

MEETING OF THE NHERI USER FORUM COMMITTEE
May 12, 2021

MINUTES

In Attendance: Stephanie S., Antonio, Mohammad, Wei, Shane, Max, David, Stephanie P., Liesel

1. Approval of meeting minutes from April 12, 2021

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

2. Report from User Satisfaction Survey committee

The User Satisfaction Survey report will be ready for the subcommittee to review between May 17th and May 30th. The report will then be sent to the wider UF with a 2-week window for comments and feedback. After the comments the comments are addressed, the report will then be shared on the website. A presentation of findings can be put together if need be – need to determine if that is efficient use of resources.

The first round of data from the facilities will be available at the end of June or early July. The data will be aggregated and shared with the subcommittee, and the subcommittee will develop a plan to present the findings from the module information from the facilities.

Thanks, Stephanie for her leadership in facilitating communication between the subcommittee and the wider community. Thanks Liesel and Maggie for all their work on the surveys and report.

3. Report from NCO representatives

The UF presented an update regarding the user satisfaction survey at the last meeting. In general, recent NCO meetings have focused primarily on the renewal process. Comments from reviewers were just received and will be addressed in the next week. The virtual site review is the coming Monday (May 17th). Additional comments will be given during the site survey; these comments will be responded to on Tuesday. The NCO has extended an invitation to Stephanie to participate in the discussions on Tuesday to respond to any questions the panel might have that might be more appropriate for the UF to answer. It is important that the UF is represented as an independent body.

4. Report from ECO representatives

The ECO is focused on planning the Summer Institute. The Summer Institute will be hybrid. Current discussions are focused on whether site representatives will be available for participant meetings.

The UF will have meetings on the afternoon of June 17th during the Summer Institute. Stephanie will attend in-person and Mohammad is tentatively planning to attend in person. All other members will attend virtually. The meeting plans have not been finalized, however more information will be made available in the coming weeks. Similar to previous years, the UF is hoping to have the opportunity to meet with members of the Council, NIAC, and representatives from the experimental facilities. All meetings are expected to be virtual. A social hour is planned from 6-7pm (central time) on the 16th.

5. Report from Facilities Scheduling representatives

There was supposed to be a meeting on May 5th, however the meeting seems to have been cancelled. No additional update.

6. Report from Technology Transfer representatives

No update.

7. New Member Elections

Elections for UF officers were conducted among existing members of the UF:

Mohammad and Tori were nominated for Chair. Mohammad was elected as Chair.

Stephanie P. and Shane were nominated for Vice Chair. Stephanie P. and Shane both received 50% of the vote. The tie was not settled at the time of the meeting.

Stephanie P., Shane, and Wei were nominated for Secretary. Wei was elected as Secretary.

Discussion regarding new members:

There are 3 positions to fill (Jim, Stephanie S., and Max are rolling off the UF). Existing UF members are encouraged to nominate people who might want to serve on the committee. To increase the pool of potential candidates, there was a recommendation to ask the NCO for recommendations and to post an open call for new candidates on DesignSafe. Stephanie

S. will prepare language for the open call. The final pool of candidates should be selected such that the diversity in specializations is maintained on the UF.

ACTION ITEMS: *Stephanie S.:* Prepare language for open call for candidates on DesignSafe. *All members:* Send Stephanie S. names of possible candidates.

Stephanie S. motioned to adjourn; Mohammad second. The meeting adjourned 3:42pm ET.