

MEMORANDUM

August 21, 2015

To: All PLPM graduate students and major advisors
From: Heather H. Wilkinson, Professor and Associate Department Head
Re: Graduate Student Reporting

After discussion and approval in the curriculum assessment committee the following plan is now in place for graduate reporting in the Department of Plant Pathology and Microbiology.

RESPONSIBILITY FOR EXECUTION: Graduate students (GS) are responsible for ensuring appropriate forms are used. Please always double check with [OGAPS](#) to ensure their requirements are being met as well:

Forms to be used:

- Annual committee meeting – [*PLPM Annual Committee Report for Graduate Student Assessment*](#)
- Thesis/Dissertation Proposal – [*OGAPS Proposal Approval*](#)
- Preliminary exam - [*PLPM Annual Committee Report for Graduate Student Assessment & OGAPS Preliminary Exam Form*](#)
- Exit seminar - [*PLPA 681 Seminar Evaluation form Final*](#)
- Defense – [*COALS Faculty Evaluation Form & COALS Self-evaluation*](#)

IMPLEMENTATION: Graduate Students will schedule all meetings and [report the date, time](#) and room to Shana Childers, Senior Office Associate (s-childers@tamu.edu). Shana will provide the forms, instructions, and a reminder on that day to the graduate student. Graduate students will have their committee fill out forms post hoc if they were not done at meeting. Shana will follow-up until we have them. Each major professor and student will establish their own strategy for communicating the information on the forms to the student as feedback. Based on this strategy either the Major Professor or the student might be the responsible party for submission of the forms.

- student/Major Professor submit OGAPS forms to OGAPS
- student/Major Professor submits COALS forms to Shana, she forwards them to COALS
- student/Major Professor submits PLPM forms to Shana

Once Shana has the PLPM forms she will:

- Scan and send copies to the Major Professor (the major professor may then choose to send copies to the student).
- Enter the data into an online form to provide information for annual assessment of the graduate program and to track progress for each student