

# THESIS COMMITTEE MEETING TRACKER ONLINE APPLICATION USER GUIDE



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Johns Hopkins University

School of Medicine

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# Table of Contents

<b>A. Getting Started</b> .....	3
1. User Access.....	3
2. JHED Login .....	5
3. External User Account.....	5
a. Registration .....	5
b. Forgot Password.....	6
<b>B. Process Overview</b> .....	7
<b>C. Instructions</b> .....	8
<b>D. Thesis Committee Form</b> .....	9
1. Form Sections.....	9
2. Form Status .....	14
3. Export as PDF .....	14
<b>E. Student Portal</b> .....	14
1. My Meetings Tab.....	14
a. Editing a Meeting .....	15
b. View/Sign the Meeting Form .....	16
2. My Committees Tab .....	17
a. Create a New Committee .....	17
b. Editing Committees.....	19
c. Deactivating Committees.....	19
3. Instructions Tab.....	20
<b>F. Committee Member and Advisor Portal</b> .....	20
1. Thesis Committee Meetings Tab.....	20
a. “View Committee” Column .....	21
b. “Action” Column.....	22
c. “Chair Recall” Column .....	23
d. Search Tool.....	23
2. Pending Tab.....	23
3. Instructions Tab.....	24
<b>G. Administrator Portal</b> .....	24
1. Admin Tab .....	24
2. User Tab .....	24

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3. Students Tab.....	25
a. Student Search .....	25
b. Individual Student Record .....	26
4. Committees Tab .....	28
a. Create Committees .....	29
b. Review, Edit, or Deactivate Committees.....	30
5. Faculty Tab .....	31
a. How to update faculty information.....	32
6. Student Meetings Tab .....	32
a. Student Meetings .....	32
b. Create Meeting Deadlines.....	33
7. Manage Email Templates Tab .....	35
8. Reports Tab .....	36
9. Instructions Tab.....	37
<b>H. Technical support .....</b>	<b>37</b>

## A. Getting Started

### 1. User Access

To start, navigate to the PhD Student Academic Progress Tools application using the URL:  
<https://tcform.jhmi.edu/>

Best viewed in Chrome, Edge, Firefox, or Opera.  
Safari is currently not supported.

**Login With JHU ID**

- Student**
- Advisor or Committee Member**
- Admin**

Login

If you have a JHU ID, but you cannot login, please contact your program administrator.

If you are not affiliated with JHU and need to log in with your external account [click here](#).

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** - Advisors or Committee members internal to the Johns Hopkins University who have a JHED ID
- **External Faculty User** - Committee members external to the Johns Hopkins University who do not have a JHED ID

To access the log in page, **users with JHED ID** will select what type of user they are and click “Login.” **External users** will select the blue “click here” link at the bottom.

Once you are logged in, select the Thesis Committee Tracker option on the right. **Please note, external users will not see both options (i.e. the IDP Forms option is not available to them), and instead will be automatically logged into the Thesis Committee Tracker.**

Forms and information on Students' Annual Academic Progress and Professional Development Plans (aka IDPs)

IDP Forms >>

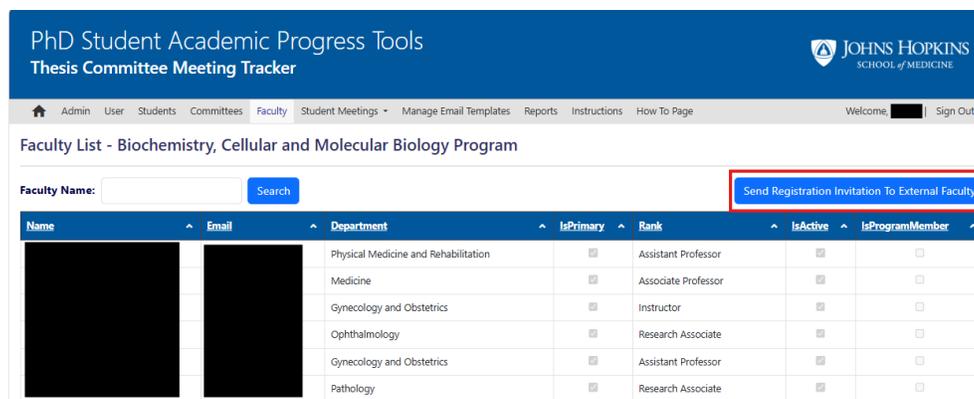
Forms and Information on Students' Thesis Committee Meetings

Thesis Committee Tracker >>

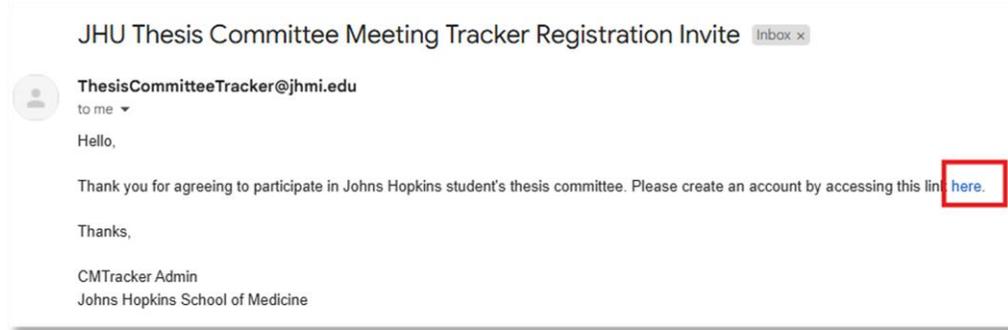
## 2. External User Account

### a. Registration

- Committee Members who do **not** have a JHED ID are required to register as an external user.
- 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 have your program administrator [Report a Problem](#) to have them added with their Hopkins account.

