Supervisory Committee Meeting Online Reporting
System Guide

School of Graduate Studies
McMaster University

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About this guide

This guide will show you how to use the new online Supervisory Committee Meeting Report system in Admin Tools and can teach you to set up Supervisory Committees in Mosaic. If you have any questions please contact your **Academic Services Officer (ASO)** for help.

**What is a Supervisory Committee Meeting?**

PhD students need to meet with their supervisory committees at least once an academic year to make sure they’re making progress towards their degree. They may meet more often but they must meet at least once a year. At the meeting, the committee will assign a grade to the student’s progress.

**What is a Supervisory Committee?**

Each PhD student has a Supervisory Committee made up of at least three people. The primary supervisor and another member must be from the same department as the student. The third may be from outside the department. A member can also be from outside the university if the Dean of Graduate Studies approves. You can learn more about Supervision in the Graduate Calendar in Section 4.4.

**How are the reports graded?**

The committee will grade the student’s progress towards earning their degree. The graded period will be from the start of their studies if this is the first meeting. Otherwise, it will cover the period from the date of the last meeting. The committee members will award one of the following grades: E (Excellent), G (Good), S (Satisfactory), M (Marginal), U (Unsatisfactory.)

**When do students need to file reports?**

Each academic year, a student must have a meeting with their committee. The deadline to receive the report in Graduate Studies is November 30th of that year or November 30th of the following year if the student was admitted in September.

<table>
<thead>
<tr>
<th>If the student was admitted in:</th>
<th>Then the first report is due by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>November 30th of the same year</td>
</tr>
<tr>
<td>May</td>
<td>November 30th of the same year</td>
</tr>
<tr>
<td>September</td>
<td>November 30th of the following year</td>
</tr>
</tbody>
</table>

Following reports are due by November 30th of the next calendar year until the student graduates.
Graduate Administrators can access the new online Supervisory Committee Report system in Admin Tools. You can navigate to Admin Tools by pointing your web browser to https://pgssv.mcmaster.ca/sgslogin/Login.aspx You may want to bookmark this page in your browser.

From this page, click the McAuth Login button.

Enter your MAC ID and Password and click Submit.
When you’ve logged in you’ll be shown a list of options. Choose Supervisory Committee Report from the list:

Next, choose your department from the menu:

You can access two lists: the Submitted List and the Student List. The Submitted List is the default choice and highlighted in red type to show it is currently selected.
On the Submitted List you can see the names of students in your department who have started a report.

To start a report, click on Student List. The list will show the names of the students in your program who haven’t started a report.

To start a report for a student (or many students at once), begin by checking the box next to the name of at least one student and then click the Initiate Report button. You can choose as many students as you like before clicking Initiate Report. To start the process for everyone on the list, check the box at the left of the red title bar before clicking Initiate Report.

The student will receive an email inviting them to begin their report:

Dear <StudentName>,

All PhD students must meet at least once a year with their supervisor and committee. Our records indicate that you should have a meeting this year.

Please work with your supervisor, and/or graduate office to arrange a meeting date and time. Once a date has been fixed, please click on the link below to initiate the report to be submitted by you to your committee and supervisor, prior to the meeting.


Student Records
School of Graduate Studies

If a student doesn’t respond to the email you can resend it as many times as needed. You’ll get a copy of all the emails the system sends.
Students are asked to review their Supervisory Committee

After a Graduate Administrator has initiated a report in Admin Tools, the student will receive an email with a link which will bring them to the following screen:

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>McIsaac</td>
<td>Maureen</td>
<td>Supervisor</td>
<td><a href="mailto:mneiss@mcmaster.ca">mneiss@mcmaster.ca</a></td>
</tr>
<tr>
<td>Smith</td>
<td>Sarah</td>
<td>Member</td>
<td><a href="mailto:ssarah1@mcmaster.ca">ssarah1@mcmaster.ca</a></td>
</tr>
<tr>
<td>Brown</td>
<td>Emily</td>
<td>Member</td>
<td><a href="mailto:ebrown@mcmaster.ca">ebrown@mcmaster.ca</a></td>
</tr>
</tbody>
</table>

On this screen the student will make sure their committee is listed correctly. There are two things the student can do at this point:

1. Click Continue which lets Graduate Studies know that the committee is correct as listed
2. Close the page and contact you as their Graduate Administrator if they see a change is needed.

If the committee list needs changing the student can still click the Continue button so it’s important they check the list carefully.

If the Continue button is greyed out and not clickable it’s because the system has found a mistake in the list. For example, Admin Tools will know if there aren’t enough members in the list (at least three) or if a Primary Supervisor isn’t checked in Mosaic. If the Continue button isn’t clickable please check the Supervisory Committee listing in Mosaic and use the guide on the next pages to correct the list. Doing this will fix the majority of problems that prevent a student from clicking Continue.

What to do when faculty emails need updating

If a committee member’s email is not correct there is a process to change it that you’ll need to follow. Your Academic Services Officer doesn’t have the access to change faculty email addresses. See the sidebar for some things you can do.

What can I do if a student says an email address for a supervisor needs changing?

Remember, your ASO can’t change supervisor email addresses! But there are some things you can do:

1. Suggest that the faculty member check their McMaster email
2. Suggest that the faculty member log in to the McMaster email and set up a filter to forward messages to their personal email so they don’t miss any messages
3. Have the email changed in the system. If they’re faculty you’ll need to contact HR. If they’re external to McMaster you’ll need to submit a Person of Interest (POI) to UTS. You can find out more about this process on Avenue To Learn.
How to create and update Supervisory Committees Mosaic

Before a student can start a Supervisory Committee Meeting Report their Supervisory Committee records must be kept up-to-date in Mosaic by a Graduate Administrator.

