

**MEETING OF THE NHERI USER FORUM COMMITTEE
SEPTEMBER 18, 2017**

Meeting Minutes

In attendance: Liesel, Nina, Adda, Jim, Ramtin, Elaina, Antonio (NCO), David (NCO)

1. Approval of meeting minutes from August 21, 2017 meeting

Liesel motioned to approve; Nina second.

2. Report from User Satisfaction Survey committee

2017 survey approved and published.

OSU student is ready for funding; familiar with Qualtrics software for developing a new survey. Liesel sent out a draft of the timeline for the student position. Timeline does not include time for seeking IRB approval – but may be exempt from IRB.

Need statement of work, budget, budget justification, and paragraph on the deliverables.

NCO year starts July 1 – draft of 2018 survey draft should be prepared by June 30.

Full analysis may not be possible by June 30, but statistics and automated Qualtrics analysis can be done by June 30. Antonio will double check this timeline for when the report is due and what months the funding will work for.

The NCO needs our budget for their record (no more than \$8k, include a statement of the work, budget breakdown, and description of outcomes: user satisfaction survey and report). NCO can be invoiced by whatever institution ends up being responsible for the activity. This is already in the NCO budget, so the rush isn't the same as the conference item.

Action item: Antonio will double check the timeline for when the User Satisfaction Survey report is due, and the bounds of the budget timing – whether it will cover a student in the months of June, July, and August.

3. Report from committee on NHERI sessions at community conferences

A UF subcommittee led by Russell is writing a proposal to the NCO for this budget item to be the UF's responsibility (e.g., NHERI network information sessions at conferences

to disseminate NHERI information). NCO needs our proposal by Oct. 1!! This is when the new fiscal year starts.

4. Report from NCO representatives

Elaina shared the deadline for the previous two items.

5. Report from ECO representatives

Elaina provided an update on ECO activities. 2018 Summer Institute dates and agenda are being determined, REU application is being finalized, and REU summer terms are being finalized. Oregon State may host the REU final reports next year.

6. Report from Facilities Scheduling representatives

Ramtin shared a video Dan Zehner prepared on how the Facilities Scheduling Committee is proposing a form for project reviews and for collecting lessons learned to enhance the user experience. They have asked that we all review and share feedback.

The UF discussed whether inputs were anonymous, and how this overlaps, can feeds into, and can learn from the User Satisfaction Survey. Ultimately, the UF decided the overlap is not significant; depending on the nature of the question, anonymity may or may not be important; the UF can use findings/inputs to design new survey questions; the UF survey results might inform additional best practices to be added.

Action item: All UF members review form found at this link:

<https://drive.google.com/file/d/0B5gfSmb6YUAKbTF3TTVJd2RWWW8/view?usp=sharing>

Send feedback to Ramtin and Dan Zehner.

7. Report from Technology Transfer Committee representatives

Jim reported significant progress from TTC, and shared a description of the committee, its structure, membership, and work plan for the next year. Sixteen practitioners have agreed to join the committee, in addition to the NCO, ECO and UF members.

8. Monthly calls with EFs

The UF discussed how we would like to proceed with closer engagement to the

equipment facilities. The NCO is working on scheduling meetings with several EFs at a time, or individually. The UF decided it may be best for us to work through the facilities scheduling and user satisfaction survey to communicate lessons learned and potential room for improvement with respect to user satisfaction (versus holding regular calls with EFs).

9. Application on DesignSafe for new UF member with coastal engineering expertise

Nina spearheaded getting the application up, and has sent out invitations to people she knows in this field to invite them to apply to be on our committee. The application is set to close on Oct. 15.

Action item: Elaina will email Chris to see how many/who has applied to this thus far.

10. Other?

Are Monday's the best day for our meetings? Ramtin has requested another look.

Action item: Elaina will send out a doodle poll to find a better meeting time.