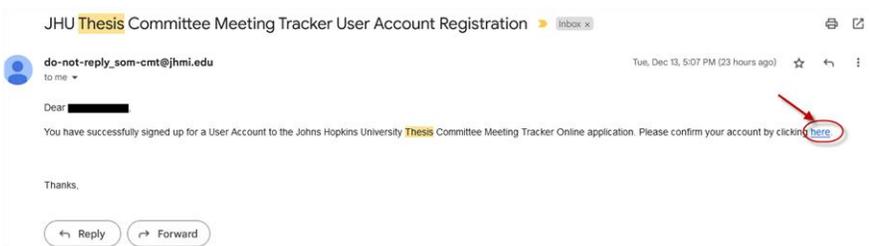


- External users will receive an email invite with a link to a registration form:



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

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.



## 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.

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**Forgot your password?**

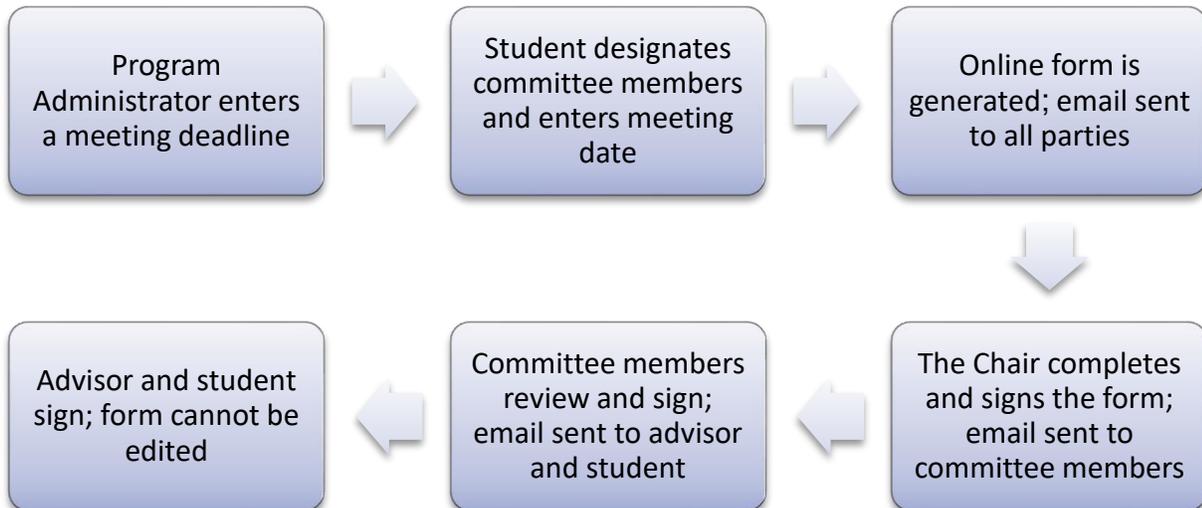
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Enter your User Name.

**User Name**

## 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 creates their committee.** Prior to creating a committee in this application, the student in consultation with their thesis advisor and in accordance with their program's guidelines, invites faculty members to serve on their thesis committee. After confirming the faculty members' participation, the student creates a committee inside the application by selecting faculty from a list and indicating who will be the chair.

- 
4. **The student enters the meeting information.** The student arranges and schedules their meeting (outside this application) based on the above deadline. Then the student logs in the system, identifies 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.**
  5. 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. 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 anytime before the student signs.
  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**).

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

## C. Instructions

The “Instructions” tab on the top navigation menu is 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

## 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.

## PhD Thesis Committee Meeting Form

*Click on the different sections below to expand or collapse. Make sure to complete all sections.*

[Back to List](#)

[Expand All](#)

**Read-only View.**

▸ Student Information

▸ IDP/Annual Academic Progress and Professional Development

▸ Thesis Proposal

▸ Thesis Project

▸ Professional Development and Career Goals

▸ Student's Overall Progress and Next Steps

▸ Signatures

[Back to List](#)

**Read-only View.**

The listed section titles can be clicked to toggle the display to easily review the content. Alternatively, you can select "Expand All". The following screenshots show the contents of each section.

## PhD Thesis Committee Meeting Form

Click on the different sections below to expand or collapse. Make sure to complete all sections.

[Back to List](#)

[Collapse All](#)

**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.

<b>Student First Name</b>	<b>Student Last Name</b>	<b>Advisor Last Name</b>	<b>Advisor First Name</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Matriculation Year</b>	<b>Meeting Date</b>	<b>Number of Previous Meetings</b>	<b>PhD Program</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.  
[\(View Rubric\)](#)

Items	Strong	Satisfactory	Needs Work	Not Discussed
Familiarity with literature in the area of study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Critical thinking in discussion of hypotheses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rigor of experimental design	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appropriateness of data management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rigor of data analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clarity and organization of the presentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Feasibility of student's proposed research activities and timeline for the next year	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide specific comments on the student's current progress on their thesis project and refer to the above ratings as appropriate.

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 thesis project goals to be achieved before writing the dissertation.

Please provide feedback to the student regarding their presentation skills.

Professional Development and Career Goals

The student should share with the committee any professional development activities they engaged in in the past year (e.g., workshops, presentations, publications, career exploration/preparation).

Please indicate the level of the student's engagement in professional development and career exploration activities, based on the stage of their graduate studies. [\(View Rubric\)](#)

Items	Strong	Satisfactory	Needs Work	Not Discussed
Activities to develop writing skills, (for example, wrote fellowship applications, reviews, or articles)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Activities to develop presentation skills (for example, poster or oral presentations at Hopkins or conferences)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Activities to learn more about career opportunities in their field of study	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preparation for next career steps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide recommendations that will help the student advance their professional development and career exploration/preparation plan; refer to the above ratings as appropriate; and clearly indicate the goals to be achieved by the next meeting. If the student is in the final phase of their studies, please identify any remaining professional development goals to be achieved.

Student's Overall Progress and Next Steps

Please select the statement that best characterizes the student's overall progress, considering their stage of training. [\(View Rubric\)](#)

a. The student has made exceptional progress.  
 b. The student has made good progress.  
 c. The student has made some progress, but more can be accomplished. The student would benefit from additional oversight.  
 d. There are concerns regarding the trajectory or the thesis project. If this is selected, the student and thesis advisor must meet with the program director to discuss next steps in supporting the student.

