

E-Committee Information for Faculty

The electronic committee form in MyInfo is used to report a student's graduate committee and make any revisions to the committee membership.

Faculty approve or decline service on a committee and department heads approve or decline the committee as a whole, all in MyInfo.

Where to find the link in MyInfo: Faculty services tab, last links.

[Personal Information](#) [Student Services](#) [Faculty Services](#) [Advising Services](#)

Faculty Services

Advising tools (such as DegreeWorks) can be found on the Advising Services tab. If your job requires the Advising Services tab, and you do not currently have access,

- [Term Selection](#)
- [CRN Selection](#)
- [Faculty Detail Schedule](#)
- [Faculty Schedule by Day and Time](#)
- [Detail Class List](#)
- [Summary Class List](#)
- [Final Grades](#)
- [Course PreRequisite check](#)
- [Course Enrollment Summary Tool](#)
- [Capacity v Enrollment Report: Sections and Rooms](#)
- [Instructor List Report](#)
- [Section List Report](#)
- [Common Hour Exam Calendar / Conflicts](#)
- [CatCourse - Guest Mode](#)
- [CatCourse - Guest Mode](#)
- [Section Add Approval](#)
- [Section Add Notification OptOut](#)
- [Graduate Committee Member Review](#)
- [Graduate Committee Department Head Review](#)

RELEASE: 8.9.1.3

Faculty: When you click through and if you have a pending request, you will see an approve or decline page:

Pending Graduate Committee Invitations				
<u>Student</u>	<u>Degree Program</u>	<u>Major</u>	<u>Date Requested</u>	<u>Requested Role</u>
Laura Collins	Master of Science	Computer Science	02/08/2021	Member
			<input type="radio"/> Accept	<input type="radio"/> Decline
Respond				

Faculty will receive an email telling them a student has requested their membership on the committee and be asked to log in to MyInfo and accept or decline the invitation.

Department Head: When you click through and have a pending request, you will see:

[Personal Information](#) [Student Services](#) [Faculty Services](#) [Employee Services](#) [Finance Services](#) [WebTailor Admin](#) [Communications](#) [Registrar Services](#) [Facilities Services](#)

Pending Graduate Committee Requests

By approving this committee you are approving all members, including any off-campus experts or non-tenurable MSU employees. If you need more information about a committee member, contact the student directly

<u>Student</u>	<u>Degree</u>	<u>Major</u>	<u>Date Requested</u>	<u>Current Status</u>	
Edwin Little	Master of Fine Arts	Art	11/16/2020	pending	Show Request
			<input type="text" value="Add a decline comment for student"/>	<input type="radio"/> Accept <input type="radio"/> Decline	Respond

Department heads will receive an email when there is a committee to accept or decline. They only receive the email once all faculty have accepted the invitation to serve. Once the department head approves, the request moves to Grad School for approval. If the department head declines, they can enter a note explaining why to the student.

The department head is the last approval before The Graduate School. Once the Graduate School approves the committee, it is built into Banner (like normal) and an email is sent to the student, the committee, and a department contact (usually an admin or GC).

Reminder: for now, everyone will still need to sign the program of study while we wait for the e-program of study (which is in production).