MEETING OF THE NHERI USER FORUM COMMITTEE
August 15, 2019

MINUTES

In Attendance: Elaina, Stephanie, Antonio, Mohammad, David, Max, Jim,

1. **Approval of meeting minutes from July 25, 2019 meeting**

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

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

Copies of EF surveys have been received from all facilities. Most facilities shared more than one survey based on the type of information needed from different researchers (e.g. workshops, facility users). Liesel and Maggie will analyze the surveys and determine how the User Forum can leverage them to obtain user satisfaction data. Liesel and Maggie have developed the front matter of the User Satisfaction Report and are working on the first full draft. Antonio brings up the assessment of user satisfaction via personal correspondence or discussions within NHERI and its users. Elaina describes that a protocol needs to be developed to determine a systematic method for gathering and assessing user satisfaction in this way. Elaina suggests Liesel be involved in this discussion.

<u>ACTION ITEM:</u> **Elaina** to schedule a meeting with the User Satisfaction sub-committee to develop a rubric for a way to assess user satisfaction via avenues other than a formal survey.

3. **Report from NCO representatives**

Nina attended the last NCO call but was unable to make the User Forum call. David and Antonio were not able to attend the NCO call. Minutes from the NCO call have not been released. A video highlighting NHERI was released and can be found [here](). The next meeting is August 23.

4. Report from ECO representatives

Mohammad states there have been no meetings since the 2019 Summer Institute. However, the 2020 Summer Institute is in the preliminary scheduling phase, and the following dates are suggested: Monday, June 15 to Wednesday, June 17; Wednesday, June 17 to Friday, June 19; Monday, June 22 to June 24; or Wednesday, June 24 to Friday, June 26. The User Forum plans to hold its in-person meeting at the Summer Institute. Mohammad will vote for the date the majority of User Forum members can attend.

ACTION ITEM: All: Send Mohammad your preferred dates for the 2020 Summer Institute.

5. Report from Facilities Scheduling representatives

Max met with Dan Zehner a couple weeks ago. Dan is trying to develop a reporting metric for scheduling. Max will send a link to a Google Doc so the User Forum can provide input on the metric. Dan is also developing a simplified scheduling system to post on DesignSafe that will integrate into the EFs scheduling system. The goal is to unveil it in September.

ACTION ITEM: Max to send link to the Google Doc for User Forum input on the reporting metric for project scheduling.

6. Report from Technology Transfer representatives

Jim states the TTC has distributed abstracts of various projects that have been awarded and have been reviewed by committee members to identify topics that can result in guidelines or standards for practicing engineers. Five or six have been identified and the TTC is working with the researchers to develop summaries. The TTC will not develop the guidelines, but will help develop the summaries and serve as the conduit between organizations and the researcher to foster further development. A few new awards are now being tracked by the TTC for a similar purpose. The next conference call is

September 9 and the in-person meeting is on November 14 and 15 in Washington D.C. An agenda is being developed, and the TTC plans to invite some researchers to determine how the TTC can integrate its efforts with their research.

7. Other Items

No other items.

Elaina motioned to adjourn; Mohammad second. The meeting was adjourned at 1:30 pm CT.