You may use this textbox to elaborate on the above rating. If you selected c or d, please outline the steps that need to be taken.

The student is on trajectory for completion in:

6 months or less  
  More than 6 months but less than a year  
  More than a year but less than 2 years  
  More than 2 years

Signatures

Signatures of Committee Members

Names and signatures of Committee Members present

<b>Committee Chair</b>	<b>Chair Signature</b>
<input type="text"/>	<input type="text"/>
<b>Committee Member</b>	<b>Member Signature</b>
<input type="text"/>	<input type="text"/>

Signature of Advisor and Student

Names and signatures of Advisor and Student

<b>Advisor</b>	<b>Advisor Signature:</b>
<input type="text"/>	<input type="text"/>
<b>Student</b>	<b>Student Signature:</b>
<input type="text"/>	<input type="text"/>

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## 2. Form Status

The Committee Meeting form has eight (8) 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:

- 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
- Pdf Form Completed
- No Pdf Form

The “Pdf Form Completed” and “No Pdf Form” status are not active. These were used during a previous iteration, prior to the creation of the online form.

## 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:

The screenshot shows the top of a form titled "PhD Thesis Committee Meeting Form". Below the title is a teal bar with the instruction: "Click on the different sections below to expand or collapse. Make sure to complete all sections." At the bottom left, there is a blue "Back to List" button and the text "Read-only View." in red. At the bottom right, there is a blue "Convert Form to PDF" button (highlighted with a red box) and a light blue "Expand All" button.

## 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 Meetings Tab

This page displays all the student’s meetings: past meetings, meetings that are in progress, and future meetings. For each listed meeting (row on the table) the student can see basic information: Meeting Deadline, Meeting

Date, Committee Information, Completion Trajectory, Form Status, and any Actions they may need to take. Students can sort the information on the table by clicking on a column header.

Committee Meeting(s)

On this page you can review forms of existing meetings, or you can create forms for upcoming meetings by adding the meeting date and committee information. To create a form for an upcoming meeting:

1. Select the appropriate meeting deadline below. If you do not see a deadline for an upcoming meeting, contact your program administrator.
2. Click the Edit button next to the appropriate deadline.
3. If there is no Edit button for a particular meeting, that means that the form for that meeting is already in use and the meeting information cannot be changed. You can View the data on the form.

*If you do not have a committee set up, you cannot create a meeting form. You must first go to the "My Committees" Tab, to confirm that your committee already exists in the system, or to create a new committee.*

Edit	Meeting Deadline	Meeting Date	Committee	Completion Trajectory	Form Status	File	View/Sign
	04/30/2025	03/26/2025	[Redacted] 1	More Than Two Years	Form Completed, cannot be edited.		<a href="#">View</a>
<a href="#">Edit</a>	04/30/2026	05/21/2025	[Redacted] 2		Not started		<a href="#">View</a>
<a href="#">Edit</a>	04/30/2027				Not started		
<a href="#">Edit</a>	04/30/2028				Not started		

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:

My Meetings My Committees Instructions How To Page Welcome [redacted] Sign Out

### Edit Committee Meeting

1. Choose the appropriate committee from the dropdown menu. If your committee is not listed, must first go to the "my Committees" tab to create your new committee.
2. Add the date of your meeting.
3. Click save button. This action will generate the form for this meeting, making it available for the Committee, the Advisor and the Student to view, and for the Committee Chair to edit.

**Meeting Deadline**  
04/30/2026

**Advisor** If this is not your current advisor, please ask your program administrator to correct the error in SIS before you enter your meeting information below.  
[redacted]

**Committee**  
[redacted]

**Members**

Last Name	First Name	Email	Is Chair?	Policy Committee Member
[redacted]	[redacted]	[redacted]	<input type="checkbox"/>	<input type="checkbox"/>
[redacted]	[redacted]	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Meeting Date**  
05/21/2025

Save Back to List

- 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.
- 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.**
- 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.

▼ Signature of Advisor and Student

Names and signatures of Advisor and Student

<p><b>Advisor</b></p> <div style="background-color: black; width: 100px; height: 20px; margin-bottom: 5px;"></div>	<p><b>Advisor Signature:</b></p> <div style="background-color: black; width: 100px; height: 20px; margin-bottom: 5px;"></div>
<p><b>Student</b></p> <div style="background-color: black; width: 100px; height: 20px; margin-bottom: 5px;"></div>	<p><b>Student Signature:</b></p> <div style="background-color: black; width: 100px; height: 20px; margin-bottom: 5px;"></div>

## 2. My Committees Tab

The “My Committees” section provides Student users with the capability to create new, edit, or review existing Committees.

PhD Student Academic Progress Tools JOHNS HOPKINS SCHOOL of MEDICINE

**Thesis Committee Meeting Tracker**

[Home](#)
[My Meetings](#)
[My Committees](#)
[Instructions](#)
[How To Page](#)
Welcome, [redacted] | [Sign Out](#)

### Committee List

- You can use the “Add New Committee” button to create a committee.
- Make sure to review the Committee memberships and roles (e.g., who the Chair is), before assigning a Committee to a meeting.
- If a Committee has already been assigned to a meeting that is in progress or completed, then you cannot edit the Committee information.

Add New Committee

Committee Name	Program	IsActive	Action
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>

### a. Create a New Committee

Students can create a new committee 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’s name and graduate program are correct, and click Save.
- iii. After saving the new committee’s name, you will be able to add faculty from a dropdown menu or the Search box.

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

- Select the Faculty name and click on the “Add” button to add them on the list. You may use either the dropdown list on the left, or the search box on the right to identify and add the faculty members.
- Do NOT add your thesis advisor(s). By design, your advisor(s) are excluded from the list of faculty who can be added to your committee, because advisors are added separately to all

their students' meetings. If you see your advisor's name in the faculty list, notify your program administrator to request that the error is corrected.

