

**MEETING OF THE NHERI USER FORUM COMMITTEE**  
**May 14, 2018**

**MINUTES**

In Attendance: Russell Green, Elaina Sutley, Liesel Ritchie, Stephanie Smallegan, Ramtin Kargarmoakhar, Jim Malley, David Johnson (NCO), Antonio Bobet (NCO)

Regrets: Erik Johnson, Adda Zeppos, Nina Stark

**1. Approval of meeting minutes from April 12, 2018 meeting**

Russell motioned to approve; Liesel seconded; no oppositions or comments.

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

From Liesel:

We sent three messages about the survey: an announcement, a reminder, and an extension message.

- We had 131 recorded responses in Qualtrics; a lot of these aren't real responses.
- Only 125 of those recorded responses logged an answer to the first question (the consent and agreement question), meaning six opened the page and closed out instantly. Of those 125, **117** agreed to participate, **8** declined.
- Of those 117, only **69** answered the next question asking about proposal processes. This likely means 48 respondents agreed to participate then closed out the page. By later questions in the survey, the numbers seem to drop again to **42**.
- Our actual N for questions seems to range from **42-69**, depending on the question set, which is roughly on par with last year's survey which had approximately 60 or so respondents.
- A good number (*how is that for a scientific assessment*) of the open-ended responses voiced a desire for NHERI to expand to international researchers, rather than just U.S.-based researchers.
- We will be doing more in-depth analysis in the next couple of weeks. We plan to at least have a PowerPoint presentation prepared for the June meeting; we may be able to have a draft report, but I don't want to rush and circulate a poor quality document.
- Kevin will start scheduling interviews to gather more in-depth information this week. These will go through the end of the month.
- We can do one more round, if the committee thinks it's worth a shot.
- The UF discussed this option, and decided another email notification/request would be counter-productive and difficult to write since the survey originally closed two weeks

ago. The UF decided to rely on the follow-up interviews to get additional feedback from past users.

--The UF also discussed comparing our survey findings with surveys conducted by DesignSafe and exit interviews from the NHERI facilities to see if there are similarities or discrepancies across the data (or data summaries). This request to obtain survey data (or summaries) from other surveys could be made through the NHERI Council meetings.

**Action Item:** Antonio will relay the upcoming request for DesignSafe and Facility Exit Interview survey summaries to the Council to put it on everyone's radar. The actual request likely won't come until June or July.

**Action Item:** Kevin and Liesel will develop an approximately 30-minute presentation to present the survey findings during the in-person meeting. The User Satisfaction Survey committee will review the presentation ahead of time.

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

-The reverse, "virtual", site visit review for the NHERI NCO award will be held on two (consecutive) days of the following three days: September 5, 6, and 7, 2018. The UF participated last year for a portion. The site visit is only two hours per day, so there is not much time to summarize all of the activities in the past year. The part presented from the UF may not be very large, but it would be good to have a representative on the call for the Q&A session.

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

-From Elaina: There is on-going progress to get the Summer Institute organized, and REU program organized. No further updates.

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

- From Stephanie: The email to engage with NHERI Facility PIs is still being processed. A final draft is ready, and will be distributed later this month.

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

-Jim reported some activity from the group; the group has been sent abstracts and information from NEES projects to comment whether there are direct applicability from the results of those reports/studies that could be moved forward into a code development process.

## 7. In-Person Meeting agenda and logistics

### a. Agenda

- i. Tuesday, June 5<sup>th</sup> (sometime in the evening) we will co-host a networking session with SI participants

**Action Item:** Elaina will continue working with Karina to set the time for the joint ECO and UF networking event with the Summer Institute participants.

### ii. Wednesday, June 6<sup>th</sup> the UF meeting begins

1. 8/9am – 12:30 closed UF meeting
    - a. ~30 minute presentation for User Satisfaction Survey + 15 minute Q&A discussion
    - b. –Turnover/rollover of officers and members
  2. 12:30 to 1:30 lunch
  3. 1:30 to 2:30 joint UF with NIAC (proposed by JWv)
  4. 2:30 to 4:00 ?
    - a. Consider meeting with EFs; joint meetings across EFs is fine; try to meet with consistent discipline &/or hazard specialties
  5. ECO meets from 1:30-4:30pm
- b. Register attendance through DesignSafe: <https://www.designsafe-ci.org/learning-center/summer-institute/>
  - c. Book hotel through DesignSafe: <https://www.designsafe-ci.org/learning-center/summer-institute/>

-Russell shared that the hotel block has been filled.

Antonio suggested that anyone who has not made their reservation, to reach out to Karina and Antonio for Karina to re-negotiate/extend the group rate with the hotel so everyone can take advantage of the block.

**Action Item for Everyone:** If you have not made your hotel reservation for the in-person meeting (June 6), reach out to Karina and Antonio to let them know so that the group rate may be extended/re-negotiated.

- d. NCO will offer \$1,000 travel reimbursement per person

**Action Item:** Elaina will draft an agenda for the in-person meeting, and send it out with the minutes for comment by the UF.

**Action Item for Everyone:** Please review and comment on the in-person meeting agenda.

**Action Item:** Antonio will ask JoAnn or Karina who of the EF PIs have registered for the Summer Institute event, so that the UF may reach out to schedule in-person meeting time together.

The UF will have dinner together Tuesday (June 5) evening.

#### **8. Other items to discuss**

-Elaina reminded everyone of the UF presentation at the 11NCEE. She is tentatively the presenter, but the presentation has been scheduled during the same time as her research presentation. Elaina will reach out to the meeting organizers to see if she can get one presentation moved to the front of the session, and the other moved to the end of the session. Russell and Jim will also be at the meeting if the timing will not work out for Elaina to present. Liesel confirmed that the slides she and Kevin develop to present findings from the User Satisfaction survey for the in-person meeting can be used for the 11NCEE presentation as well.

Russell adjourned the meeting at 1:46pm.