

BBME Chair's Rep Meeting Checklist for Master's Meetings

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 that should be done for student meetings:

- **Before the meeting:** The Graduate Program Coordinator (GPC: info.bbme@mcgill.ca) will send the student documents available to you
 - Check through the student documents: 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; members should be available for the full 1 hour allocated for the meeting (try to avoid letting the meeting go on longer than 1 hour)
- Ask the supervisor to introduce the student and project to ensure that the scope and orientation are appropriate
- Review the student's current and planned course work to ensure it complies with BBME requirements
- Discuss issues related to scope of work, funding, and the work environment to ensure that the student and supervisor have the same expectations
- Keep an eye open for the possibility of student-supervisor conflict
- Remind the student to feel free to contact committee members in confidence, the Chair's Rep, the Student Affairs Officer, the GPD or Associate GPD, or a Department Chair at any time if they have concerns. Students can hold an Extra-ordinary meeting if any problems arise
- Explicitly ask whether the supervisor or student has any business interests and if so whether conflict-of-interest issues have been addressed
- Chair's Rep takes summary notes of the meeting (5–10 lines):
 - Is the student on track with course work?
Is the project well defined? Identify concerns if any
 - What are the (major) goals between now and the next meeting?
 - Any messages from the committee to the student?
- Decision:
 - Decide on meeting outcome (Satisfactory, Conditional or Unsatisfactory)
 - 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 as they may eventually result in requiring the student to withdraw from the program
 - The committee has flexibility in terms of suggesting ways of satisfying a conditional result and the time allowed to satisfy the condition (up to 2 months).
- **At the end of the meeting,** ensure that the Meeting Form is filled out and signed
 - All committee members and student must sign. Chair's Rep can obtain verbal approval at meeting and indicate approval by all on meeting form
 - Note: Student must sign, but does not have to agree with contents
 - All members + student have to check off boxes for agreement and for conflict of interest
 - Identify date for next meeting
- **After the meeting,** return the meeting form to the GPC

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