- Make sure to indicate which faculty member will serve as a chair by selecting the check box under the "Chair" column. **This is required.** Please make sure to first confirm that the faculty member agrees to serve as a Chair before designating them as such.
- If applicable for your program, you may indicate which faculty member will serve as a policy committee representative.
- **If the faculty member you are looking for is not listed in the dropdown menu or search box, contact your program administrator.**

## b. Editing Committees

You can review existing committees by clicking on the committee's 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:

- 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.
- 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):

Update Committee Details

Committee Name: [Redacted] Program: Biochemistry, Cellular and Molecular Biology

Members:

Member Name	Email	Chair	Policy Committee Member
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>

[Back to Committee List](#)

## c. Deactivating Committees

Deactivating a committee is only possible 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. **Please note, this should only be used if a committee was created by mistake and a new committee is not needed. If a new committee is needed, then please edit the committee to the correct**

**members rather than deactivate it.** To deactivate a committee, you will select the “Deactivate” link next to the committee you’d like to remove from view.

Committee List

- You can use the “Add New Committee” button to create a committee.
- Make sure to review the Committee memberships and roles (e.g., who the Chair is), before assigning a Committee to a meeting.
- If a Committee has already been assigned to a meeting that is in progress or completed, then you cannot edit the Committee information.

Add New Committee

Committee Name	Program	IsActive	Action
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Deactivate</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>

### 3. Instructions Tab

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.

### 1. Thesis Committee Meetings Tab

This page has two sections:

- Meeting Search: You can search for a meeting by clicking the “Search Meeting” button at the top left side of the “Thesis Committee Meetings” tab.
- Meeting List: There are two lists.
  - The top list 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 list will have no records.
  - The bottom list shows the meetings of students for whom the faculty member is a **thesis committee member (including chair)**.

The screenshot shows the 'Thesis Committee Meeting Tracker' interface. At the top, there's a navigation bar with 'Thesis Committee Meetings', 'Pending', 'Instructions', and 'How To Page'. A search section allows filtering by Program, Student, Meeting Date From, Meeting Date To, and Form Status. Below this, two tables are displayed. The first table, 'You are the thesis advisor for these students:', has columns: Student Name, Meeting Deadline, Meeting Date, Completion Trajectory, View Committee, Program, Form Status, File, and Action. It shows two meetings for a student, both with a 'More Than Two Years' completion trajectory and 'Biochemistry, Cellular and Molecular Biology' program. The second table, 'You are a thesis committee member for these students:', has the same columns plus 'Chair Recall'. It shows two meetings for a student, with completion trajectories of 'Six Months Final Phase' and 'One Year', both for the 'Biochemistry, Cellular and Molecular Biology' program.

**Students from different programs will be shown together in these lists. Column “Program” indicates the student’s graduate program.**

Each list 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. By default, this list includes only current students. Only a program administrator will be able to view forms for students who have graduated.

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.

**Note that the “File” column does not apply to current forms; it applies only to programs that used this system prior to 9/23 and uploaded PDF files of meeting forms.**

#### a. “View Committee” Column

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

Thesis Committee Meetings Pending Instructions How To Page Welcome: [redacted] Sign Out

### Update Committee Details

Committee Name: Bayyat, Zaid 2 Program: Biochemistry, Cellular and Molecular Biology

Member Name	Email	Chair	Policy Committee Member
[redacted]	[redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

[Back to Meeting List](#)

## b. “Action” Column

The action you can take under “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.
- “IDP Complete” and “IDP Complete Date” are populated automatically from the IDP forms. If the student completed at least one IDP, the latest date of their IDP will show up automatically on the Thesis Committee Meeting Form. The Chair will still be able to edit the IDP date on 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. It is advisable to save the form while making edits.
- After completing the form, the Chair signs and submits it by using the Submit button at the bottom of the form.
- After the Chair submits the form, the 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, the advisor, and the student 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, signs, and submits the form, your prompt under the “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 “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 submit the form and before the student signs.

## 2. Pending Tab

The Pending Tab on the main menu is similar to the “[Thesis Committee Meetings](#)” tab but it only lists meetings that have *not* been completed, including meetings with Form Status “Not started”. Meetings with Form Status “Form Completed, cannot be edited” are *not* displayed under the Pending Tab.

PhD Student Academic Progress Tools  
Thesis Committee Meeting Tracker

Home Thesis Committee Meetings **Pending** Instructions How To Page Welcome, [redacted] Sign Out

### Thesis Committee Meetings

[Search Meeting](#)

You are the thesis advisor for these students:

Student Name	Meeting Deadline	Meeting Date	Program Name	Completion Trajectory	View Committee	Form Status	File	Action
--------------	------------------	--------------	--------------	-----------------------	----------------	-------------	------	--------

You are a thesis committee member for these students:

Student Name	Meeting Deadline	Meeting Date	Program Name	Completion Trajectory	View Committee	Form Status	Chair Recall	File	Action
[redacted]	04/30/2026	04/14/2026	Biochemistry, Cellular and Molecular Biology		<a href="#">View</a>	▲Not started			<a href="#">Edit/Sign</a>

### a. Search Tool

You can search for a meeting by clicking the “Search Meeting” button at the top left side of the “Pending” page.

### 3. Instructions Tab

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.

PhD Student Academic Progress Tools  
Thesis Committee Meeting Tracker

Admin User Students Committees Faculty Student Meetings Manage Email Templates Reports Instructions How To Page Welcome [redacted] Sign Out

User List

Add New User

JHED	Is Active	User Type	Created By	CreatedDateTime	Modified By	ModifiedDateTime		
[redacted]	True	Admin	[redacted]	01/08/2016	[redacted]	02/03/2025	Edit	Delete
[redacted]	True	Admin	[redacted]	01/08/2016	[redacted]	05/05/2023	Edit	Delete
[redacted]	False	Admin	[redacted]	01/14/2016	[redacted]	03/10/2022	Edit	Delete

### 3. Students Tab

Administrators can see a list of all current students in their program. The student information comes from SIS:

PhD Student Academic Progress Tools  
Thesis Committee Meeting Tracker

Admin User Students Committees Faculty Student Meetings Manage Email Templates Reports Instructions How To Page Welcome [redacted] Sign Out

