

**MEETING OF THE NHERI USER FORUM COMMITTEE**  
**July 25, 2019**

**MINUTES**

**In Attendance:** Elaina, Mohammad, Nina, Stephanie, Max, Maggie, Antonio

**1. Approval of meeting minutes from June 7, 2019 meeting**

Elaina summarized the meeting minutes from the in-person meeting held on June 7.

Elaina made a motion to approve the minutes; Stephanie second; no objections.

**2. Report from User Satisfaction Survey committee**

Maggie attended in Liesel's absence to provide the update. Responses to date have increased from 20 to 29 regular users and from 36 to 46 general users. IT issues arose and caused survey requests to be sent to users' spam folders. The survey was originally set to close June 14. The survey was extended and reminder emails were sent, but many survey request emails were flagged as spam. Elaina met with Tim Cockrell with DesignSafe at the Natural Hazards Workshop in Broomfield last week. Time stated the issue may have been the repeated wording of the emails, which will flag as spam. However, each email was reworded, so repeated links may be causing the email to be flagged as spam. Liesel's main concern is getting the report to the User Forum in a timely fashion despite the issues that have arisen, so continuing to try to fix the spam issue is not the top priority at this point. Maggie will work on fixing the flagged emails after the report is completed, since it is assumed it will persist for the next round of survey requests. Antonio expresses the issue needs to be brought to the NCO so it can be brought to the NIAC so the issue can be fixed, since it is a system error and the User Forum has no control over it at this point. Also during the Natural Hazards Workshop, Elaina updated Julio Ramirez and Maggie on Tim's response to re-write the email. Stephanie will bring the issue up again at the NCO meeting scheduled on August 9.

Maggie has completed the front and back matter of the User Satisfaction Survey Report. Her goal is to have it completed and sent to Liesel for review by the end of August. Liesel's deadline is well into September, assuming no major delays. Maggie

reports there has been a decrease in the number of facilities the users are using; most users use only one facility. In general, the responses are the same as presented on June 7: responses are generally very positive but response rates are low and are not generalizable to the larger user community. There was an increase in the number of respondents who are working on their first proposal.

Several facilities have sent copies of their surveys to the User Forum so we could modify/add to their surveys to assess user satisfaction. Maggie first focus on the User Satisfaction Survey, then start analyzing facility surveys to determine how or if the User Forum can use them. She will also send a list of facilities who have provided their surveys to the User Forum and a list of differences between the User Forum's survey and each facility.

**ACTION ITEMS:** Maggie will send an email to the User Forum listing the facilities who have shared their survey. **Stephanie** will report this information to the NCO at the August 9 meeting to try to get all facilities conducting surveys to send their surveys to the User Forum.

### **3. Report from NCO representatives**

Elaina attended the last two NCO calls. Joy has passed forward that NHERI has the opportunity to be renewed until 2025. A proposal is required but it will not be an open competition. It is unclear if new facilities will have the opportunity to be included in the proposal. Specifically, a tornado facility was suggested to be added. A video has been developed that highlights NHERI and is still in the revision/development stage.

### **4. Report from ECO representatives**

Mohammad states there have been no meetings since the Summer Institute. Just after the Summer Institute, an impromptu meeting regarding participant activities and feedback was held and concerns came up about the stress of the participants when developing the proposal. It was suggested specific components of the proposal (Broader Impacts, education component, etc.) will be discussed during specified time periods at future Summer Institutes. Mohammad attended a professional development workshop on

Monday with the REU students.

Elaina attended the Natural Hazards Workshop (hosted by the Natural Hazard Center at CU Boulder each year) last week and 16 of the 19 REU students from the first wave of REU students attended and presented their research. Students attended all but Sunday night and Monday of the workshop.

#### **5. Report from Facilities Scheduling representatives**

A standing conference call has been scheduled, but Max could not attend the last call and Stephanie has a schedule conflict. Meeting minutes have not been sent out. Elaina reports Dan attended the Hazards workshop last week and discussed with Elaina how she uses DesignSafe and made suggestions about using the calendar as a way to track and document project progress, even on an individual PI level.

#### **6. Report from Technology Transfer representatives**

Jim and Ramtin are not on the call and no update was emailed.

#### **7. Other Items**

Elaina reports Max has accepted a new position in New Zealand. Restrictions on Max's continued participation on the User Forum are not expected, but Elaina will check with the NCO.

**ACTION ITEM:** Elaina check with NCO about Max continuing to participate in NHERI.

Elaina motioned to adjourn; Stephanie second. The meeting was adjourned at 10:51 am CT.