

MEETING OF THE NHERI USER FORUM COMMITTEE
Jan 16, 2022, 12pm Central

MINUTES (by Wei Song)

In Attendance: Mohammad, Stephanie Pilkington, Stephanie Paal, Wei, Antonio, David, Maggie, Claudia, Esteban

1. Welcome Esteban from graduate students council

As part of the welcome, UF members including Esteban give self-introductions.

Mohammad: We would like to increase the participation of graduate students in user satisfaction surveys.

Antonio: I heard there are over 300 students on the council, that is amazing.

2. Approval of meeting minutes from the Nov 18, 2023 meeting

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

3. UF New Member Election

Mohammad/Wei: We will run the election soon and try to complete the whole process by mid-February.

4. UF officer positions

Mohammad: Stephanie has decided to mainly focus on the communication and outreach subcommittee and Wei showed interest to be vice chair. We would like to ask for nominations for the secretary position. If you are interested, please send me an email. Once I know how many members show interest to serve as secretary, and then we can move forward based on that.

5. Discussion on new ideas to implement

- a. (Idea #1) hosting office hours with site representatives.
- b. (Idea #2) host Happy Hours with previous users and talk about their experiences in an informal but interactive way.

Mohammad: we can hold on this item until new members join. For now, we can discuss the time frame for hosting the Happy Hours. I proposed to have the Happy Hours in March. Maggie will be coordinating this events. We can gather the past UF members and also all the NCO members to join the event.

Maggie: I also think March is a good time for doing that, based on how we assess user

satisfaction throughout the year and when we have the survey launched and done. Something else that I thought of, is that if we couldn't get a lot of like robust participation in March we could pair it with the Summer Institute.

Mohammad: Yes, summer institute would be a good choice too.

Antonio: Maggie, you should also think about attending the summer institute. I think it is still open for application.

6. Report from User Satisfaction Survey committee

Maggie: I will start by thanking everyone for your feedback on the survey. I turned over the final pdf version of the report to Mohammad in the end of December. In terms of assessing user satisfaction, I have started to contact each facility to collect module data. Two items that I would like to bring to your attention. First, I do not have a contact at the U of Washington facility and I have not been able to get feedback from them; another one is U of Texas—there has been a change of operations manager at U Texas. The new manager has been very responsive and is working with us to get the data we need. But I suggest to change their sharing data schedule from January to June, because they are still adjusting and getting familiar with the process of collecting module data.

Once we the new members on board, I propose to have a subcommittee meeting just to determine the details in how we want to assess the user satisfaction this coming year. There were great questions and comments raised on how we modify the questions. I just want to make sure that the subcommittee meets and stay on the same page about what we are going to do.

Antonio: You can ask Julio for the contact information or email the site PI too. Maggie, when will the report be published?

Maggie: I have been asked to join the NCO meeting in Feb. to give a brief presentation about what we have done. The report can be published and go on to the website.

Mohammad: NCO will send the report from user forum to the council and hopefully we will have their comments back by Jan 20. Then, we will have one week to work on it, address the comments and questions, and then send it to Julio so that he can share it with the PIs.

7. Report from NCO representatives

Mohammad, Antonio, and David: the science plan is going to be ready. The publication

should be late March or mid April, so that it can be included in the report to NSF on Apr. 31.

8. Report from ECO representatives

Stephanie Paal: In the last meeting, we mainly discuss whether to bring the REU programs at different sites to a synchronized schedule, so that all the students can do their final presentations together rather than at different times. Right now, some of them are 8 weeks and some are 10 weeks. Also, try to manage to fit the housing expenditure into the budget.

Mohammad: Stephanie share REU deadlines (**February 10, 2023, at 11:59 p.m. Central Time**).

Mohammad/Stephanie Pilkington: Will talk to Robin about broadcasting Summer Institute on social media.

9. Report from Facilities Scheduling representatives

Claudia: There were two items being discussed. One, PIs forget to fill in information to the scheduling tool and the committee is working on addressing that with experimental sites to establish a routine for every month. Another one is that, the tall building test will start next month in San Diego and we are discussing two possible dissemination strategies. Maybe Stephanie and Esteban can help us share this information when it is released publicly. The goal is to reach out to science influencers. I have already compiled a list of social media accounts that I used to follow and I would love to know if any of you have any suggestions or ideas. If you do, please send me an email.

10. Report from Technology Transfer representatives

Wei: Yazen cannot attend but he shared a message from TTC committee, indicating they are working on the NHERI Research Search Engine initiative; also travel funds will be available for TTC members to advertise its availability.

11. Updates on Communication and Outreach subcommittee

Stephanie/Claudia: we will have a meeting in the coming Friday and also I cannot attend the next UF meeting in Feb. Claudia will provide an update to UF then.

For the secretary opening, the current secretary, Wei, has provided a brief summary about its responsibility:

- Make meeting arrangements for each UF meeting, including schedules and agendas;
- Record meeting minutes and keep track of and highlight on-going action items from each meeting.

The meeting was adjourned at 12:52 pm CT.

Action Items:

1. Include Graduate Student Council Update as a regular item in UF meeting agenda
2. Please provide nominations for UF secretary position.