Student List - Biochemistry, Cellular and Molecular Biology Program

Search Student Database

Name	JHED ID	Email	Matriculation Date	Current Final Phase	Time To Degree	Current LOA	Graduation Date
[redacted]	[redacted]	[redacted]	08/22/24	<input type="checkbox"/>		<input type="checkbox"/>	
[redacted]	[redacted]	[redacted]	08/22/24	<input type="checkbox"/>		<input type="checkbox"/>	
[redacted]	[redacted]	[redacted]	08/24/23	<input type="checkbox"/>		<input type="checkbox"/>	

#### a. Student Search

The “Search Student Database” button allows for searches based on different criteria and allows users to search for students who are current or have graduated:

Student Search

<b>Program</b> BCMB	<b>Mentor Last Name</b> [Text Box]
<b>Last Name</b> [Text Box]	<b>First Name</b> [Text Box]
<b>Final Phase Flag</b> Select Final Phase	<b>Trajectory Completion</b> Select Trajectory Completion
<b>Department</b> Select Department	<b>Committee Member</b> Select Committee Member
<b>Matriculation Year</b> From: [Text Box] To: [Text Box]	<b>Current LOA</b> Is Current LOA
<b>Training Grant</b> Select Training Grant	<b>Meeting Deadline Within 60 Days</b> Meeting Deadline within 60 days
<b>Graduation Date</b> From: [Text Box] To: [Text Box]	

## b. Individual Student Record

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

### Student Details

Student Details

Student

<b>Student JHED</b> [Text Box]	<b>Last Name</b> [Text Box]	<b>First Name</b> [Text Box]
<b>Program</b> BCMB	<b>Option</b> No Department	<b>Email</b> [Text Box]
<b>Matriculation Date</b> [Text Box]	<b>Current LOA</b> No	<b>LOA Total (days)</b> [Text Box]
<b>Unauthorized Delay Count</b> 0	<b>Training Grant</b> -- Select --	
<b>SIS Conferral Date</b> [Text Box]	<b>SIS PHD Completion Date</b> [Text Box]	
<b>Conferral Date</b> [Text Box]	<b>PHD Completion Date</b> [Text Box]	<b>Time To Degree (years) *</b> [Text Box]
<b>Final Phase</b> [Text Box]	<b>Current Final Phase</b> -- Select --	<b>Degree Earned</b> [Text Box]
<b>Thesis Seminar Date</b> [Text Box]	<b>Mentor Name</b> -- Select Faculty --	<b>Mentor Email</b> [Text Box]

**Notes/ Comments**  
[Text Area]

\*\*Time to Degree\* is calculated based on the "PHD Completion Date" entered by the program administrator. It calculates the number of days between the student's "Matriculation Date" and "PHD Completion Date," subtracts "LOA Total," divides by 365.25 (to better account for leap years), and is rounded to the nearest hundredth decimal place in years.

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.

Committee Meeting

Add New

Meeting Date	Meeting Type	Meeting Deadline	Form Status	IDP Complete	IDP Complete Date	Commit Meeting	Student Form
<a href="#">3/26/2024</a>	4th Year	4/30/2024	<a href="#">Form Completed, cannot be edited.</a>	True	3/14/2024		
<a href="#">4/22/2025</a>	5th Year	4/30/2025	<a href="#">Form Completed, cannot be edited.</a>	True	4/15/2025		
<a href="#">Setup Meeting Date</a>	6th Year 1	10/30/2025	Meeting Date not set			<a href="#">Delete Meeting</a>	
<a href="#">Setup Meeting Date</a>	6th Year 2	4/30/2026	Meeting Date not set			<a href="#">Delete Meeting</a>	
<a href="#">Setup Meeting Date</a>	7th Year 1	10/30/2026	Meeting Date not set			<a href="#">Delete Meeting</a>	
<a href="#">Setup Meeting Date</a>	7th Year 2	4/30/2027	Meeting Date not set			<a href="#">Delete Meeting</a>	

Back to List

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., 2<sup>nd</sup> Year meeting)
- Meeting Deadline. Deadlines are added by the program administrator, either individually or in batch (see section XXX). The administrator can modify a deadline before a meeting occurs.
- Status refers to the stage of completion of the specific form. There are 8 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 directly from IDP. If the student completed at least one IDP, the latest date of their IDP will show up automatically in this table and on the Meeting Form. The Chair will still be able to edit the IDP date on the form.
- Commit Meeting, which gives the option to "Delete Meeting" if the Chair hasn't edited and saved the form yet.

### 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 all the meeting deadlines for the students. They can create meetings either individually or in batch.**

To create one deadline for one 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.’

To learn how to create multiple meeting deadlines for multiple students at once, see section [Create Meeting Deadlines](#).

#### *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.

Please note, if the chair has not edited and saved the form yet, then it can only be deleted by selecting the “Delete Meeting” link in the [Committee Meeting](#) section on the Student Details page.

## 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.

PhD Student Academic Progress Tools  
Thesis Committee Meeting Tracker

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Admin User Students Committees Faculty Student Meetings Manage Email Templates Reports Instructions How To Page Welcome [redacted] Sign Out

### Committee List

Committee Name:  Search

Add New Committee

Committee Name	Program	IsActive	Action
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a>
[redacted]	Biochemistry, Cellular and Molecular Biology	<input checked="" type="checkbox"/>	<a href="#">Edit</a> <a href="#">Deactivate</a>

### 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.

Admin User Students Committees Faculty Student Meetings Manage Email Templates Reports Instructions How To Page

### Create New Committee

Student  Committee Name

Save Back to Committee List

After saving the committee name, you will be able to add faculty from a dropdown menu or the search box. 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 “Delete” link 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 or search box, review the [“How to update faculty information”](#) section below.

## b. Review, Edit, or Deactivate 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)
  - Deactivate a committee by selecting the “Deactivate” link on the Committee List (shown above). **Please note, this should only be used if a committee was created by mistake and a new committee is not needed. If a new committee is needed, then please edit the committee to the correct members rather than deactivate it.**
- 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 – see below). In this case, if the student needs to replace a member or change the chair for a future meeting, they need to create a new committee.

