Liz welcomed everyone to the first meeting of 2010

Committee roles
Confirmation/thesis review seminars – Lyn Cook & Steve Chenoweth will share this task.
Master classes – Diana Fisher
Other roles will be decided on when the need arises.

Thesis review
The expectations of the thesis review should be clarified to both advisory committee and the student. The review should be at least 3 months before submission, often it is held either too early or too close to the submission date to achieve its objective.
Students should produce at least 1 completed chapter, an abstract, a list of intended chapters, list of papers submitted/accepted to date
The committee should emphasise the requirements that need to be met otherwise there is no value in the review. The date of the review is flexible and is dependant on the progress of the research – Liz will amend the policy document to indicate this.

A copy of the policy document should be included in the email to the students who are preparing to complete their thesis review.

Graduate School Scholarships
International; scholarships are being assessed 4 times a year although applications are submitted throughout the year.

The School recommendation form has changed and there is now a percentage attributed to each student which is used to ranking measure. The Graduate School will monitor these percentages to make sure that they are not inflated.
The committee will need to set some standards so the advisors do not inflate the percentages.

The Graduate School has indicated that all living allowance scholarships must be the same value as the APA.
The committee would also like to recommend that funding should be available for 7 semesters if required. This needs to be discussed with academic staff.

Conference travel awards
Liz will speak to Scott about getting more money for travel.
There are two rounds – one is due on 26 March and the other on the 24 September. An email reminder has been sent, another will be sent out nearer the due date.

Induction
The induction for new students will be held mid-April but the format should be changed to ensure that students benefit from the session.
Bus trip for new students will be held in June/July.
Meeting time will be changed to 3pm to avoid a clash with the confirmation seminars.

The meeting ended at 3.30pm

Next meeting: 12 April