

MEETING OF THE NHERI USER FORUM COMMITTEE
May 12, 2020

MINUTES

In Attendance: Stephanie, Antonio, David, Maggie, Max, Mohammad, Liesel, Elaina, Jim, Nina

1. Approval of meeting minutes from April 9, 2020 meeting

Stephanie made a motion to approve the minutes: Liesel second; no objections.

2. Report from User Satisfaction Survey committee

Efforts have been made to engage the CONVERGE site to try and include them in the user satisfaction survey this year. However the subcommittee hasn't received a response thus far, and it was recommended that we move forward with the survey.

The 2020 recruiting list is coming along nicely. The only site which hasn't responded this year that was included in the survey last year is Oregon State. Stephanie has the Oregon State user list and will pass it along to the subcommittee. There hasn't been a large change in the user list from 2019, with the primary changes being additions to the list.

The survey distribution issue from 2019 where the survey was distributed through Designsafe has been resolved. The survey is currently being restructured in Qualtrics and will be tested the week of May 11th. Looking to launch the survey by May 20th or 22nd. The subcommittee will inform David and/or Antonio as to when the survey request has been sent so they can mention it within the NCO to encourage as many people as possible to respond. The survey request email template was adjusted from 2019 to encourage researchers to share the survey with graduate students and post docs so they can also provide feedback.

For the upcoming year, it has been confirmed that support for the subcommittee can be contracted through Virginia Tech instead of OSU. This will be very helpful as the subcommittee transitions into collecting data through exit surveys and workshop surveys.

ACTION ITEMS: Stephanie: send Oregon State user list to Maggie

3. Report from NCO representatives

The NCO discussed the disruption to facility scheduling due to closures (or partial closures) resulting from COVID-19, and the procedures for reopening the facilities including steps that would need to be taken to reopen each individual facility. The NCO finalized the annual report and there was discussion as to whether that document was officially published and had a DOI. David is finalizing a manuscript for the NCO for submission in the special issue.

4. Report from ECO representatives

The ECO has been focused on how to handle the 2020 REU program and Summer Institute through COVID-19 restrictions. The 2020 Summer Institute has been postponed to 2021. In the place of the Summer Institute this year, there will be a NHERI Virtual Presentation for Early Career Faculty June 29th - June 30th which will be open to anyone who registers. The schedule for the Virtual Presentation has not yet been finalized, and will be sent to the UF committee members when it is. There was also some discussion regarding possible mentorship programs for students who received 2020 REU awards, however the details have not been finalized. To reflect that the 2020 program won't be a full blown REU program, the name of the program has been changed to Introduction to NHERI for Undergraduate Students.

In addition, there is a post doc position available in engineering education.

ACTION ITEMS: Mohammed: Share finalized schedule for NHERI Virtual Presentation to members of UF committee.

5. Report from Facilities Scheduling representatives

No update.

6. Report from Technology Transfer representatives

No update.

7. 2020 annual elections and officer changes

We have had 5 people recommended to fill the roles of Elaina and Nina who are rolling off the UF committee. All 5 people confirmed they were interested and sent small blurbs about their research interests for inclusion on the ballot. Adda is also rolling off the committee and passed along several nominations for her replacement. However 3 of the 4 names she passed along are currently at NHERI institutions. Finally received a name of someone not at a NHERI institution who expressed interest in joining the committee. The potential candidate expressed interest in joining the committee, however she has not sent a research blurb for inclusion on the ballot. Elaina suggested that she could complete the blurb so we can get the election ballot set up using public facing information from her faculty web page; there were no objections to this suggestion. Ideally the ballot will be posted next week. The UF committee will wait until new members have joined to select officer positions. Max will act as interim Secretary.

ACTION ITEMS: Elaina: write blurb from final candidate's webpage for inclusion on the ballot.

8. Other Items

Update on manuscript submission. Reviewers were looking for a more thorough literature review. The reviewers also wanted to see some of the data, which the UF Committee been hesitant to publish due to low response rates. Liesal, Maggie and Mohammed have been working to put some data together for addition to the manuscript to satisfy the reviewers comments. Will ask for a 2 week extension to the deadline to revise the manuscript.

There was some discussion regarding whether members who are rolling off the UF committee would need to stay on the committee until the new members are elected and start serving on the committee. The only issue raised was quorum, however it was decided that there are no hard rules and members rolling off the committee would be allowed to leave before the new members begin serving.

ACTION ITEMS: Elaina: Ask for an extension for submission of the revised manuscript.

Stephanie motioned to adjourn; Nina second. The meeting was adjourned at 2:39 pm CT.