Admin User Students Committees Faculty Student Meetings Manage Email Templates Reports Instructions How To Page Welcome | Sign Out

### Update Committee Details

Committee Name: [Redacted] Program: Biochemistry, Cellular and Molecular Biology

Members:

Member Name	Email	Chair	Policy Committee Member
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>

[Back to Committee List](#)

## 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 SIS Cohorts.

PhD Student Academic Progress Tools  
Thesis Committee Meeting Tracker

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Admin User Students Committees Faculty Student Meetings Manage Email Templates Reports Instructions How To Page Welcome | Sign Out

### Faculty List - Biochemistry, Cellular and Molecular Biology Program

Faculty Name: [Redacted] [Search](#) [Send Registration Invitation To External Faculty](#)

Name	Email	Department	IsPrimary	Rank	IsActive	IsProgramMember
[Redacted]	[Redacted]	Physical Medicine and Rehabilitation	<input checked="" type="checkbox"/>	Assistant Professor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	Medicine	<input checked="" type="checkbox"/>	Associate Professor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	Gynecology and Obstetrics	<input checked="" type="checkbox"/>	Instructor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	Ophthalmology	<input checked="" type="checkbox"/>	Research Associate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	Gynecology and Obstetrics	<input checked="" type="checkbox"/>	Assistant Professor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[Redacted]	[Redacted]	Pathology	<input checked="" type="checkbox"/>	Research Associate	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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, overall memberships and meetings for students in your program.

The screenshot shows a web application interface for 'Faculty Details'. At the top, there is a navigation bar with links: Admin, User, Students, Committees, Faculty, Student Meetings, Manage Email Templates, Reports, Instructions, and How To Page. A user is logged in, indicated by 'Welcome [redacted] | Sign Out'. The main content area is titled 'Faculty Details' and contains a form with the following fields:

- Last Name:** [redacted]
- First Name:** [redacted]
- Full Name:** [redacted]
- Email:** [redacted]
- Is Active:** Yes (dropdown menu)
- JHedID/UserName:** [redacted]
- External Faculty:**

Below the form are three expandable sections: Departments, Programs, and Student Meetings. At the bottom left, there is a blue button labeled 'Back to Faculty List'.

## 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. Only *dissertation* advisors are imported from SIS into this system. If a student has more than one dissertation advisor, make sure they are both updated as such in SIS. If a student is assigned no advisor or the wrong advisor, please make sure that the information is corrected in SIS and then wait for the overnight feed to update the information in the thesis committee meeting tracker. If the error persists, then [Report a Problem](#).
- ii. Program membership information comes from SIS Cohorts. If there is an error in your program membership, please contact OGBE to request updates.
- iii. If a *Hopkins* faculty member is missing from the faculty list and this person is NOT a member of your program (i.e., they cannot be added to your program's SIS Cohort) , then [Report a Problem](#). If they are a member of your program, please contact OGBE to request that they are added to your program's SIS Cohort.
- iv. If an External faculty member is missing from the faculty list, please make sure that they do NOT have a JHED ID. If they have a JHED ID, please [Report a Problem](#) so that they add them with their Hopkins account. If they do not have a JHED ID, then you can [invite them](#) by clicking on the "Send Registration Invitation to External Faculty" link on the Faculty tab.
- v. If you identify any other errors in a faculty record, please [Report a Problem](#).

## 6. Student Meetings Tab

The Student Meetings tab has a drop down where you either select "Student Meetings" or "Create Meeting Deadlines."

### a. Student Meetings

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

PhD Student Academic Progress Tools  
Thesis Committee Meeting Tracker

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Admin User Students Committees Faculty Student Meetings Manage Email Templates Reports Instructions How To Page Welcome [Redacted] | Sign Out

Student Meetings

View committee meeting data.

Meeting Search

Program: --Select Program-- Student: --Select Student-- Meeting Date From: Meeting Date To: Form Status: --Select Form Status--

Search Meeting Clear All Filters

Meeting List

Edit Meeting	Committee Review	Meeting Deadline	Meeting Date	Advisor	Chair	Completion Trajectory	Program	Status	File	Action
[Redacted]	<a href="#">Review</a>	06/30/2018	06/06/2018	[Redacted]	[Redacted]	More Than Two Years	BCMB	Pdf Form Completed		
	<a href="#">Review</a>	06/06/2019	05/20/2019			More Than Two Years	BCMB	Pdf Form Completed		
	<a href="#">Review</a>	06/06/2020	06/05/2020				BCMB	Pdf Form Completed		

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.

- i. “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.
- ii. “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.
- iii. “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](#).
- iv. Search Tool: You can search for a meeting by applying filters and then selecting “Search Meeting” at the top of the page.

## b. Create Meeting Deadlines

Administrators can create batch meeting deadlines.

PhD Student Academic Progress Tools  
Thesis Committee Meeting Tracker

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Admin User Students Committees Faculty Student Meetings Manage Email Templates Reports Instructions How To Page Welcome Sign Out

### Create Meeting Deadlines

Biochemistry, Cellular and Molecular Biology

**How-To Create Multiple Deadlines**

1. Select the students for whom you would like to create deadlines.
2. Select a "Start Year Meeting Type" and a "End Year Meeting Type" to create deadlines for multiple years. Enter the "Start Year Deadline Date."
3. Click on "Show all Deadlines" to review the deadlines that will be created.
4. Click on "Setup Parameters" to see the list of students with their associated parameters.
5. Review the list of students. If you do not want to create deadlines for a particular student, you may uncheck the check box for this student under the "Create Deadlines" column.
6. Click on "Submit to Create" to create the deadlines. This button is not visible until after you "Setup Parameters."

