

MEETING OF THE NHERI USER FORUM COMMITTEE
April 12, 2021

MINUTES

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

1. Approval of meeting minutes from March 8, 2021

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

2. Report from User Satisfaction Survey committee

The UF is moving forward with data collection for this year. DesignSafe is sharing data they are collecting through a link they have set up to share documents. The invitation to complete the UF's user survey (outside of Design Safe) was released to known users (as provided by EFs) on April 5th, and there have been 31 completed responses thus far. Many of those responses came in on April 5th, so the subcommittee will discuss adjusting scheduled reminders. The survey is set to close at the end of April. There was an extension of the grant, so the survey subcommittee will be able to complete data collection and analysis of survey data for this year's survey before the funds expire.

There were two queries raised by the facilities scheduling committee regarding the user satisfaction survey:

1. Are there any questions in the surveys related to survey related to facilities scheduling issues?
2. If there are, will the UF bring these questions back through the scheduling committee to be addressed?

As it stands currently, there is at least one survey question that captures scheduling. The UF presents the results of the report in various committee meetings. In addition, the user satisfaction survey report is posted on the website and is available to members of the facilities scheduling committee.

3. Report from NCO representatives

The last NCO meeting was March 19th. There was discussion on the NHERI podcast. One topic of discussion was whether it is better to have shorter episodes that are linked rather

than longer episodes. Other social media was also discussed (e.g. LinkedIn, Facebook, Twitter). In addition, the ECO gave a short summary of the REU program and Summer Institute.

The NCO has been consumed with the proposal that was due April 1st for the last month. The proposal has been submitted. Virtual site visits will be conducted in Purdue on May 17th and 18th. In the past, the UF had a representative attend the site visits – it is expected the NCO will reach out to the UF about having a representative this time around. The strategy for the site visits will be discussed in the upcoming NCO meeting.

4. Report from ECO representatives

The current plan is for the REU program and Summer Institute to be held using a virtual/in-person hybrid format. As these events provide an opportunity for everyone to get together, they are a highlight of NHERI and hopefully they can get back to in-person next year.

Due to the ongoing pandemic, it is likely that the annual in-person UF meeting will again be held virtually. There was a suggestion that a virtual happy hour could be held for both current and past UF members at the end of that meeting. Since we are losing members this year, it might offer a good opportunity to have a discussion about how the UF can improve.

ACTION ITEMS: *Max:* Add agenda item for next meeting regarding annual UF meeting.

5. Report from Facilities Scheduling representatives

The last meeting was April 7th. Most site managers have updated the Facilities Scheduling committee regarding the vaccine distribution progress at the respective universities. It appears there has been no significant impact on scheduling due to the ongoing pandemic, and the vaccine distribution seems to be going well.

There was an update on the progress of the new scheduling tool. They are currently adding additional functionality to the tool. The user will be able to upload a .csv file to the tool. There should be a working demo in the middle of May. The timeline in the UF March meeting minutes is still on-track.

6. Report from Technology Transfer representatives

The last meeting was the week of April 5th. The committee has continued to put together summaries of projects that the TTC felt the results of which could be rapidly incorporated

into practice. There have been 18 project summaries written so far, with another 8-10 planned. Hopefully the summaries will be wrapped up by the end of April. The format for the reports is currently being standardized, and the chair of the TTC will transfer the information to the NCO. There will be a report from the TTC to NSF during the site visit.

There was also discussion in the meeting about how to proceed with projects that weren't identified as having a clear potential for technology transfer, in particular whether it is worth reaching out to PIs and discussing possible technology transfer that wasn't immediately obvious to the TTC. There hasn't been a formal agreement on how to proceed with this.

7. Other items

Three members are rolling off the committee this year. There hasn't been a formal discussion about the timeline for elections, however it is expected the current members will remain until the survey is wrapped up. Ideally new members would start in July or August. This needs to be discussed in future meetings.

ACTION ITEMS: *Max:* Add agenda item for next meeting regarding new member elections.

Stephanie S. motioned to adjourn; Shane/Mohammad second. The meeting adjourned 4:32pm ET.