To see or update a student’s committee in Mosaic, start by navigating to the Manage Research Candidates screen: Navigator→Campus Solutions→Records and Enrollment→Graduate Research Management→Candidate Management

Search for the student whose committee you want updated. You can search by student name or number.

Select the Supervisors tab:
What if the supervisor doesn’t come up when I search?

First check to see if they already have a McMaster ID number known as an EMPLID in Mosaic.

If they don’t have an EMPLID then complete a Person of Interest form (POI form) at https://www.mcmaster.ca/uts/appforms/macid.html. UTS will create an EMPLID for the person and let you know what it is.

When you have the EMPLID send it to SGS Records at sgsrec@mcmaster.ca. Your Academic Services Officer will update the person’s information to let you add them to any committee.

If they already have an EMPLID and you know they are faculty then let your ASO know; they may need to assign them a supervisory role in Mosaic before you’ll be able to search for them!

When a supervisor needs to be added to the committee, you must add it to the Supervisor row. Click the + sign shown circled in red in the picture below:

Add a supervisor by using the look up tool next to the Supervisor field to search by the person’s name. If you already know the Employee ID (EMPLID) of the supervisor then you can add it now and click the Supervisor Search button.

If a faculty member stops serving on a committee, add a new detail row for that supervisor using the + sign circled in blue in the picture above. Then change the Effective Status to Inactive and add an Effective Date. Don’t delete supervisors; make them inactive!

There are two places where the primary supervisor must be indicated:

1. The Primary Supervisor check box
2. The Supervisory Role drop down menu (use the SUP or SUP code for the primary supervisor and COM or CMT code for members of the committee.)

Recap

- Add new supervisors on the Supervisors row
- Don’t delete Supervisors; make them Inactive on a new Supervisors Details row
- Make sure the Primary Supervisor check box is selected for the primary supervisor
Once the student has confirmed their committee listing they’ll be shown a screen on which they will enter some information about their new meeting. They’ll also be asked to report on their progress since their last report (or since they started their research if this is the first report.) The student will click Submit to send this information to Admin Tools where their Supervisor will see it.

After the student clicks the Submit button, the primary supervisor will receive an email inviting them to see what their student submitted. They’ll be shown a screen that looks like this:

They can view what the student entered by clicking View Student Report. They’ll also need to fill in their portion of the report. Finally, they’ll need to confirm the members of the supervisory committee who will be signing off on this report. (See the sidebar for why a supervisor may choose to not select a supervisor.)
When the supervisor clicks the Submit button, each member of the committee that was chosen to participate in the meeting will automatically receive an email. The email will link them to the following screen:

On this screen the committee member can view the student’s report by clicking the View Student Report button. They’ll also need to click the tick box acknowledging that they’ve read it (it’s circled above). The committee member will also need to rate the report using a rating chosen from the drop down menu. The default choice is Excellent. It’s important that committee members remember to change this rating if they need to!

The system will now send the report back to the student via another emailed link.
Grading Guide for Supervisors

[E] Excellent: The student has exceeded expectations in terms of academic and/or research progress. This rating may reflect exceptional initiatives taken by the student to address unexpected challenges in their course of study.

[G] Good: The student is meeting and achieving all expectations in terms of academic and/or research progress. There are no areas of concern with respect to meeting goals and milestones for research and academic progress. This rating is to be used for students who show promise for completing the degree in a timely manner.

[S] Satisfactory: The student is meeting and achieving most expectations in terms of academic and/or research progress. There is some concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has some concerns with the student’s skills growth and subject area expertise. This rating is to be used when the committee identifies areas for improvement and where some expectations at this stage of degree development are not being met. Details about concerns should be provided in the comments.

[M] Marginal: The student is meeting and achieving some expectations in terms of academic and/or research progress. There is significant concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has significant concerns with the student’s skill growth and subject area expertise. This rating is to be used when the committee identifies several areas for improvement and where significant expectations at this stage of degree development are not being met. Areas for improvement should be provided in the comments.

[U] Unsatisfactory: There is an unreasonably low rate of academic and/or research progress. The committee has serious concerns about the pace and/or the meeting of goals and milestones for research and academic progress, and whether these goals can be achieved in a reasonable period of time. Areas of serious concern should be provided in the comments. In cases where this category is used, the program should determine whether the student should be required to withdraw or be allowed to continue in the program until their next committee meeting. Students who receive a marginal or unsatisfactory grading by any of the committee will be reviewed by the Associate Dean and receive a letter from the School of Graduate Studies, which will address the concerns arising.
On this screen, the student will say whether or not they feel their supervision is satisfactory and can also add their comments. They can also see what their supervisor wrote on the report. When they click the Submit button the report will be sent to the Department Chair listed in Admin tools for approval.

If your Department Chair recently changed then Admin Tools will need to be updated. Let your Academic Services Officer know when there are Department Chair changes!

On this screen the Department Chair can see the report and choose to approve it. The default choice is Yes. Clicking Submit will complete the report.
At any time during this process you can check on the progress of a report by choosing the Submitted List. You can see where a report is in the process by looking at the Rpt. Status (Report Status) column.

If you want to see a completed report, find the name of the student whose report you’d like to see in the list and click the Select button in the right-hand column.

From this screen, choose Print PDF and a copy of the form with will be opened for you. You can save or print this copy.

Marginal reports are handled by your Academic Services Officer in Graduate Studies.

Important: Graduate Studies will add the Supervisory Committee Meeting Milestone in Mosaic.

Recap

- Graduate Administrators initiate the process in Admin Tools
- The student, and committee complete the report
- The Department Chair approves the report
- Graduate Studies knows when a report is completed and updates the Milestone on the student’s record

If you have any questions about this process contact your Academic Services Officer in SGS Records.