**Student Selection**

Matriculation Year: --Select Year--  
Students: --Select Student--

Select Students Clear All Filters

**Deadlines Selection**

Start Year Meeting Type: --Select MeetingType--  
End Year Meeting Type: --Select MeetingType--  
Start Year Deadline Date: [ ]

Show all Deadlines Setup Parameters

**Student List:**

Student Name	Matriculation Date	Program	Existing Deadlines

The steps are listed on the page, and copied below:

- ii. Select the students for whom you would like to create deadlines.
- iii. Select a "Start Year Meeting Type" and a "End Year Meeting Type" to create deadlines for multiple years. Enter the "Start Year Deadline Date."

Admin User Students Committees Faculty Student Meetings Manage Email Templates Reports Instructions How To Page Welcome Sign Out

### Create Meeting Deadlines

Biochemistry, Cellular and Molecular Biology

**How-To Create Multiple Deadlines**

**Student Selection**

Matriculation Year: 2024  
Students: --Select Student--

Select Students Clear All Filters

**Deadlines Selection**

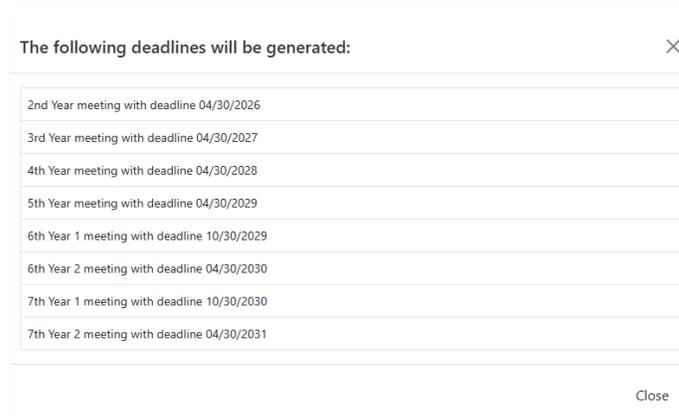
Start Year Meeting Type: 2nd Year  
End Year Meeting Type: 7th Year 2  
Start Year Deadline Date: 04/30/2026

Show all Deadlines Setup Parameters

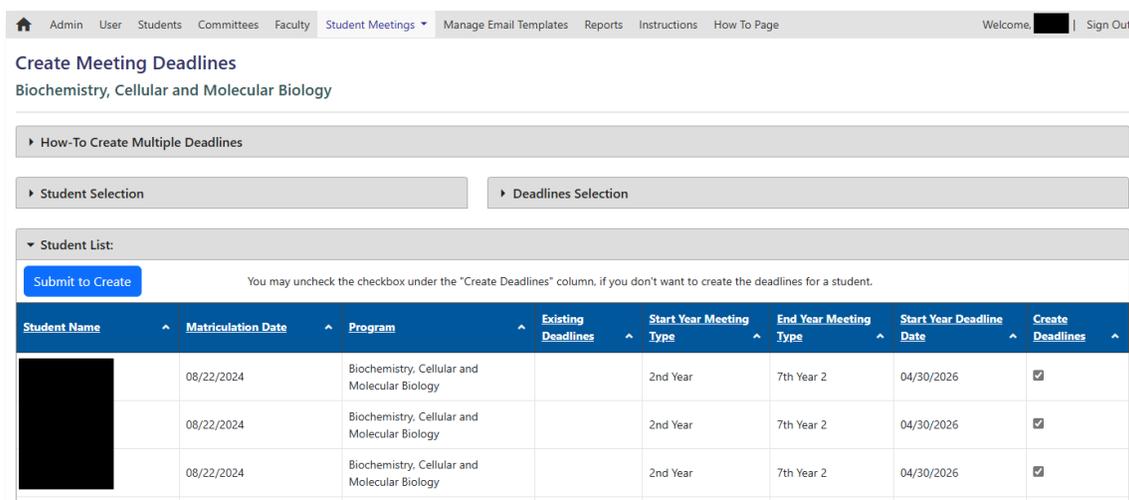
**Student List:**

Student Name	Matriculation Date	Program	Existing Deadlines
	08/22/2024	Biochemistry, Cellular and Molecular Biology	
	08/22/2024	Biochemistry, Cellular and Molecular Biology	
	08/22/2024	Biochemistry, Cellular and Molecular Biology	

- iv. Click on "Show all Deadlines" to review the deadlines that will be created.



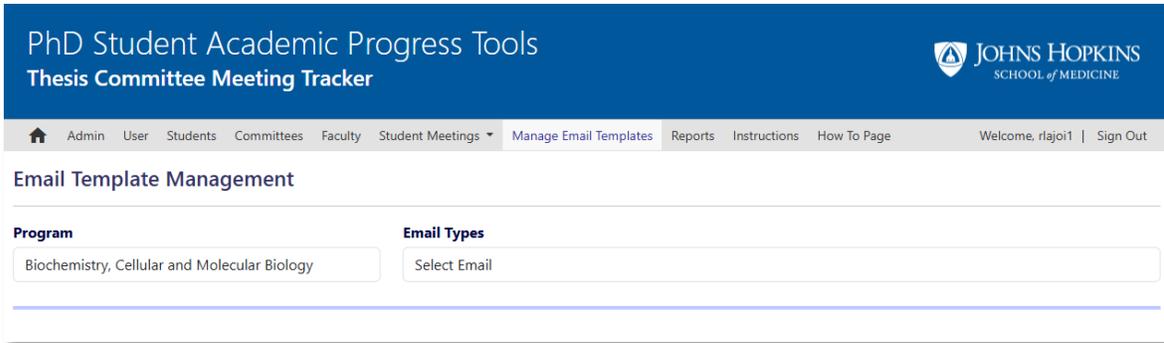
- v. Click on "Setup Parameters" to see the list of students with their associated parameters.



- vi. Review the list of students. If you do not want to create deadlines for a particular student, you may uncheck the check box for this student under the "Create Deadlines" column.
- vii. Click on "Submit to Create" to create the deadlines. This button is not visible until after you "Setup Parameters."

