

How to Schedule a Program Committee Meeting, Oral Exam, or Final Oral Exam

Oregon State University, Graduate School

<i>Meetings for Master's Candidates</i>	<i>Meetings for Doctoral Candidates</i>
<ul style="list-style-type: none">➤ Program Committee meeting (for some degrees)➤ Final Oral Exam	<ul style="list-style-type: none">✓ Program Committee meeting (1 hour)✓ Oral Preliminary Exam (2 ½ hours*)✓ Final Oral Exam (2 ½ hours)

NOTE: For the exact regulations and forms needed please contact the Graduate School (phone 541-737-4881) or see the Graduate Catalog (<http://catalog.oregonstate.edu/Default.aspx?section=Graduate>). Also check with your department to determine if it has established additional meeting requirements.

Establish Committee Membership

Establish the membership of your committee including, for some meetings, a Graduate Council Representative (Grad Rep). One remote participant is allowed if the request form is filed in advance.

Plan Your Meeting

- a. Begin organizing your meeting two months in advance. It can be very difficult to find a date when every member of your committee is available!
- b. Obtain contact information (email, office phone, cell phone) for each committee member including the Grad Rep. To save you untold time and frustration, also obtain the contact information of the departmental office assistant of each committee member and copy everyone when sending scheduling correspondence.

Obtain Schedules

- a. Over the phone have each committee member identify possible dates/times over a one week window that you provide depending upon your needs. **Do this step quickly by phone rather than using email. Schedules change fast and email can be slow.**
- b. Select a date and time that works for all meeting participants.
- c. When meeting is set, immediately phone each member to request that they enter the meeting date/time on their calendars.

Book Meeting Room

Book a meeting room. Your departmental office can help you with this.

Confirm Meeting

- a. Send an e-mail to all committee members (and assistants) with the meeting details - time, date, building, room number, and purpose (program committee meeting, oral exam, thesis defense).
- b. File a meeting schedule form with the Graduate School. Check if required at:
http://oregonstate.edu/dept/grad_school/current/meetings.html.
- c. If needed, file a request at the Graduate school for a remote meeting participant.

Reconfirm Meeting

- a. Forty-eight to 72 hours before the meeting send an e-mail reminder to the committee members (and their assistants) with time, date, building, room number of the meeting and meeting purpose.
- b. **Critical Step: Ask for and get confirmation that each committee member will be able to attend. If even one person does not show up you will have to reschedule the meeting.**

Housekeeping Notes

- a. Arrange for access to the meeting room. (Get building and room keys if necessary.)
- b. Arrange for audio/visual equipment.
- c. Set up remote participation (if needed).
- d. Twenty-four hours prior to the meeting reconfirm audio/visual support.
- e. Twenty-four hours prior to meeting test remote connections (if needed). **If the connection does not work at the time of your meeting you will have to reschedule the meeting.**

Day of Meeting

- a. Determine that audio visual equipment is working.
- b. If needed, set up and test equipment of remote participant.
- c. *Good luck!*

* two hours for examination, 30 minutes for committee deliberation