

MEETING OF THE NHERI USER FORUM COMMITTEE
February 18, 2019

MINUTES

In Attendance: Elaina, Antonio, David, Max, Mohammad, Nina, Ramtin, Stephanie, Adda

1. Approval of meeting minutes from January 28, 2019 meeting

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

2. Report from User Satisfaction Survey committee

Elaina states that exit surveys have been requested from the facilities. The intent is to compare the exit survey and the User Satisfaction Survey to see if there is any overlap. Members who work with facilities are planning to discuss further on their own. Nina suggests we leverage data already being gathered by facilities rather than starting a whole new survey. Antonio suggests we could perhaps add our own questions from the User Forum to the surveys from the EFs; suggests we set deadlines for the User Forum to ensure we get the data we need for our survey. Nina suggests a deadline of end of March to discuss with the EFs; otherwise, if there is no development from the EFs we will have to go a different route. Antonio brings up that members of the User Forum are also users and we could perform our own internal survey about what is working and what is not working. Elaina suggests this gets discussed during the subcommittee meeting (to be scheduled) to reconsider the appropriate scope for this year's survey.

Action Item: Elaina to set up meeting with User Satisfaction Survey Subcommittee to discuss current progress and alternative options.

3. Report from NCO representatives

Elaina reports that the NHERI Science Plan workshop has been the focus of conversations. The agenda was recently reorganized and is lacking only a few administrative duties (moderators, etc.). The NCO suggested that the User Forum send

out a write-up for the NHERI newsletter to update the users on our new members. Elaina updated the website (via Chris), and Stephanie followed up with Chris about removing Erik's information which was left up by mistake.

Action Items: Elaina to draft the write-up and send to the committee. Stephanie to work with Chris on getting the User Forum email updated so that those emails come to Elaina, Nina, and Stephanie and no longer to Russell. All members check for bio information listed on the User Forum website.

4. Report from ECO representatives

Adda reports that the next ECO meeting is on Wednesday so there are few updates. The REU program exceeded their goal of 100 applicants. There were some technical difficulties that were discussed. Wednesday will discuss how to move forward with reviews. Mohammad adds that a social science day will take place at the Summer Institute on Day 2. The deadline to apply to the Summer Institute has been extended and will reach others outside of the typical civil engineering fields to include social science. Elaina adds that once she receives the Summer Institute schedule, she will contact the committee to schedule our meeting at the Summer Institute.

5. Report from Facilities Scheduling representatives

Stephanie updated that the Facilities Scheduling committee has not met since August. Max and Stephanie serve on this subcommittee. Ramtin now sits on the Technology Transfer committee.

Action item: Stephanie will email Dan and introduce Max as the new member of the subcommittee.

6. Report from Technology Transfer representatives

Ramtin has not met as part of this subcommittee yet; Elaina and Antonio referenced Ramtin to Bill Holmes, and shared Bill's email address.

Action item: Ramtin will email Bill to get added to the Technology Transfer committee.

7. Future Meetings

a. Monthly: standing meeting?

Stephanie suggests we try to schedule a standing meeting; if unsuccessful (as has been in the past due to schedule conflicts) then she will send out individual polls for March, April, and May.

Action item: Stephanie to send out Doodle poll for standing meeting; if unsuccessful, send out Doodle poll for individual months.

b. In-person: Summer Institute

Antonio brings up the possibility of the in person meeting being at the Summer Institute and setting up call-ins for those who cannot attend. Elaina suggests an unofficial poll: Nina is unavailable to travel but can call in; David may not be able to attend; Ramtin most likely cannot attend but may be able to call in; Adda can make the earlier days; Jim emailed to say he would be on PTO during that time; all other members are available to attend. Elaina suggests that we meet in person at the Summer Institute since majority of us can make it.

8. Other Items?

Elaina brings up the NHERI science plan meeting – Elaina, Antonio, David, and Max will be attending.

No other items were brought up to discussion. The meeting was adjourned at 1:47pm CT.