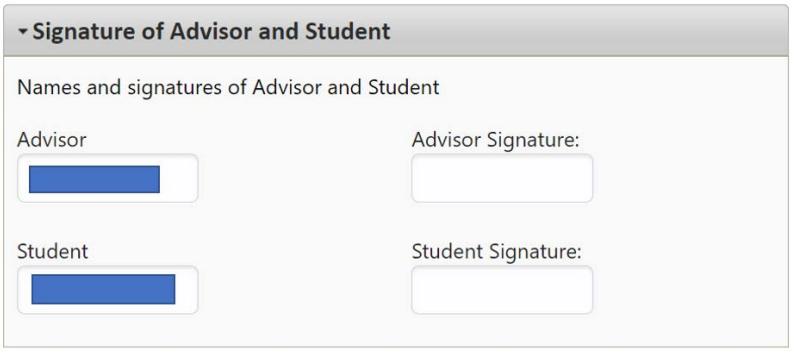
iii. Click the Save button.

The above action generates a form for the meeting. For meetings that already have a form, you may change the meeting information until the chair edits and saves the form. The meeting data and committee data cannot be edited after the chair has started saving edits on the form.

b. View/Sign the Meeting Form

Students are able to View a meeting form but cannot edit it.

- You can view the form at any time by clicking on the "View" link for that meeting.
- After all the committee members and the advisor sign the form, your prompt under the "View/Sign" column will change to "Sign." You will also receive an email letting you know that the form is ready for your signature.
- When you click on the "Sign" link you will be able to review the form, Sign next to your name (at the bottom of the form) and Save it.



3. Instructions and "?" Tabs

See Instructions section above.

F. Committee Member and Advisor Portal

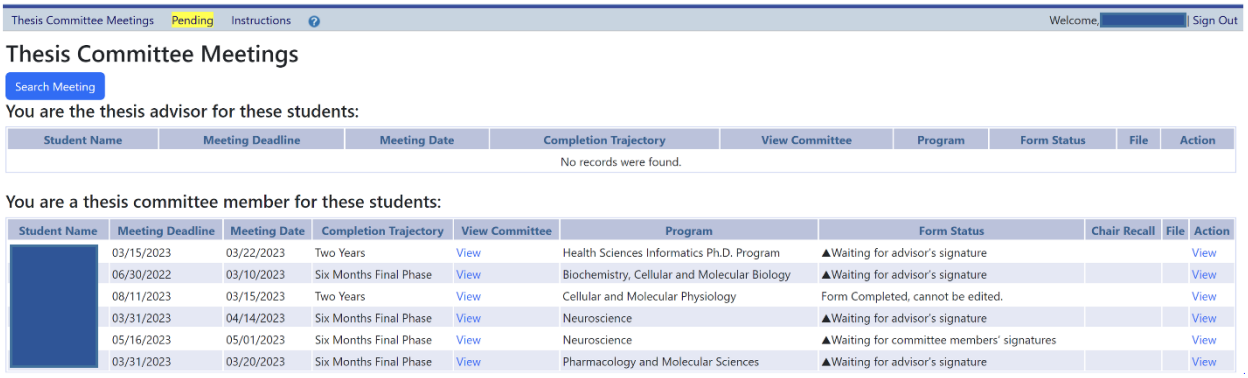
Faculty members have access to thesis committee meeting information as committee members (regular members or chairs) and as advisors. This section describes the information that is available to faculty and the actions they can take depending on their role. All faculty can review the thesis committee form but only the Chair can edit it.

This portal is used by different graduate programs. When the faculty member is an advisor or committee member of students in different graduate programs, all the students from the different programs will be listed on the faculty member's students list.

1. Thesis Committee Meetings Tab

This page has two sections:

- The top section shows the meetings of students for whom the faculty member is an ***advisor.*** If the faculty member has no SOM students in their lab, this section will have no records.
- The bottom section shows the meetings of students for whom the faculty member is a ***thesis committee member (including chair)***



Students from different programs will be listed together in these sections. Column "Program" indicates the student's graduate program.

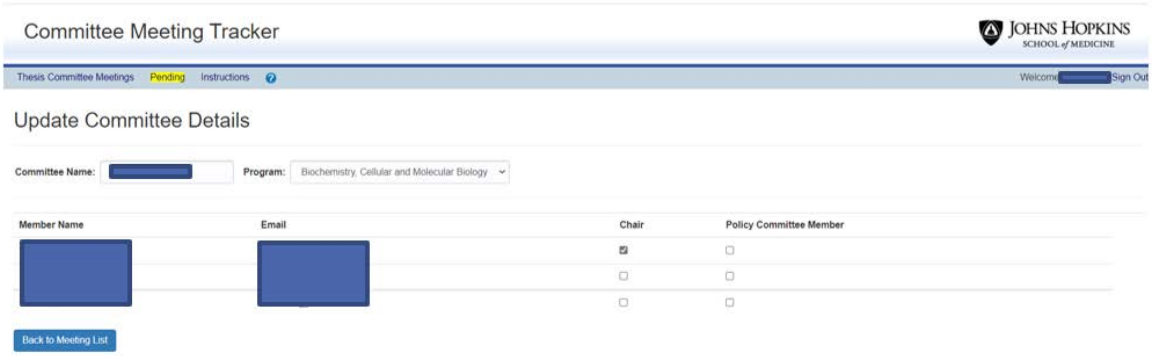
Each section might have multiple pages, depending on the number of meetings the faculty member participates in. Click the number or the ">" sign under each section/grid to view data in the next pages. You may also click on the column headers to sort the list.

