

MEETING OF THE NHERI USER FORUM COMMITTEE
November 10, 2021, 2:00pm Central

MINUTES

In Attendance: Mohammad, Stephanie Pilkington, Stephanie Paal, Wei, Antonio, Shane, Maggie, Liesel, Yazen, Claudia

1. Approval of meeting minutes from the Oct 13, 2021 meeting

Mohammad made a motion to approve the minutes: Wei seconds; no objections.

2. Committee memberships of UF members

New members will join the following committees: Stephanie Paal, ECO committee; Claudia, Facility Scheduling committee; and Yazen, Technology Transfer committee.

3. Report from User Satisfaction Survey committee

Maggie: The focus for the new year is on reestablishing communication with the experimental facilities and make sure the module get added into their existing survey, providing feedback to scheduling meetings for this and next month; another item that has been discussed is that the subcommittee refrains from changing the user satisfaction survey each year, to keep a consistent structure and facilitate year-to-year comparison. But if someone has a strong reason to add something new to the survey, it will not be too difficult to do so.

Liesel: No further comments on the user satisfaction survey or data collection. To inform the UF that, user satisfaction subcommittee and UF overall is contracting with Maggie directly to conduct the work instead of going through Virginia Tech.

Simcenter traditionally was not on the User Satisfaction Survey and they were conducting their own survey on Converge and reported to NSF. Antonio is asking if it is appropriate to reach out to Simcenter and see if they would like to join the User Satisfaction Survey this year. Mohammad agrees to reach out to them and ask if they are interested.

Designsafe is supposed to add four questions into their survey. Mohammad added that Ellen Rathje mentioned that they (designsafe) have an annual user survey and coordinated with our user satisfaction survey in the past. Mohammad pointed out to reach out to Ellen

again to coordinate this survey effort. And Maggie agrees.

Antonio asks for confirmation if Simcenter will be included in the user satisfaction survey this year, and if not, is there a plan to include Simcenter in the user satisfaction survey in the near future. Mohammad added that he will work with Maggie to reach out further with Simcenter on this issue and confirm, especially now Maggie's contract is in place.

Mohammad mentions adding a set of survey items to give the facilities an opportunity to explain what they have done or provide any evidence to improve their user satisfaction rating. Liesel indicates this type of questions will only be able to be responded by the facilities but will be difficult to verify by the users. Antonio indicates that these ideas (and many other good ideas) should be considered and possibly included for the next cycle of the survey, but maybe not to the current round of survey.

4. Report from NCO representatives

Stephanie Pilkington attended the NCO meeting and indicate the main items are: *i*) the survey distribution and *ii*) facility will provide monthly report on data usage.

Antonio mentions the workshop for the science plan that will take place in June and prepare a document to NSF to address the review comments received on the NCO proposal. Some of the comments are the metrics to measure how well we do and how to address diversity in the committees in NHERI.

5. Report from ECO representatives

Stephanie Pilkington provides an overview for the ECO committee, which is specialized in the education and outreach effort.

Antonio mentions that at the coming summer institute, NHERI can support an in-person session for User Forum as a social event for networking June 20 to 22. Antonio indicates that the budget may need to be checked to make sure everyone can travel in-person.

6. Report from Facilities Scheduling representatives

Wei provides an update on the facility scheduling committee. The facility scheduling committee had a meeting on Nov 6. It covered the following items:

- Dan prepares for AGU meeting (New Orleans 13-17 Dec). Work with Purdue grad students to build demo units for wind tunnels, shake tables, and wave basin. May re-use these demo units for summer institute next year.
- Scheduling tool was presented to Joy the last week October and she asked for further functions (calendar views/Gantt chart). Chris is waiting in the queue for release on designsafe. It will be announced in designsafe newsletter.

Claudia will take over the committee membership for the facility and scheduling committee from Wei. Wei will introduce Claudia to the facility scheduling committee by email and in the first meeting.

7. Report from Technology Transfer representatives

Shane: For the past month, the tech transfer committee is in the process of interviewing with the PIs on how NHERI is supporting their research and what suggestions they have on better providing such support. The first round of interviews was completed 6 months ago. The committee will soon wrap up the second round of the interviews and produce a report based on them. Shane also indicates that he will inform the tech transfer committee chair about Yazen's membership and introduce Yazen to the committee.

8. Other Items

Mohammad proposes to add a new subcommittee to UF, Communication and Outreach. The proposal involves leveraging social media to promote the communication of UF and the presence of UF on the web. Stephanie Pilkington also agrees that it is a good idea. Mohammad suggests Stephanie lead the effort of this committee. Stephanie accepts and indicates that we may start by setting up Twitter account for UF.

Mohammad suggests the UF members think about some ideas on how to improve UF. With the 5-year renewal, it is time to make changes for the future. If you have an idea to improving UF, please feel free to reach out to the UF committee.

The meeting was adjourned at 2:55 pm CT.