

MEETING OF THE NHERI USER FORUM COMMITTEE
March 8, 2021

MINUTES

In Attendance: Stephanie S., Antonio, Mohammad, Stephanie P., Wei, David, Tori, Shane, Max, Jim

1. Approval of meeting minutes from February 22, 2021

Stephanie S. made a motion to approve the minutes as edited with attachment: Mohammad second; no objections.

2. Report from User Satisfaction Survey committee

The User Satisfaction Survey Subcommittee reached out to DesignSafe because their user survey coincided with the timing of the survey the UF wanted to conduct for all users. DesignSafe appended several UF survey questions to the end of their survey. The appended questions focused on NHERI more broadly rather than on DesignSafe.

Currently working on contacting experimental facilities to update our existing list of known users. The UF will send out the same annual user satisfaction survey that has been sent out in previous years to the list of known users. As of now, this will be the last time the annual survey will be conducted as it has been done in the past. Moving forward the module of survey questions will be used to obtain user satisfaction data.

3. Report from NCO representatives

The Mar. 5 meeting was cancelled. The NCO is working on the renewal proposal. The next meeting is scheduled for March 19. The proposal needs to be submitted by 1 April.

The UF budget has been drafted. The current budget includes line items for the annual user satisfaction survey as well as travel for an in-person UF meeting. The deadline for requesting any additions to the budget is today (March 8).

The format of the Summer Institute is still TBD – currently evaluating hybrid and virtual formats. Possibility of in-person UF meeting will be discussed more in the coming months – the meeting doesn't have to occur at the Summer Institute.

4. Report from ECO representatives

The last meeting was focused primarily on the REU applicants. As of Feb. 19, there were 95 applications for the REU program, with 86 completed. In addition, 30 applications were completed for the Summer Institute.

5. Report from Facilities Scheduling representatives

Last two Facilities Scheduling Committee meetings held on Jan. 13 and Feb. 3. The influence of the renewal proposal guidelines on facilities scheduling was evaluated. The timeline of the rollout of the new scheduling tool was also discussed. The estimated rollout timeline is as follows:

- February – provide access to the scheduling team at NCO so they can add data to the database.
- March – polish the appearance of the outward facing interface.
- March/April – add functionality to the tool.
- May – test functionality for different types of users.
- June/July – deploy new scheduling tool.

With regards to questions in previous UF meetings as to whether the information in the tool is updated real-time - the scheduling tool database will be hosted on a TACC server, so changes in the database will be immediately reflected in the scheduling tool.

6. Report from Technology Transfer representatives

The last meeting was Feb. 9. The committee had gone through a list of NSF awards for the different facilities, and everyone voted on projects that should be reached out to for more information. Currently deciding which committee members will reach out to the awardees to get more information on the projects. Specifically looking to collect descriptions of the projects, project progress and schedule, local education initiatives, and intended handoff of research, and conclusions and recommendations. Once all of that information is collected it will be compiled into a report to be submitted May 28.

7. Other items

Congratulations to Jim who was inducted into the National Academy!

There are three members getting ready to roll off the UF including Max, Jim, Stephanie S. These members will stay on through June. Elections will be held after the renewal process is completed.

Spring meetings will be scheduled in the next few weeks – watch out for Doodle poll.

ACTION ITEMS: *Max:* Post all approved minutes from UF meetings on DesignSafe.

Stephanie S. motioned to adjourn; Mohammad second. The meeting adjourned 4:31pm ET.