If the logged in user does not have any advisees and is not a part of any committee, no meeting data will be displayed on the page.

For each listed meeting (row on the table) the faculty member can see basic information: Student Name, Meeting Deadline, Meeting Date, Completion Trajectory, Committee Information (by clicking on the View link), Student Graduate Program, Form Status, and any Actions they may need to take. Faculty can sort the information on a table by clicking on a column header.

a. "View Committee" Column

Faculty can review the committee membership and roles by clicking View from each record. Faculty cannot edit the committee information.



b. "Action" Column

The action you can take under "File Action" depends on the Form Status and on your role:

Committee Chairs

If you are a **Chair**, you can "Edit/Sign" the form.

- The Chair has access to Edit the form as soon as the student enters their meeting information (committee and actual meeting date).
- The Chair is the only member who can edit the form; other members can only view the form.
- The Chair may save the form while making edits and return to it later. There are "Save Data" buttons at the top and the bottom of the form.
- After completing the form, the Chair signs it. All fields must be populated before the Chair can sign.
- After the Chair signs the form, the File Action column prompt changes to "View" and a "Recall" link becomes available.under the "Chair Recall" column to allow the Chair to recall the form if there is something they need to add/edit before all committee members sign. After the committee members sign, the Recall button is no longer available. The Chair continues to have access to view the form.

Regular committee members

If you are a **regular committee member (not a Chair)**,

- You can view the form at any time by clicking on the "View" link.
- After the Chair completes and signs the form, your prompt under the "File Action" column will change to "Sign." You will also receive an email letting you know that the form is ready for your signature.
- When you click on the "Sign" link you will be able to review the form, Sign next to your name (toward the bottom of the form) and Save it.
- If you need to suggest an edit to the Chair please do so before you or other members sign.
- After all members sign, the form will be routed to the advisor for their signature.

Advisors

If you are an **advisor**:

- You can view the form at any time by clicking on the "View" link.

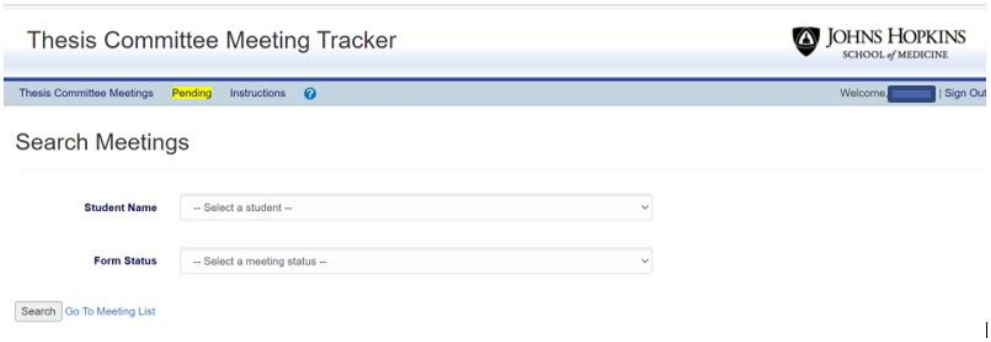
- After all the committee members sign the form, your prompt under the "File Action" column will change to "Sign." You will also receive an email letting you know that the form is ready for your signature.
- When you click on the "Sign" link you will be able to review the form, Sign next to your name (at the bottom of the form) and Save it.
- After you sign the form, it will be routed to the student for their signature.

c. "Chair Recall" Column

The form can be recalled by a committee Chair if needed. The "Recall" button is available to committee chairs after they sign and before other members sign.

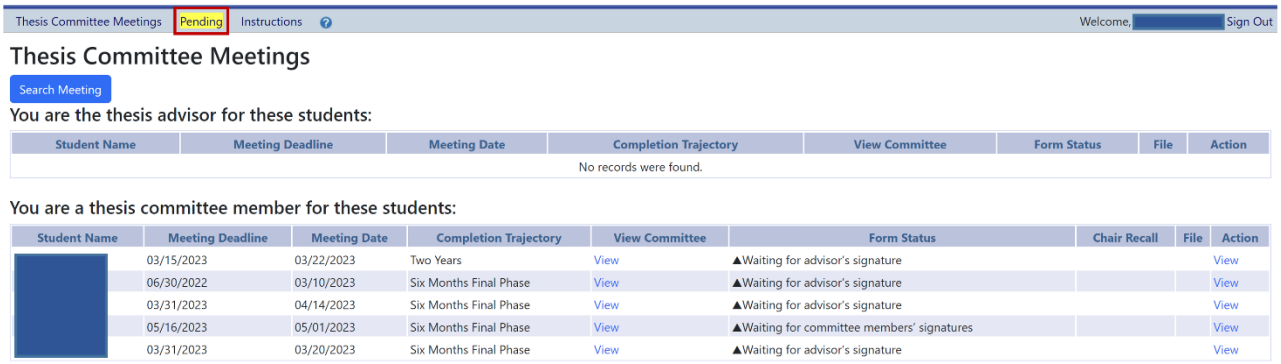
d. Search Tool

You can search for a meetng by clicking the "Search Meeting" button at the top right side of the "Thesis Committee Meetings" page or the "Pending" page.



