

**MEETING OF THE NHERI USER FORUM COMMITTEE**  
**March 15, 2018**

**AGENDA**

In Attendance: Russell, Nina, Elaina, Jim, Erik, David (NCO), Antonio (NCO)

Regrets: Liesel, Ramtin, Adda, Stephanie

**1. Approval of meeting minutes from February 26, 2018 meeting**

Russell motions to approve; Nina and Jim seconded.

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

Liesel was not able to join the call, but emailed an update. They did receive the IRB approval to not consider this as human subjects research that requires an extensive review process. The subcommittee will send the UF the survey soon to test before emailing out to the users for broad feedback.

Through further email communication, Elaina and Liesel discussed when the survey would be available to administer to the users, and how it would be administered. Last year, the survey was distributed through DesignSafe with one link that worked for everyone. We could follow this again this year, or we can do individual links to make sure an individual is not able to fill out the survey more than once. To do the latter, individual links would have to be developed for each email address, which would make administering and advertising it through DesignSafe and other venues difficult.

Antonio: we should tell Liesel that she should filter the results to exclude specific words, for example.

**3. Report from NCO representatives**

NHERI will set up a booth at conferences, and the UF could have a presence at the booth. This would be different from our initial proposal, but it would give us a presence at conferences, and allow us to interact with potential users for the facilities. It would also allow us to piggy-back off of an existing platform.

To do this, we need to coordinate with the people leading and planning the NHERI booth, and see who on our committee is interested and available for each conference.

#### **4. Report from ECO representatives**

Elaina provided an update.

The REU program met its goal of over 100 applicants. Joy was pleased with this result and provided funding for three additional undergraduate students. The EFs have selected their REUs, 30 offers have been made, and over 20 have been accepted. At the time of the last ECO call, Karina shared the news of the three new REU positions, and opened the opportunity for EFs to request an additional, and then select who that student would be.

The ECO has also been busy planning the Summer Institute. The funding was extended to cover 25 attendees (from 20 originally). The ECO re-voted on the 25 who should receive funding. Offers will go out soon.

The third main item that the ECO is working on is the Research to Practice Webinars. At the time of the meeting the April and May spots were not filled. Elaina provided one recommendation to the ECO.

**Action Item:** if you, or someone you know would be good to provide a Research to Practice webinar, please share their name with Karina, or with Adda and I to relay to Karina. We need the person's name, and their presentation topic.

#### **5. Report from Facilities Scheduling representatives**

Stephanie sent an update via email. Re-typed notes are shared here:

There were some scheduling protocol changes, including a new form that does not required a share-point login. This has been updated on the webpage.

Elaina followed up with Stephanie to see if their subcommittee had drafted or sent out an email to the EF PIs.

Stephanie is meeting with Dan on Monday to discuss the language that should go into our email to the EF PIs, so that the email best serves the facilities. She anticipates the email will be ready by the middle of next week.

Russell commented that this should work out well since the email should be pretty short, because we don't want to overwhelm the PIs with a long email - just remind them to

share their feedback or otherwise further engage with us, if interested.

Stephanie also indicated she is not sure whether Ramtin is still on the committee, and wondered if her involvement led Dan to believe she was a replacement. The UF wants two representatives on the Facilities Scheduling Committee.

**Action Item:** Elaina will reach out to Ramtin to determine whether he is still active.

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

Jim indicated no updates to share, but will ping Bill Holmes before our next meeting to get an update or things moving.

## **7. In-Person Meeting scheduled for June 6, 2018**

Elaina reminded everyone to send her their travel availability and estimated flight costs.

Antonio asked if we will extend our meeting outside of the afternoon of June 6.

The UF will meet all morning on June 6 to talk about the survey results, and setting up member succession rules. During the afternoon, the UF will meet with EFs and other NHERI leadership committees.

**Action Item:** Send Elaina your estimated flight costs, and how many nights you plan to stay in San Antonio (one or two).

**Action Item:** Elaina will reach out to Karina to reserve a room all day on June 6, to request a continental breakfast or coffee, ask about lunch, and request teleconference capabilities in the room.

## **8. Webpage update**

Elaina provided an update: the webpage has been updated. It now includes our newest member, Stephanie, an updated set of links for previous meeting minutes, and a new banner indicating that the User Satisfaction survey will be coming soon. Link to the webpage: <https://www.designsafe-ci.org/facilities/nco/governance/user-forum/>

Russell motioned to adjourn at 1:35pm. Motion was approved.