

BBME Chair's Rep Meeting Checklist

The primary role of the Chair's Rep is to be an impartial mediator who ensures fairness to the student and upholds the standards of the graduate program and its participating Departments, and to make sure that all rules and regulations are followed. Here is a list of items, roughly in order, that should be done for student progress meetings:

- **Before the meeting:** The Graduate Program Coordinator (GPC, info.bbme@mcgill.ca) will make the student file available to you
 - Check through the file: start date; courses taken; grades; look for any special notes in the file
- **At start of meeting:** Make sure all members of the committee are present; if not, decide whether the meeting can go ahead; absences, and virtual attendance by some members, should have been agreed to ahead of time; in the case of an absence, a member should have sent comments ahead of time; it is especially important that external member be present; members should be available for the full 2 hours allocated for the meeting (try to avoid letting the meeting go on longer than 2 hours)
- Remind the supervisor to take detailed notes
- Remind the committee & student which meeting this is; review the goals of the meeting, as specified in the relevant policy document available on the BBME Web site
- Keep an eye open for the possibility of student-supervisor conflict
- Remind the student to feel free to contact committee members, the Chair's rep, the Student Affairs Officer, the GPD or Associate GPD, or a Department Chair at any time if they have concerns
- Explicitly ask whether the supervisor or student has any business interests and if so whether conflict-of-interest issues have been addressed
- Ask the student to leave the room (possibly ensuring that no laptop microphone is active), and discuss the student & project with the committee *in camera*
- Ask the student to return; remind the student of the expected length of the presentation
- The Chair's Rep should manage questions from the committee
 - Try to permit only clarification questions during the presentation (adjusting the allowed time accordingly)
 - While the Chair's Rep may engage in scientific discussion, recall that the primary objective is to be an impartial mediator while chairing the meeting
- Pay attention during the meeting; make sure the committee is active
- Take summary notes of the meeting (5–10 lines):
 - Did the student present well? Questions answered well?
 - Is the project well defined?
 - Is progress being made on the project?
 - What are the (major) goals between now and the next meeting?
 - Identify concerns, if any
 - Any messages from the committee to the student
- Decision:
 - Ask the student to leave the room
 - Decide on meeting outcome (Satisfactory, Conditional or Unsatisfactory)
 - 'Tough love'
 - Do not hesitate to use Conditional or Unsatisfactory if there are problems; they are important for signaling the seriousness of problems to the student and supervisor, and Unsatisfactory outcomes are very important if it should later become necessary to require the student to withdraw from the program
 - The committee has flexibility in suggesting ways of satisfying a conditional result for one or more categories, and the time allowed to satisfy the condition (e.g., 2 or 3 weeks)
 - Ask the student to return

- Summarize the results to the student
- **At the end of the meeting**, ensure Progress Meeting Form is filled out and signed
 - All committee members must sign
 - All members + student have to check off boxes for agreement and for conflict of interest
 - Student must sign the form (but does not have to agree with contents)
 - Identify date for next meeting
- **After the meeting**, return the student file (with all the documents) to the GPC
- **In the days following the meeting**, make sure the supervisor provides detailed notes of the meeting to the committee, and that the committee approves them in a timely fashion so they can be sent to the student

All policies are available at <https://www.mcgill.ca/bbme/students/policies-forms>.