2. Pending Tab

The Pending Tab on the main menu is organized the same way as the "Thesis Committee Meetings" tab but it only lists meetings that have *not* been completed. Meetings with Form Status "Form Completed, cannot be edited" are *not* displayed under the Pending Tab.



3. Instructions and "?" Tabs

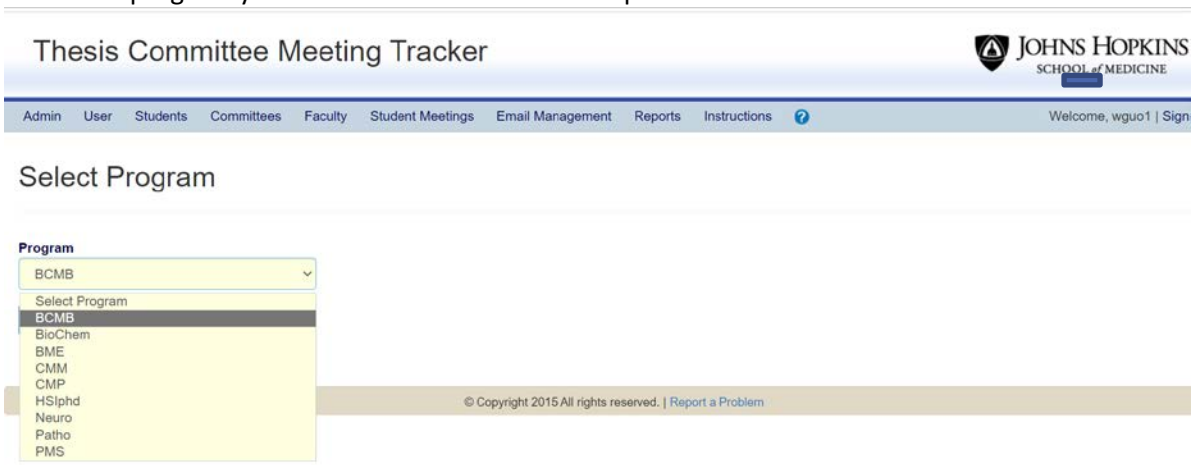
See Instructions section above.

G. Administrator Portal

Program administrators have access to the thesis committee meetings of all students in their program. The available tabs are described below.

1. Admin Tab

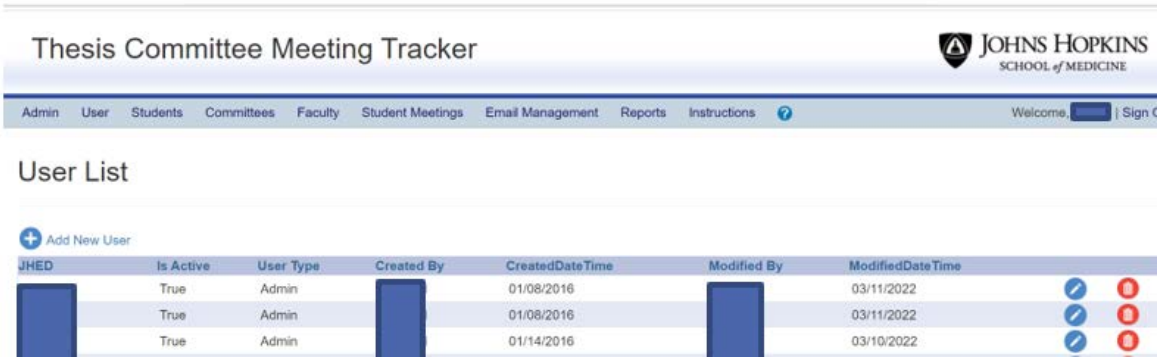
Select the program you want to access from the dropdown menu:



2. User Tab

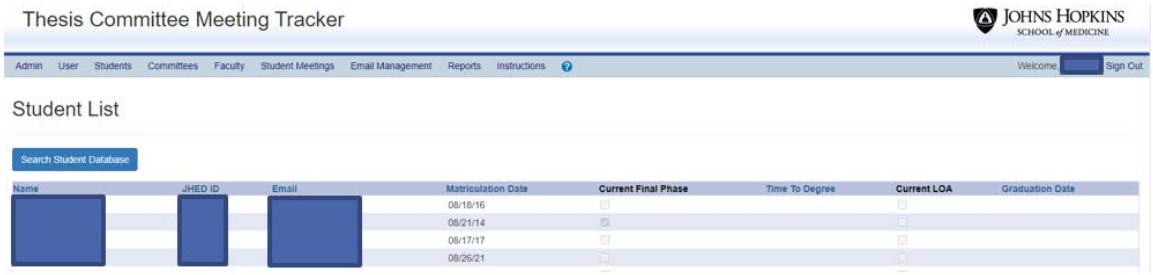
Users who log in as Administrators can manage *administrative* access for their program under the "User" tab.

