

BMCDB Assessment/Progress Schedule

	Fall Quarter (End Sept-Mid Dec) Due Dec 15th	Winter Quarter (Early Jan-Mid March) Due March 15		Spring Quarter (End March – End June) Due June 15th
Year 1		**End of Quarter sign PI Contract	SPA Report Open for Submission April 1	IDP and SPA Report RCR Cert Due
Year 2				IDP and SPA Report Due Complete QE – ATC within 3 months
Year 3				IDP and SPA Report and Dissertation Cmte Report
Year 4		Dissertation Cmte Report		IDP and SPA Report
Year 5	Dissertation Cmte Report			IDP and SPA Report and Dissertation Cmte Report
Year 6	Dissertation Cmte Report			IDP and SPA Report and Dissertation Cmte Report
Year 7	Dissertation Cmte Report			IDP and SPA Report and Dissertation Cmte Report

Who is Who

- Academic Advisor
 - Assigned in Summer prior to matriculation
 - Assists with academic plan during Graduate Education
 - First point of contact if an issue arises in a course or with your Major Professor
 - Signing Authority
- Major Professor
 - Typically chosen in the Winter quarter of a student's first year
 - Is responsible for supporting the student after a contract is signed, either through GSR, TA, or a combination
 - Faculty member who supervises the student's research and thesis
 - Serves as Chair of student's thesis committee
- Program Chair
 - Chief officer and spokesperson for the group
 - Can act as a mediator between Student and PI if needed
- Graduate Coordinator
 - Program Administrative Official
 - A general information resource for students and faculty

BMCDB Assessments

- Individual Development PLAN – IDP
 - Complete in your first year, re-evaluate with your Major Professor every year after. Submit signed copy to Grad Coordinator (electronically or paper). Will be uploaded to GradHub account
- Student Progress ASSESSMENT – SPA
 - Completed electronically every spring, in conjunction with Major Professor and Academic Advisor. Must be submitted by June 15th
- Dissertation Committee REPORT – DCR
 - Completed once a year, 3rd years – Spring, 4th years Winter, 5th years and beyond, Fall and Spring
 - Submit Signed report and research summary to Grad coordinator. Will be uploaded to GradHub account

Individual Development Plan

https://bmcdb.ucdavis.edu/sites/g/files/dgvnsk4686/files/inline-files/IDP_BMCDB_Form_2019.pdf

Student	Major Professor	Academic Advisor
<ul style="list-style-type: none">• Initiates Plan<ul style="list-style-type: none">• Sends IDP to Major Professor at least a week prior to IDP Meeting• Completes Self-Assessment<ul style="list-style-type: none">• (Step 1, Part 1)• Completes Step 2 and 3 Prior to Meeting• Submit Signed IDP to Graduate Coordinator a minimum of 2 days before Academic Advisor meeting	<ul style="list-style-type: none">• Independently completes assessment of student<ul style="list-style-type: none">• (Step 1, Part 2)• Compare parts 1&2 With Student• Review information student provided for Steps 2&3.• Provide feedback or suggestions in Step 4• Indicate IDP Meeting date in “Career Planning Meeting” section of SPA	<ul style="list-style-type: none">• Confirms IDP is uploaded in student’s Grad Hub Account<ul style="list-style-type: none">• If Yes – Can sign off on SPA• If No – Do not sign off on SPA• Meeting must occur no later than June 15th

****Must be done every Spring Quarter****

IDP FAQs

- How long does it take?
 1. Depends on the two parties involved. The first run-through will likely take longer than subsequent years because of defining goals and calibration between student and PI.
 - A. Pre-meeting: PI (15-30 minutes),
 - B. Student (1-2 hours);
 - C. First meeting: 1-1.5 hours meeting time
 - D. Subsequent meetings: 1 hour
- What is the process?
 1. Step 0: Student fills out cover page (page 2)
 2. Step 1: Student and PI SEPARATELY fill out assessments (pages 3 and 4)
 3. Step 2: Student fills in Goals section (as are relevant, pages 5-9)
 4. Step 3: Student summarizes past year's progress (pages 10-11). NOTE that this is NOT the 2-3 Dissertation Committee summary and should include information on other areas besides the research project. FOR FIRST YEAR STUDENTS THIS SECTION WILL BE BRIEF AND NOT ALL QUESTIONS WILL BE RELEVANT.
 5. Step 4: Student and PI meet and compare assessment, discuss students goals and add or subtract as agreed upon. Once consensus is reached, PI signs.
NOTE: The discussions that arise from step 4 have been described as extremely useful for getting faculty and students on the same page.

