MEETING OF THE NHERI USER FORUM COMMITTEE
June 22, 2022, 12pm Central

MINUTES (by Wei Song)

In Attendance: Mohammad, Stephanie Paal, Wei, Antonio, David, Claudia, Yazen

1. **Approval of meeting minutes from the May 17, 2022 meeting**

Mohammad made a motion to approve the minutes: Wei seconds; no objections.

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

Mohammad: A survey data collection will be closing soon. Hope the SI attendees can heavily promote them during the conference.

Antonio: Do you (the UF members attending SI) have any comments about the SI?

Mohammad: I have participated in SI six times in different roles and my overall experience have been very positive.

Stephanie: I have also participated in SI many times, but as general participants. It is a great opportunity for junior faculty members. This time, I will be serving as UF member on ECO and will find out more when we finish the ECO meeting.

Wei: This is my first time participating in SI and I find it a great opportunity for absorbing new knowledge. Compared to the annual NEES workshops that I have participanted in before, SI is more engaging to the junior faculty members, and covers a wider range of topics and expertise, including social scicence.

Yazen: I also consider that SI is very helpful for young faculty members and it is very engaging and we really need to do work in here.

Mohammad: About the user satisfaction survey, a question is "who are defined as users?"

Antonio: It is really up to this committee to define who are the users. Based on the general understanding from the past, the users are consider as those who use the experimental facilities, which should include both the faculty members and the technical personnel, such as postdocs and grad students.

Wei: For those who have not had the chance to use the facilities, but are also involved in using NHERI resources, for example, researchers download and use the data from designsafe, should we also find some way to evaluate their experience?

Antonio: That is possible. But the current format of the survey was designed more for the facility users. It may not be the best one for general users. And, we would like to keep the current design for a few years so that we can accumulate data for year-to-year comparison. Maybe we can look into a different format for the survey of general users. We can use the new Communication and Outreach subcommittee to conduct online surveys for that purpose.

Mohammad and Wei: That sounds like a good idea. Will discuss more in the future.

3. **Report from NCO representatives**

Mohammd: How was the NSF site visit last week?

Antonio: The site visit went very well. We received several questions from the panel and I think we have provided response to all of them and we are waiting to hear back from NSF. We did not receive any question about UF.

David: NEHRI Science Plan workshop was just concluded last week. In October, NHERI will organize the Research Summit.

4. **Report from ECO representatives**

Stephanie Paal: The ECO meeting will take place later today and I can report more in our next meeting in July.

5. **Report from Facilities Scheduling representatives**

Claudia: The comments/feedback on the facility scheduling tool have been overall positive. We are waiting to hear more from NSF on it. Facility scheduling committee had a booth at the ACWE conference at Texas Tech and received positive feedback as well.

6. **Report from Technology Transfer representatives**

Yazen: The TTC representative just had the presentation at SI this morning. We do not have any further updates.

7. Updates on Communication and Outreach subcommittee

Mohammad: I will catch up with Stephanie Pilkington for further updates.

8. Discussion on i) new member from graduate student council and ii) new member election

i)   Student member from graduate student council

Mohammad: Based on the minutes from the previous meeting, everyone is in favor of having student membership in UF. I think we can start by having one student member from graduate student council in a non-voting capacity.

Stephanie: That is good idea. I can reach out to the graduate student council in the ECO meeting today and ask for a recommendation.

ii)   New member election

Mohammad: Sounds good. In addition to the student member, we also need to decide how many new members we will need for the new election? We have a new "Communication and Outreach subcommittee" that may need help and also a few other committees only have one UF representative.

Stephanie: We may not need more than 1 UF representative on every committee.

Wei: Agree. For example, the Facilities and Scheduling committee usually can be covered with just one UF member. But the "Communication and Outreach subcommittee" may need more help and may be we can have two new members join this subcommittee to help.

Antonio: Just a reminder—if you are looking for new members to join the communication subcommittee, it is important to let the candidates be aware of the expectation of having strong social media skills.

Wei: Also, based on my past experience, I think we need to have a nomination process, and sometimes that can help with attacting the candidates with fitting background and skills.

Mohammad: Last time, while I was serving as the vice chair of UF, I organized the new member election process. We have a limited attendance today. We need to reach out to the entire UF to determine the number of new members for the election and then go from there.

9. Others

No other items to discuss.

The meeting was adjourned at 1:15 pm CT.