- All administrators with access to the specific program are listed here.
- Administrators can add, edit or delete an admin user.
- *Administrators who do NOT wish to receive automated emails, can remove their email addresses from their record under this tab.*



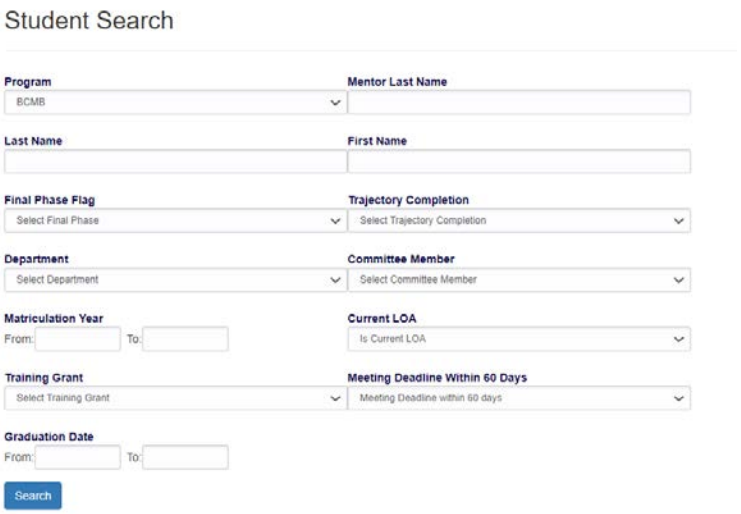
3. Students Tab

Administrators can see a list of all students in their program:



a. Student Search

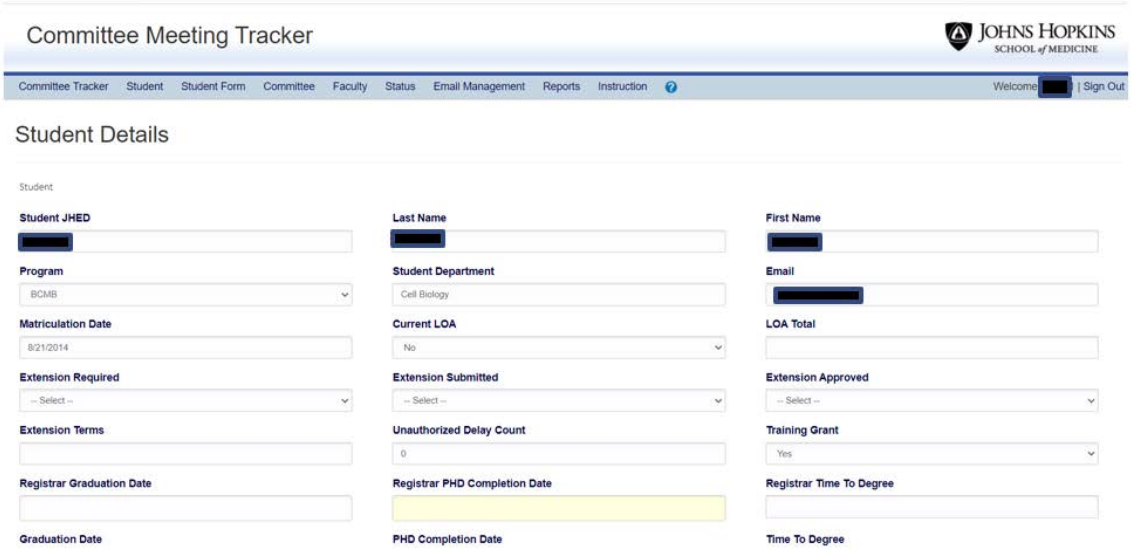
The "Search Student Database" button allows for searches based on different criteria:



b. Individual Student Record

Individual student records can be accessed by clicking on the student name.

Student Details



Several of the fields under the "Student Details" section are populated by data from the SIS database and cannot be edited. If you see errors in any of these fields, you will need to have them corrected in SIS.

For fields that *can* be edited, you will be able to type in the textbox and click the Save button to save your edits.

Student Committee Meetings

The committee meetings for a particular student are listed below the "Student Details" section.

Each listed meeting has the following information:

- Meeting Date is to be added by the student, but the administrator also has access to add a date.
- Meeting Type indicates when the meeting takes place relative to the student's year of study (e.g., 2nd Year meeting)
- Meeting Deadline. The first deadline is manually added by the program administrator. Subsequent deadlines are generated automatically after the first meeting date is generated. The administrator can modify a deadline before a meeting occurs.

- Status refers to the stage of completion of the specific form. There are 6 options, as described in the "Form Status" section above. You can access the form by clicking on the form status.
- "IDP Complete" and "IDP Complete Date" are populated from the Meeting Form entries on these questions.
- *IDP Email Needed – this is old functionality and has not been updated yet for this system.*