Dissertation Committee Report

DC Report

<https://bmcdb.ucdavis.edu/sites/g/files/dgvnsk4686/files/inline-files/BMCDB%20Graduate%20Student%20Dissertation%20Committee%20Report.pdf>

Student	Major Professor	Academic Advisor
<ul style="list-style-type: none"> • Sets up meeting with Dissertation committee based on year <ul style="list-style-type: none"> • 3rd years – Spring Quarter • 4th years – Winter Quarter • 5th + years – Fall and Spring Quarters • Submit signed Dissertation Committee Report and Research Progress Summary to Graduate Coordinator at least 2 days prior to Academic Advisor Assessment Meeting 	<ul style="list-style-type: none"> • Attend student’s Dissertation Committee Meeting • Provide Feedback and sign off on DC Report 	<ul style="list-style-type: none"> • Confirm Dissertation Committee Report has been uploaded into Grad Hub for SPA Report

**3rd years -Spring Quarter

4th years – Winter Quarter

5+ Years – Fall and Spring Quarters**

Student Progress Assessment SPA

Student	Major Professor	Academic Advisor
<ul style="list-style-type: none"> • Assessment opens up to start April 1st <ul style="list-style-type: none"> • Notification will be sent via email by Graduate Coordinator • Can work on Assessment simultaneously with Major Professor • Should have IDP and Dissertation Committee Report complete prior to meeting with Major Professor about SPA • Once Completed by Major Professor and Academic Advisor, Student needs to Acknowledge Assessment <ul style="list-style-type: none"> • Student can provide comments • Must be done by June 15th 	<ul style="list-style-type: none"> • Assessment opens up to start April 1st <ul style="list-style-type: none"> • Notification will be sent by Graduate Coordinator • Can work on Assessment simultaneously with Student • Should indicate date of IDP meeting in Career Goals tab of SPA • Should be meeting with student no later than June 12th • Do not sign off on SPA unless IDP is complete and Dissertation Committee Report is Complete <ul style="list-style-type: none"> • 1-2 years (no DC Report) • 4th Years (DC Report WI Quarter) • 3rd, 5th + years (DC Report SP Quarter) 	<ul style="list-style-type: none"> • Should only be meeting with student if IDP and Dissertation Committee Report (3rd years and above) are complete • Confirm IDP and Dissertation Committee Report are uploaded in student's Grad Hub • If you disagree with Assessment of Major Professor, contact PI and discuss • Meeting must occur no later than June 15th • Must Confirm Assessment on or before June 15th

****Must be done every Spring Quarter****

Student Progress Assessment SPA

Student	Major Professor	Academic Advisor
<ul style="list-style-type: none"> • follow the link to your assessment and fill out the online report. • Under “Faculty Member Conducting Assessment” <ul style="list-style-type: none"> • Check “Major Professor and Graduate Advisor” if you have a major professor • Check Graduate Advisor Only if you do not have a major professor • Fill out the remainder of the form, the courses section should auto-populate. • If you have been advanced to candidacy, In the section “Other outstanding degree requirements” you should enter all notes from your yearly dissertation committee meeting. If you have not advanced to candidacy, simply fill in N/A 	<ul style="list-style-type: none"> • review the student’s information they included in the SPA. You can either fill it out with the student; go over it with the student, once the student has finished; or view it and edit it independently. Regardless communicate with your student your views on their progress. • provide your overall assessment of the student: Satisfactory, Marginal, or Unsatisfactory. • The academic advisor may contact you directly if they have questions or need to discuss your assessment before approving. 	<ul style="list-style-type: none"> • Should only be meeting with student if IDP and Dissertation Committee Report (3rd years and above) are complete • Confirm IDP and Dissertation Committee Report are uploaded in student’s Grad Hub • If you disagree with Assessment of Major Professor, contact PI and discuss • Meeting must occur no later than June 15th • Must Confirm Assessment on or before June 15th

****Must be done every Spring Quarter****

Student Progress Assessment SPA

- With respect to the “Marginal” assessment, there is no punitive consequence to the student. It provides a warning to the student and the advisor that there are some issues that need to be addressed. This will also allow the advisor to get involved and help the student get back on track. In addition, while rare, we have had incidences where faculty ask a student to leave the lab, and there is no record of any problems with the student. All Progress Reports are “satisfactory” and this causes some problems when we have to deal with the student and the Office of Graduate Studies. Below is Graduate Studies criteria for each assessment: Satisfactory, Marginal, and Unsatisfactory.

Campus policy requires that every Graduate Adviser complete an annual report of each graduate student's progress. Specific actions depend on the nature of the evaluation:

1. If the report indicates that a student's progress is **Satisfactory**, it must also include the remaining steps necessary to attain her/his degree objective. This information must also be shared with the student and this report must be maintained in the student's graduate program file. *Satisfactory progress reports do not need to be sent to the Office of Graduate Studies.*
2. If a student's progress is **Marginal**, the Graduate Adviser must share this information with the student and inform the student of the steps necessary to return to satisfactory progress. The report must also be sent to the Office of Graduate Studies to be included in the student's file.
3. If a student's progress is **Unsatisfactory**, the Graduate Adviser must share this information with the student and inform the student of the steps necessary to return to satisfactory progress. The report must be sent to the Office of Graduate Studies to be included in the student's record. In addition, the student will receive a written notice from the Associate Dean for Graduate Students. This letter will inform the student of their Academic Probation status, indicate the work to be completed to attain a satisfactory evaluation, and specify the time limit within which the work must be completed.