

MEETING OF THE NHERI USER FORUM COMMITTEE AUGUST 21, 2017

Meeting Minutes

1. Welcome and Introductions

In attendance: Russell; Nina; Elaina; Liesel; Mohamed; Jim; Antonio; David Johnson

David Johnson is a member of the NCO who will join the User Satisfaction Survey subcommittee to offer his interdisciplinary expertise.

2. Approval of meeting minutes from in-person meeting in San Antonio

Elaina moved to approve the minutes; Russell second; everyone approved.

Action Item: Elaina will share the in-person meeting minutes with David, as well as today's minutes.

3. Approval of User Satisfaction Survey 2017, and discussion regarding its distribution/publication

Nina distributed survey results to UF with feedback requested. No major changes were received.

Nina requested a motion to approve the survey results; Russell second the motion; no oppositions.

The report should have the final version of the survey and results, and comments from the UF.

Report will be published on DesignSafe.

Action Item: Nina will send the finalized User Satisfaction Survey report to Julio with Antonio cc'd.

4. NHERI sessions at community conferences

The UF, through Elaina, submitted an abstract to the 11NCEE.

Nina looked at coastal conferences, but has struggled to find sessions that are good fits.

Antonio reviewed the NCO-ECO budget plan for Y2 to discuss how funding could be used to support UF representation and presentations at technical conferences. Special conference session/NHERI network conference and meeting attendance was budgeted for by the NCO. The UF can write a proposal to take ownership of this budget item to propose NHERI sessions at 1 – 2 conferences per year for the NHERI network and UF, for example.

Russell will lead a subcommittee that will write the proposal, select which conferences, who will present, etc. Nina and Elaina will also participate on the subcommittee. The entire UF will contribute to conference selection and review for diverse and adequate representation.

Action Items: Antonio will email JoAnn to notify her on the new effort from the UF (UF proposing organize NHERI sessions at future conferences).

5. Recap from in-person meeting and Summer Institute

- Action Items
 - New members from Coastal Engineering

All UF members in attendance agreed that additional representation from coastal engineering should be sought.

Action Item: Antonio will share previous Call for Nominations information with Nina (Chris cc'd). Nina will work with Chris to put a call on DesignSafe for nominations and applications of new UF members with coastal engineering expertise.

- REU student for User Satisfaction survey design

For the next year survey, the UF will seek REU funding to build and administer the User Satisfaction survey in house. This can be another way for NHERI to incorporate interdisciplinarity, and build a more sophisticated survey that meets budgetary constraints. A subcommittee has been formed (Nina; Russell; Elaina; Antonio, Erik; David; Liesel), and will meet on 8/22/2017 to discuss and determine details. The subcommittee will prepare and submit a statement of work for the position. The entire UF will be able to read the statement and provide feedback prior to submission.

- Monthly calls with Facility PI/Co-PIs

Currently, the Facility PI/Co-PIs meet monthly. Cheryl Ann and Delong participate on these calls providing NCO representation. The UF would like to have a rotating position of one member join the existing monthly calls with the Facilities.

Action Item: Antonio will email Cheryl Ann to notify her of the UF's interest in participation on the monthly call with the Facility PIs. Russell will email the UF members to seek volunteers for the UF participation.

- Webpage updates

A running timeline of current activities will be added to the webpage. No additional updates were requested.

Action Item: Elaina will work with Chris to add current activities to the UF webpage.

4. Other

Subcommittee report outs will be added to the UF meeting agendas.

No other items were brought to order.

Meeting adjourned at 1:50pm.

Next meeting is scheduled for September 18, 2017 at 1:00pm CT.