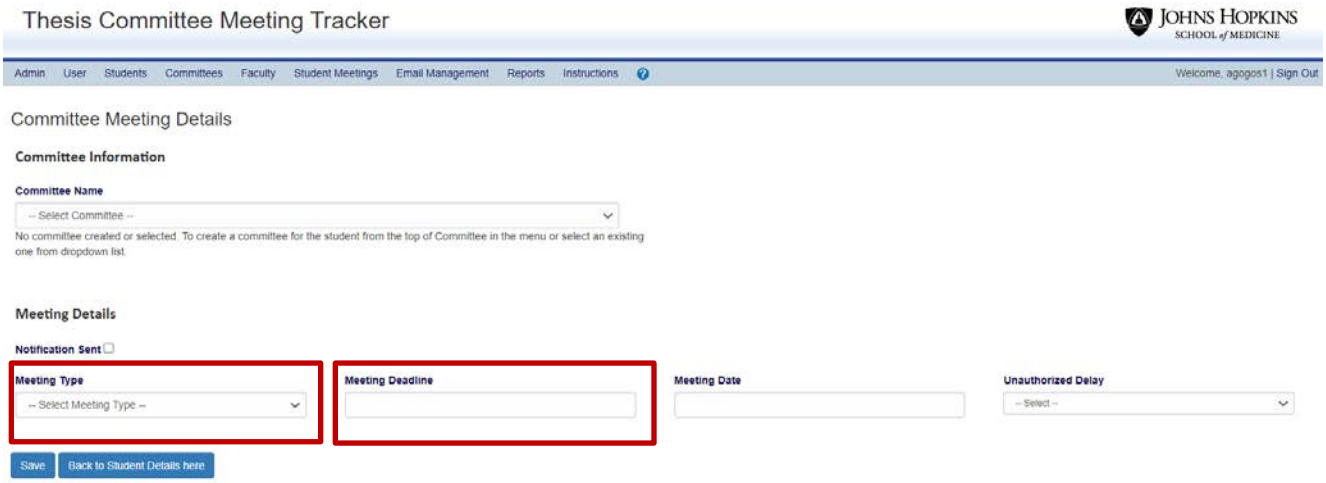
CREATING A NEW MEETING

Administrators are the only users who can create a new meeting ***by providing a deadline***. Students can add information to *existing* meetings, but they cannot create a meeting.

Before attempting to create a meeting, make sure that the student's thesis advisor is listed under "Student Details." If the advisor is not listed, you will have to add them in SIS before proceeding.

****Administrators must create the first meeting deadline for the student.****

- Click on the "Add New" link:



- Select a "Meeting Type" from the drop-down menu and
- Add a "Meeting Deadline"
- Save

The student will see this newly created meeting when they log in, and they will be able to add the committee and actual meeting date. If needed, administrators can also add the committee and the actual meeting date.

The "Unauthorized Delay" field in the above screenshot, automatically switches to Yes when the Meeting Date is after the Meeting Deadline. The number of Unauthorized Delays is also shown under 'Student Details."

AUTOMATICALLY GENERATED MEETINGS

After the first student meeting date is entered, the database automatically generates subsequent meeting deadlines based on the program's requirements, for the next 3 years (for example, 3 subsequent annual meeting deadlines or 6 subsequent semi-annual meeting deadlines):

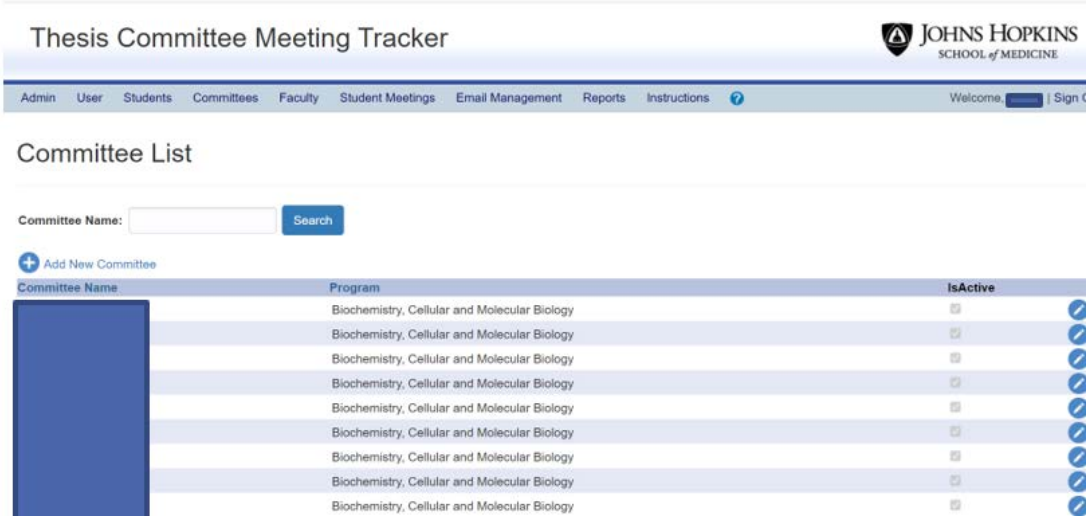
- Automatically generated deadlines can be modified by the administrator
- Additional deadlines can be created by the administrator

EDITING EXISTING MEETINGS

Administrators can edit meeting information (e.g., change the assigned committee or change the meeting deadline or meeting date) up to the point the committee chair edits and saves the form. After the form is edited and saved, the meeting information cannot be changed.

4. Committees Tab

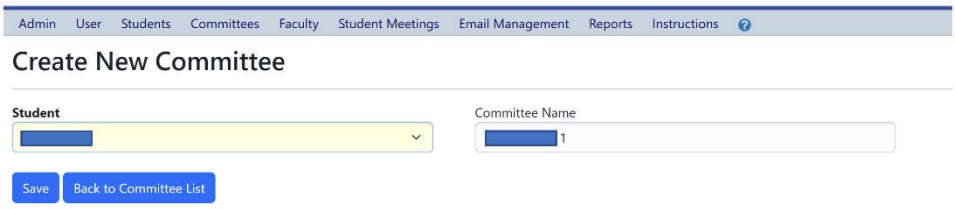
Administrators can view all the committees created by the students and they can also edit existing committees or create new committees for specific students, if needed.



