

MEETING OF THE NHERI USER FORUM COMMITTEE
January 11, 2021

MINUTES

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

1. Approval of meeting minutes from November 30, 2020

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

2. Report from User Satisfaction Survey committee

Update provided on the modules. The UF has heard from the University of Texas, the University of Florida, and Lehigh regarding how they are planning to integrate the modules into their existing user surveys. The University of Texas opted to entirely replace their survey with the module that was developed by the UF which will simplify and expedite data transfer. Need to send another reminder to the remaining facilities to finalize the implementation of the modules. It was recommended that the UF keep the NCO in the loop regarding facility outreach. The UF will send an additional reminder to the facilities, and several members of the NCO will be cc'd on the reminder so they can provide support if the facilities don't respond. Note that this will be the third email sent to the facilities with the first two having been sent in October and November of 2020.

The subcommittee needs to meet soon to discuss how to proceed with the year 5 survey. This meeting should take place after data is received from the modules that have already been incorporated into facility surveys. Each facility has agreed to return data from the modules by the end of Q1 2021, however if this data isn't returned to the UF (or only a few sites return data) there would be a strong case to conduct the annual survey again. In addition, after the Q1 data is received, the UF can be determined how (and to what extent) data from the annual survey would be used if it were to be conducted again. If the UF can make the case that data from the annual survey is useful (or can be used to supplement module data), there would be an argument for running it again.

There was brief discussion on the charge of the UF and the distinction between the traditional annual survey and the modules. The annual survey is sent to the wider NHERI

group including members who may not have used the facilities. The modules are targeted at PIs who have actually used the facilities. All data collect by the UF surveys are used to measure user satisfaction. The data is shared with the NCO, the Council, and the NSF Program Director (Joy), and is published on the UF webpage.

Action Items. *Stephanie S.:* Send reminder email to facilities reminding them to respond regarding the modules. Copy Julio and Antonio on the email.

3. Report from NCO representatives

The last NCO meeting was January 8th. There was significant discussion on the guidelines and information required for the renewal proposal. The UF needs to develop a budget to be included in the renewal proposal. The UF budget should include a budget for the user satisfaction survey, a budget for member travel for an in-person UF committee meeting in San Antonio, and a budget for facility visits by UF members. The Users Satisfaction Subcommittee will provide a budget for the user satisfaction survey. The current level is ~\$11,000 per year and is expected to remain at that level. All UF members were requested to estimate travel costs for an in-person meeting in San Antonio. In addition, any members interested in conducting site visits should provide a cost estimate and justification.

The update of the Science Plan was also discussed. The revision of the Science Plan will be more inclusive of the Sim Center and CONVERGE facilities. The committee to update the Science Plan has not been very active and is currently in the planning stages..

The final topics addressed in the NCO meeting focused on communication and updates to DesignSafe.

Action Items. *All Members.:* Send travel costs for in-person UF committee meeting in San Antonio TX. If interested, send travel costs and justification for facility site visits as a separate note. Send all budgets to Stephanie S.

4. Report from ECO representatives

The last meeting was held in December 2020 and was focused on the REU Summer Program and Summer Institute. As of the last meeting, there were 6 complete applications for the REU Summer Program with over 100 application in-progress, and 11 complete applications for the Summer Institute. The application deadline for the Summer Institute is

Feb. 10th. The Summer Institute will be a hybrid event with a virtual networking program. The facilities currently scheduled to participate in the Virtual Networking programming include FIU, Lehigh, UC San Diego, UF, and UT. A proposal for a face-to-face option for the Summer Institute was submitted to UTSA for approval in December – still waiting on a decision.

Action Items. *Stephanie S.:* Send flyers for REU Summer Program to UF members to distribute to students.

5. Report from Facilities Scheduling representatives

No update. Next meeting scheduled for next Wednesday Jan. 20, 2021.

6. Report from Technology Transfer representatives

The last meeting was held in December 2020. All members were asked to review lists of ongoing projects to identify candidates for follow-up by the committee for discussion regarding how to foster tech transfer for their project. Half of the committee reported back during the December meeting, with the other half of the committee expected to report at the upcoming meeting on Wednesday Jan. 20, 2021. Ideally PIs will be contacted by members of the TTC by mid-February. A number of members in the committee expressed concern that there isn't enough geotechnical expertise on TTC – the TTC is looking to add someone in industry with geotechnical experience.

Action Items. *Stephanie S.:* Send TTC recommendations for candidates who have geotechnical experience to serve on the committee.

7. Other items

UF meeting minutes need to be added to the UF website for quarterly reporting.

Action Items. *Max.:* Contact Chris to get UF meeting minutes added to the website.

Stephanie S. motioned to adjourn; Mohammad second. The meeting adjourned 4:30pm ET.