

**MEETING OF THE NHERI USER FORUM COMMITTEE**  
**April 9, 2020**

**MINUTES**

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

**1. Approval of meeting minutes from March 10, 2020 meeting**

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

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

Survey is being revised based on User Satisfaction Survey committee feedback. This year's survey will target facility users so questions are being removed that do not apply to facilities users. Response rates from this group are higher from past surveys. The subcommittee is also having the NCO and EFs review the modules to be added to the sites and suggest questions they would like asked on it. The facilities would distribute those modules directly to the PIs. The survey has to be conducted once per year so, to reduce duplication, it is suggested the UF analyze data collected by the facilities to satisfy this year's survey requirement. Then, next year, the UF can focus on adding questions to the facility surveys. Improving the visibility of the User Forum by, for example, posting to the NHERI newsletter may also improve survey response rates or provide an avenue for non-facility users to provide feedback to the User Forum.

**ACTION ITEMS: Liesel and Maggie:** finalize revisions to the facility survey questions and send to Stephanie and Elaina.

**3. Report from NCO representatives**

The first and second editions of the Science Plan have been published. The NCO is updating their key activities to include in their annual report due at the end of this month. The NCO is developing metrics to measure the success of NHERI.

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

The ECO has been focused on how to handle the REU program through COVID-19 restrictions. The most recent proposed action is to carry over the REU program from this year to next year. Most of the representatives from the REU sites agree it is difficult or impossible to host a virtual REU program. The Summer Institute has changed delivery platform to a one-day workshop for early career faculty near the end of June 2020. The funding for the 2020 Summer Institute will transfer to 2021 Summer Institute, which will be held in Alexandria, VA. There is a mandate that some of the NHERI committees, such as the User Forum, meet in person but travel restrictions may prevent this from happening in 2020. Fulfilling this mandate needs to be discussed with Joy.

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

Contingency plans are being developed for facilities in remote-use and limited-use operations.

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

No update.

#### **7. 2020 annual elections and officer changes**

Adda is set to roll off the committee and will send nominations for her replacement. The ballot will be posted after the nomination responses are received and will remain live for approximately one month for voting. It is the goal of the User Forum to maintain diversity and representation of the different NHERI disciplines. Official roll-over date for new officers to take place is the May meeting. Nina and Elaina will attend, and Stephanie and Mohammad will serve as Chair and Vice Chair. Max will be interim Secretary.

#### **8. Other Items**

Elaina motioned to adjourn; Adda second. The meeting was adjourned at 2:55 pm CT.