a. Create Committees

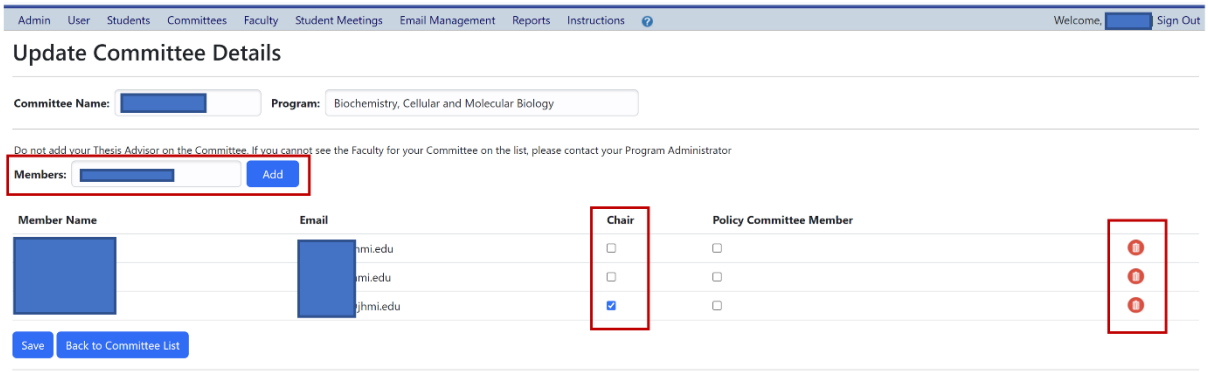
The system is designed for the students to create their committees. However, administrators also have access to do so. You can create a committee by selecting the "Add New Committee" button on the main Committees page (see screenshot above).

Select a student from the dropdown list. The Committee Name is populated automatically: [Student Last Name], [Student Last Name], committee Number. If there are no other committees in the system for this student, the number will be 1.



After saving the committee name, you will be able to add faculty from a dropdown menu. Faculty names are listed alphabetically.

- Select the faculty name and click on the "Add" button to add them on the list.
- Make sure to indicate which faculty member will serve as a chair by selecting the check box under the "Chair" column. **This is required.**
- If applicable for your program, you can indicate which faculty member will serve as a policy committee member.
- If you make a mistake, you can use the red trash bin button to remove a member.
- Click Save when you are done.



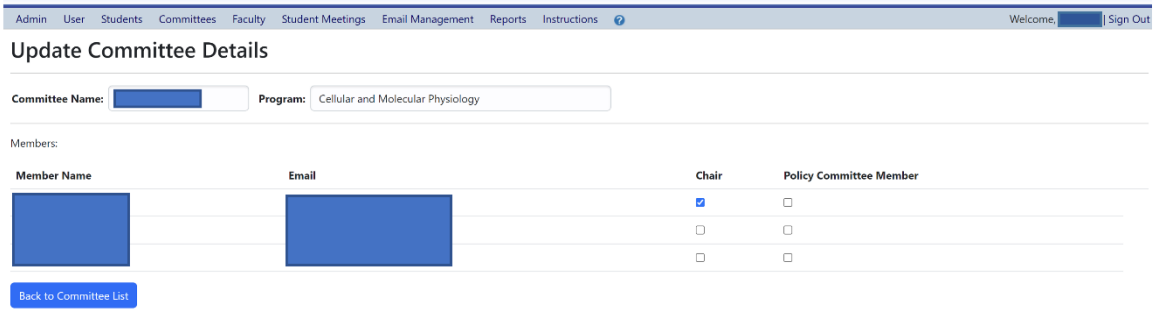
If the faculty member you are looking for is not listed in the dropdown menu, review the "How to update faculty information" section below.

b. Review or Edit Committees

To view the details of a committee, go to your Committees Tab, look for the committee name on the list, and click on the committee name. The committees are listed by the date they were created (most recent at the top). You can also use the Search tool at the top of the page.

i. If the committee has not yet been assigned to a meeting or if the committee has been assigned to a meeting but the Chair has not yet made edits and saved the form, then the administrator can make the following edits:
   - Add or remove a committee member
   - Change the Chair assignment (and the Policy Committee Member assignment, if applicable)

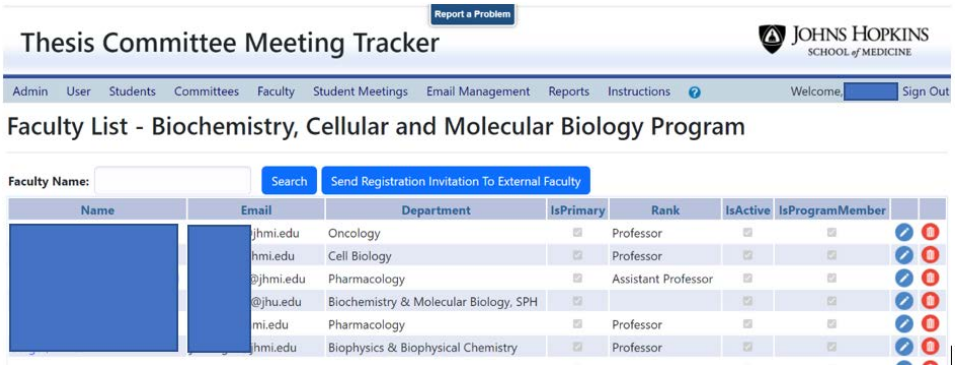
ii. If the committee has been assigned to any meeting that has started (i.e., the Chair has made edits and saved the meeting form), then the committee cannot be edited (there is no Dropdown of faculty or a Save button):