## 7. Manage Email Templates Tab

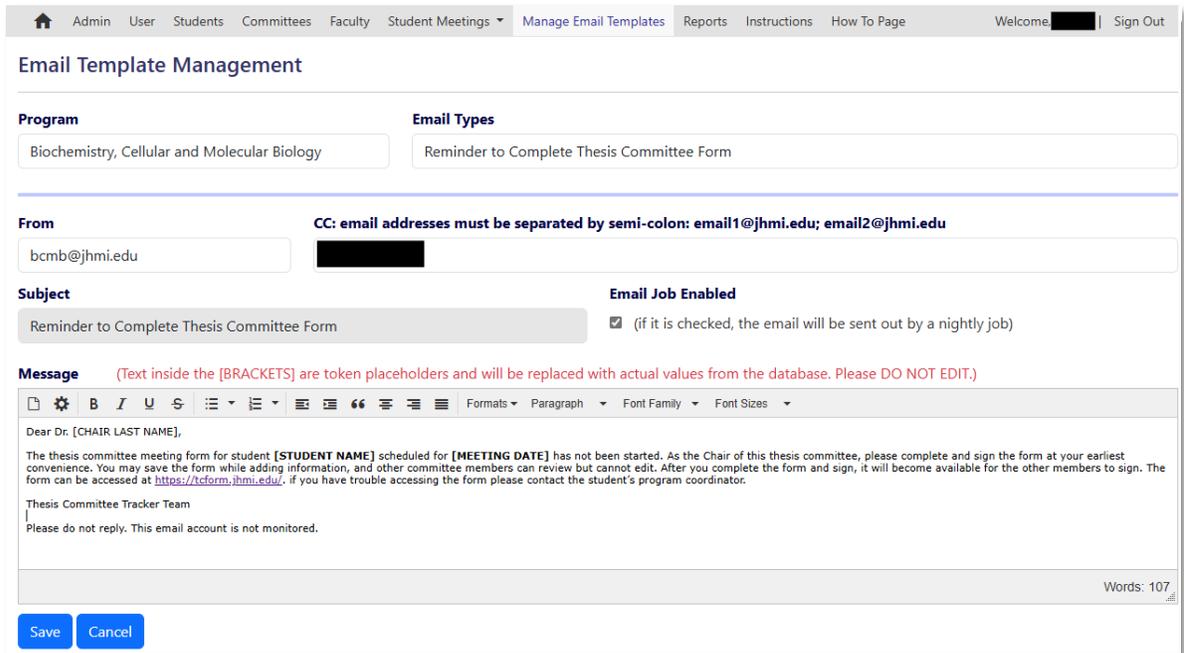
The system automatically sends emails when (a) the thesis committee meeting form is generated and (b) it is the committee members, or advisor's or student's turn to sign. In addition, administrators can send extra emails to students, advisors, and committee members via the "Manage Email Templates" tab. The "Email Types" section contains a list of available templates. These templates can be edited and enabled/disabled as needed.



As of now, there are two “Email Types”:

- a. 60 Day Meeting Notification: sends an email to students and their advisors 60 days in advance of the meeting deadline date, reminding them that their next thesis committee meeting must be held by their deadline date.
- b. Reminder to Complete Thesis Committee Form: sends an email to the thesis committee chair a week after the meeting date, if the form has not been completed (shown below). This email continues to be sent every three days until the form is completed.

The administrator can review and edit the email content and click the “Save” button when ready to send the email. The email is sent the day after the “Email Job Enabled” button is checked.

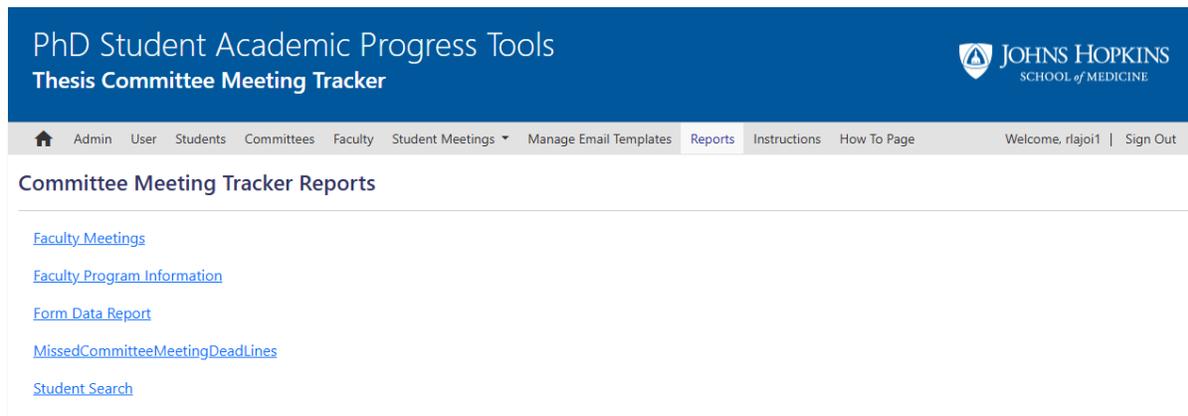


## 8. Reports Tab

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

- a. Faculty Meetings
- b. Faculty Program Information
- c. Form Data Report

- d. Missed Committee Meeting Deadlines
- e. Student Search



## 9. Instructions Tab

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 bottom of each page of the Admin view).

This link takes you automatically to the [OIT Service Desk Portal](#), with “Staff Support Services” and “OIT Application Support” already selected. Under “OIT Production Apps” make sure to select “Committee Tracker”:



## JHU SOM Office of Information Technology

This system should be used to request support or report issues only for School of Medicine Office of Information Technology (OIT) supported systems. Please use the service catalog below to request services or support. Use the search above before you submit your request to see if our knowledge base provides you an answer.

Contact us about

Staff Support Services

What can we help you with?



OIT Application Support

Please use this form to report issues or request support for OIT developed software applications.

Please complete all form fields.

Required fields are marked with an asterisk\*

OIT Production Apps \*

Committee Tracker

Summary \*

Description \*

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Make sure to add detailed information in the description, including links, screenshots, JHEDs of relevant users, etc. So that the IT team can replicate any errors.