

**MEETING OF THE NHERI USER FORUM COMMITTEE**  
**February 7, 2020**

**MINUTES**

**In Attendance:** Elaina, David, Nina, Stephanie, Antonio, Jim, Mohammad

**1. Approval of meeting minutes from January 13, 2020 meeting**

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

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

User Satisfaction subcommittee did not meet to discuss developing a module of questions to add to EF surveys. A summary of EF survey questions were included with January's minutes. No comments on the summary from the UF at this time. EF's have not expressed resistance to adding a module for the User Forum to assess user satisfaction.

**ACTION ITEMS: Elaina:** schedule a subcommittee meeting.

**3. Report from NCO representatives**

NCO has been notified that we are developing a plan for UF member elections and serving terms. EFs are preparing to submit proposal renewals; the UF has been asked to provide lessons learned regarding assessing user satisfaction and feedback, what worked, what hasn't worked, what can be improved, etc. and use that in the annual proposal. In upcoming UF meetings, include an agenda item to discuss user satisfaction assessment and feedback and write a memo that synthesizes our input.

**ACTION ITEM: Stephanie:** add agenda item and draft memo (Google Doc).

**4. Report from ECO representatives**

Next meeting is scheduled for next week. REU application deadline was extended. Faculty should encourage students to apply.

**5. Report from Facilities Scheduling representatives**

The subcommittee met on February 6. Dan presented a new scheduling tool and subcommittee discussed it.

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

Final TTC meeting minutes have been sent out. There are no major changes or updates to report since the report-out from the December UF meeting. Several tasks resulted from the meeting, mostly regarding more aggressive participation from the TTC.

**ACTION ITEM: Stephanie:** send out TTC meeting minutes to UF members for review before posting to DesignSafe.

#### **7. User Forum contribution to NHERI special issue**

An extension was granted; the new due date is March 31. The manuscript is currently at about 4000 words, and some sections need expanding. The type of manuscripts published by the publisher and the requirements for submission are discussed. From the NCO, word count is not a major constraint. The NCO manuscript is an Original Research article type and did not follow the format specified by the publisher. The publisher recognizes that this is a special issue and these manuscripts may not follow their typical guidelines.

**ACTION ITEM: All,** revise and edit the manuscript.

#### **8. 2020 annual elections and officer changes**

Suggested roles: Stephanie to move to Chair, Mohammad to move to Vice Chair. Nina and Elaina to roll off the committee this year. Elections will need to be held this year to fill Nina and Elaina's spots.

**ACTION ITEM: All:** send thoughts and suggestions for officer roles to Elaina and Nina. Send nominations for new members to Elaina, Nina, and Stephanie. **Stephanie:** add agenda item to discuss officer positions and nominations for new members. **Elaina:** check rules of operation for elections.

## **9. Other Items**

Elaina motioned to adjourn; Stephanie second. The meeting was adjourned at 11:45 pm CT.