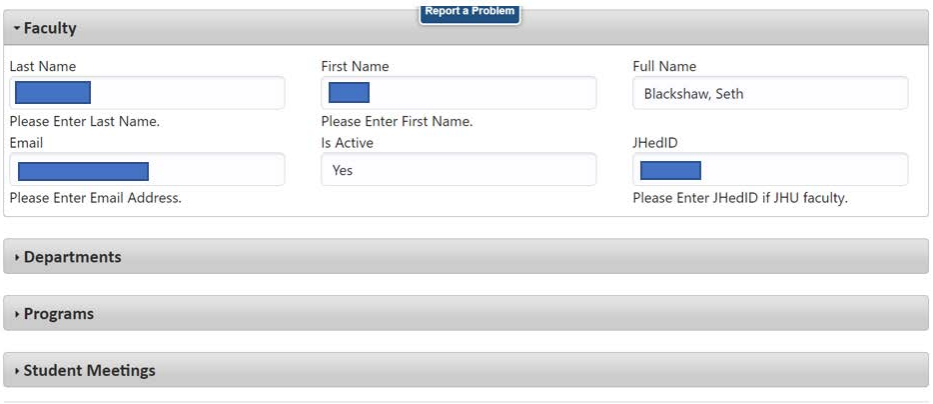
5. Faculty Tab

This page lists all faculty in the database. Faculty records are shared by all graduate programs. You can search for faculty by last name and you can sort the view by clicking on any of the headers.

The information you see in this tab is the same for all programs ***EXCEPT*** for the "IsProgramMember" column. The "IsProgramMember" column is specific to your program: the box is checked only for faculty who are listed as your program's members in New Innovations.



Administrators can view details of the faculty record by clicking on the faculty name in the above screenshot. The faculty record includes different sections showing their department information, program memberships and student meetings



a. How to update faculty information

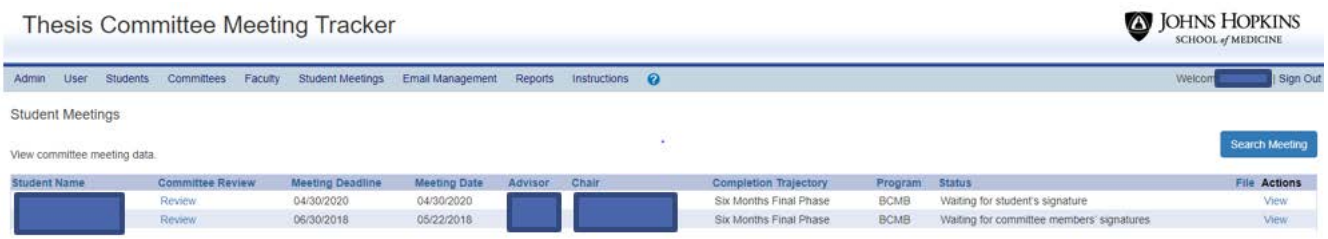
i. Faculty Details come from other SOM databases, when the data is available. Administrators will NOT be able to edit the fields directly.
   - Advisor information comes from SIS. If a student is assigned no advisor or the wrong advisor, please make sure that the information in correct in SIS and then wait for the overnight feed to update the information in the committee meeting tracker. If the error persists, then contact tech support.
   - Program membership information comes from New Innovations. If there is an error in your program membership, please make sure that the information in your Master Faculty List in New Innovations is correct and then wait for the overnight feed to update the information in the committee meeting tracker. If the error persists, then contact tech support.

ii. If a *Hopkins* faculty member is missing from the faculty list and this person is NOT a member of your program (i.e., you cannot add them to your Master Faculty list), then contact tech support.

iii. If you identify any other errors in a faculty record, please contact tech support.

6. Student Meetings Tab

Administrators can see a list of meetings for all students in their program:



For each listed meeting (row on the table) the administrator can see basic information: Student Name, Meeting Deadline, Meeting Date, Advisor Name, Chair Name, Completion Trajectory, Program Name, Form Status, and any Actions they may need to take. Administrators can sort the information by clicking on a column header.
There may be multiple pages of listed meeting. Click the number or the ">" sign under the listing to view data on the next pages.

a. "Committee Review" Column

Administrators can review the committee membership and roles by clicking "Review" from each record. See section above on the "Committee Tab" for details on how and when an administrator can edit a committee.

b. "File" Column

This column applies only to programs that used an earlier version of the thesis committee tracker database to upload PDF files. In these cases, the uploaded files will be accessible under this column.

c. "Action" Column

The only action available for administrators is the "View" the thesis committee form; they do not have access to edit or to sign the form. The form can be exported as a PDF file, as described above.

d. Search Tool

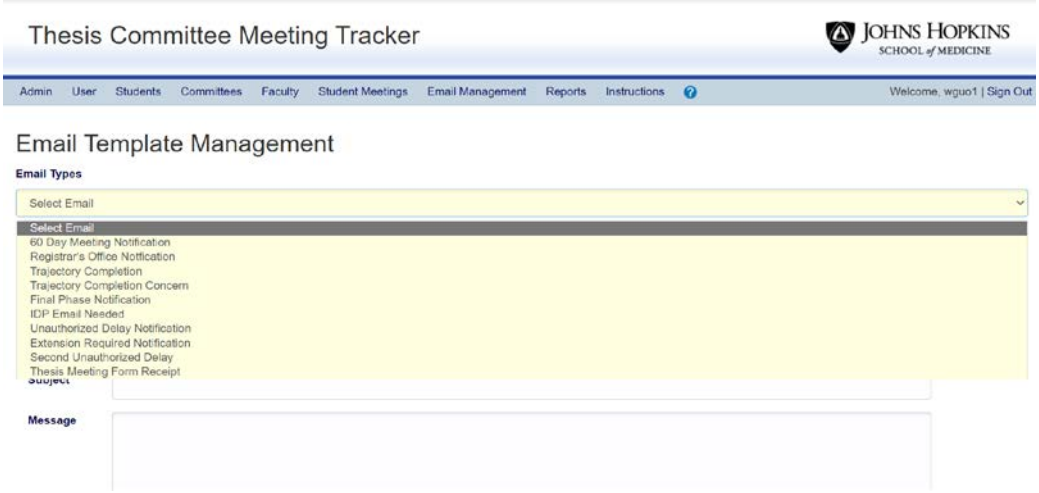
You can search for a meetng by clicking the "Search Meeting" button at the top right side of the "Student Meetings" page:

