

MEETING OF THE NHERI USER FORUM COMMITTEE
October 26, 2020

MINUTES

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

1. Approval of meeting minutes from September 22, 2020

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

2. Report from User Satisfaction Survey committee

The 2020 User Satisfaction report was published on the UF website on DesignSafe as of Friday 23 October. Next year, the User Satisfaction subcommittee will have two reports – one traditional user satisfaction report based on a user satisfaction survey distributed to known users of NHERI facilities, and one report based on modules that will be attached to existing exit surveys at experimental facilities. The modules have been emailed to the PIs of the experimental facilities for comment with the target of having them finalized by early November. It is currently thought that module data will begin to come back to the UF in January. The module data will be collected continuously throughout the year. The formatting and mechanisms through which the data will be transferred to the UF is currently unknown.

Action Items: *Stephanie S.:* Notify Joy about the user satisfaction report.

3. Report from NCO representatives

In the last NCO meeting Mohammad gave an update on the UF Committee activities and informed the NCO that the user satisfaction report had been published. The remainder of the meeting was focused primarily on the renewal of the proposal. Monthly facility reports were also discussed. The NCO wanted to know if there are any outstanding action items from the UF that need to be addressed – no outstanding action items were identified. The UF will send the NCO a “UF experiences” document that summarizes the experiences of past and present UF members to incorporate as part of the renewal proposal.

Action Items:

Stephanie S.: Send Julio notification there are no outstanding action items from the UF

for the NCO.

Stephanie S.: Send the NCO the 'UF experiences' document.

4. Report from ECO representatives

The last ECO meeting was 22 September. A majority of the meeting was focused on discussing REU applications (which are currently live). There was also some discussion on improving diversity and inclusion. It is currently thought that the 2021 REU program will be formatted as a virtual-live hybrid, however that has not been verified.

There was a virtual recruitment for REU in October with 60-100 participants. Another virtual recruitment is scheduled for 12 November. Mohammad will send information on the 12 November recruitment event to UF Committee members for circulation.

The 2021 Summer Institute will be held 16-17 June, and the deadline for applications is 10 February. There is currently discussion about whether to allow PhD students and Post Docs (in addition to early career faculty) to attend the Summer Institute since the format will be a virtual-live hybrid.

Action Items: *Mohammad:* Send information about REU virtual recruitment.

5. Report from Facilities Scheduling representatives

Last Facilities Scheduling meeting was 7 October. The team is trying to update scheduling tool to simplify the scheduling process.

6. Report from Technology Transfer representatives

No update. Shane volunteered to join ECO subcommittee.

7. Other items

Antonio emphasized that there is an open invitation for UF Committee members to attend NCO meetings. In addition, if the UF Committee is interested in any activities of the NCO (e.g. the science plan or scheduling tool), we can invite the corresponding person on the NCO to come and provide more detail.

Stephanie proposed skipping the December meeting and picking back up in January for 2021. There was no opposition to this proposal.

Stephanie S. motioned to adjourn; Mohammad second. The meeting adjourned 3:27pm
ET.