

**MEETING OF THE NHERI USER FORUM COMMITTEE**  
**March 10, 2020**

**MINUTES**

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

**1. Approval of meeting minutes from February 7, 2020 meeting**

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

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

Subcommittee meeting was postponed. Maggie and Liesel prepared a first draft of the module the User Forum may add to EF surveys. Liesel met with NCO last week and described our surveys from the last 3 years; Liesel suggested we focus on known users rather than general users to improve response rates and that EFs send a link to the survey to those users. Several attendees were supportive of these suggestions. There is very little overlap between surveys so the User Forum will need to develop its own questions to assess user satisfaction. Resources are limited for conducting and analyzing survey data. Surveys must be conducted once each year. The NCO has been cautioned that survey response rates are low. The User Forum may be able to change the survey frequency or method by requesting those changes to the NCO, who can then talk with Joy Pauschke about those changes during the next proposal period.

Reviewing the updated set of survey questions: questions pertaining to Design Safe and broadly the Experimental Facilities were omitted. Suggestions from the UF include: omit questions that pertain to general users or questions that do not relate to known users. NCO requests researchers taking the survey to state if they are early-career. EF exit surveys do not consistently ask demographic questions or the same demographic questions.

**ACTION ITEMS: All:** review survey questions, use Track Changes to make edits, send to Stephanie by March 24, 2020. Highlight questions using the following legend: red = omit, yellow = consider rewording or changing focus, green = keep the question.

### **3. Report from NCO representatives**

The NIAC made recommendations to the NCO and the NCO is currently working on responses to those recommendations. The NIAC requests that the NCO (User Forum can help) compile a list of early-career faculty. NIAC memberships are changing due to some members rolling off.

**ACTION ITEMS: All:** send nominations to the NCO to fill the empty member seats on the NIAC.

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

The Summer Institute program has been updated for June 29 – July 1. User Forum Networking event is on the evening of Day 2 (June 30). Deadline for Summer Institute is the end of March.

**ACTION ITEMS: Stephanie:** set up a Doodle Poll to determine who will attend the in-person meeting at the Summer Institute.

### **5. 2020 annual elections and officer changes**

Elaina and Nina to roll off in May.

- a. Officer roles:** Stephanie to roll up to Chair and Mohammad to roll up to Vice Chair. Secretary position is still open.
- b. New member nominations and elections:** New member nominations were discussed.

**ACTION ITEMS: Elaina:** reach out to nominated members.

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

No update.

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

No update.

**8. User Forum contribution to NHERI special issue**

The due date is March 31.

**ACTION ITEM: All**, finalize edits to the manuscript and send to Elaina by March 24, 2020.

**9. In-person Meeting 2020**

Discussed during ECO report-out.

**10. Other Items**

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