**Dissertation Proposal Meeting**  
Significant Steps and Strategies for Organizing a Proposal Meeting

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<th>BEFORE THE PROPOSAL MEETING</th>
<th>Candidate</th>
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| • Meet with the Chair(s) regarding approval for the proposal. | • Meet with the Chair(s) regarding approval for the proposal.  
• After getting permission from the Chair(s), solicit available times from **ALL** committee members. This should not be the first time the candidate has met the committee members. This should be done 3-4 weeks before the scheduled meeting  
• Schedule a conference room (not an office) for 90 minutes. If distance connections are involved, schedule far and near end links.  
• Send a *paper* copy of the entire proposal to each committee member at least one (1) week prior to the meeting.  
• Keep in communication with one-way emails as needed. |

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| • Acknowledge that the Chair (Co-Chairs) will chair the meeting and take notes on important issues that are raised during the discussion. | • Acknowledge that the Chair (Co-Chairs) will chair the meeting and take notes on important issues that are raised during the discussion.  
• State the purpose of study and focus on two components:  
  (a) the conceptual framework  
  (b) the methodology - the proposal should address all methods involved in the dissertation  
• Prepare and distribute handouts (e.g., measures or procedures).  
• Bring human subjects/required clearance protocol to the meeting (as complete as possible). |

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| • Chair the meeting.         | • Chair the meeting.  
• Initiate introductions of committee members and review procedures.  
• Confirm who will take notes.  
• Determine if and how chapters and drafts leading to the final draft will be distributed to the committee. |

| Important Caveats | • The presentation should be quietly formal (powerpoint presentations are acceptable, but not necessary).  
• The introduction (conceptual analysis of why this is important) should take approximately 10-15 minutes.  
• The bulk of the meeting should be on the methodology with a presentation that describes subjects, measures, procedures, and analysis.  
• Threats to validity of methods should be summarized as appropriate along the way.  
• Questions may be entertained during the meeting as well as during a question and answer period directed by the Chair after the candidate’s presentation.  
• Only the candidate and members of the committee may attend - no guests.  
• The candidate may be asked to leave the room while the committee deliberates. If that occurs, the candidate should stay close by, and return to the room when summoned by the chair. |

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| • Change the proposal and submit it to the Chair (there is no need to send it out to all members of the committee unless asked).  
• Keep in communication with one-way emails and distribute drafts to the committee | • Change the proposal and submit it to the Chair (there is no need to send it out to all members of the committee unless asked).  
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| - Direct the candidate about what the committee has requested for distribution of chapters and drafts leading up to the final draft.  
- Ensure the committee has clarified issues and changes that must be addressed prior to final sign-off.  
- Send a summary of the edits and changes to the candidate who then forwards to the committee.  
- Meet with the student to make sure that s/he understands what is expected by the required changes.  
- Submit a copy of the proposal approval to EDLD.  
- Return the original proposal approval form to the candidate to include with his/her human subjects packet. |

- members as determined in the meeting.  
- Send working drafts of the dissertation to the Chair on a timely basis.  
- See the dissertation checklist for further instructions.