7. Email Management Tab

Administrators can create emails for students, advisors and committee members on different topics. These are different from the emails that are sent automatically as part of completing the thesis form. There are two sub-functions:

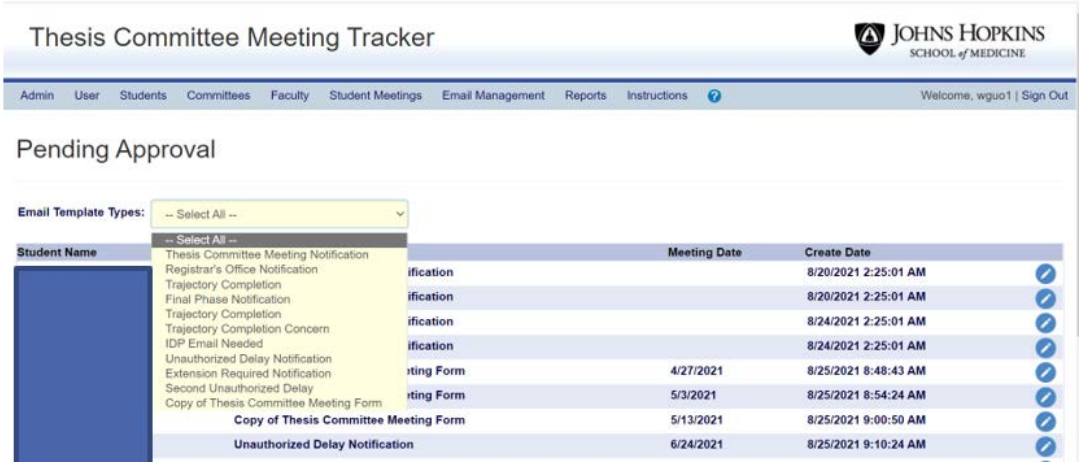
a. Email Template Management

Administrative users can have templates for different types of emails that they regularly send out to students. The content of the templates can be edited as needed.

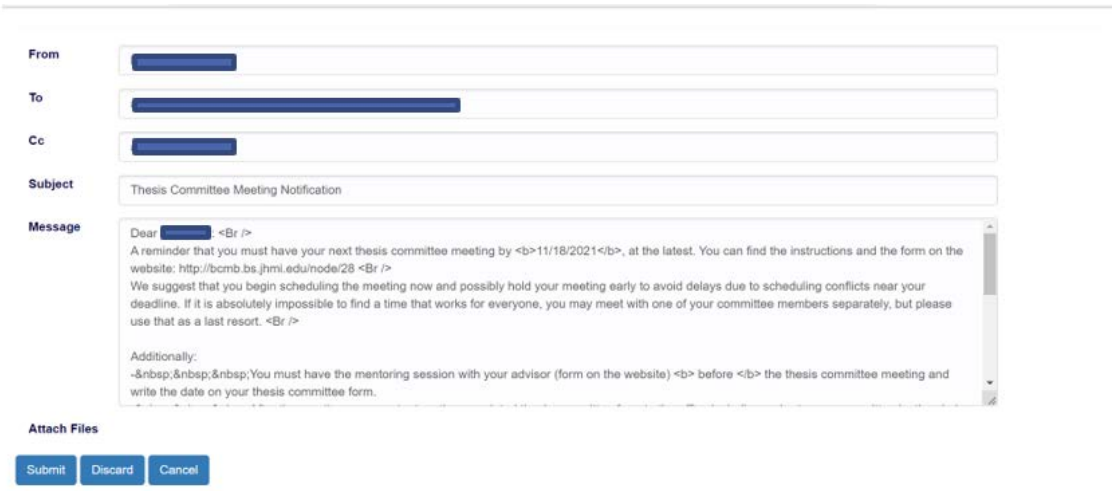


b. Pending Email Approval

The database can generate automated emails of different types that the administrator can review and approve before sending.



An example of an email type is the “Thesis Committee Meeting Notification” that can be sent to the student the thesis advisor to alert them of an upcoming deadline. The administrator can review and edit the email content and click the “Submit” button when ready to send the email.



8. Reports Tab

Administrators are able to generate and export reports through this tab. Currently there are three available reports:

a. Data from the thesis committee form
b. Faculty participation in meetings
c. Student data combined with individual meeting outcomes

9. Instructions and "?" Tabs

See Instructions section above.

H.Technical support

If you have any questions, please contact your graduate program administrator. For technical issues that require assistance, the program administrator should contact OIT through the "Report a Problem button" (shown at the top of each page) or through the Service Desk Portal.