**April 10, 2017 1:00 to 2:30 PM ET**

**Minutes**

1. Attendance and Welcome

   In attendance for the Council: Arindam Chowdhuri (FIU), Forrest Masters (U. of Florida), Dan Wilson (UC Davis), Ellen Rathje (Vice-Chair) (Texas, DesignSafe-CI), Joel Conte (UCSD), Dan Cox (Chair-OSU), Steve Mahin and Matt Schoettler (UC Berkeley- SimCenter), Patricia Clayton (Texas), Julio Ramirez (Secretary- Purdue, NCO), Jim Ricles (Lehigh), and Jeff Berman (UW); Absent: U. of Florida. Guests: Dr. Joy Pauschke (NSF-ENH & NHERI Program Director); Tim Cockerill (DesignSafe-CI), and Matt Schoettler (UC Berkeley)

2. Review and Approval of Minutes (previously distributed) of Meeting No. 3 (02-13-2017) (All)

   Minutes approved as distributed without abstentions or negatives.

3. Status of NHERI policies:
   a. Data Sharing and Archiving (Ellen/Tim)

      Ellen reviewed version 2 of the Data guidelines. After some discussion all facilities agreed that clock for publishing data will commence when researcher leaves the facility. Ellen will prepare final version of the guidelines for posting on DesignSafe. She also reported that data curation tools are almost ready for release.
      **Action Item:** Ellen to distribute final version to the Council as soon as it is ready for posting.

   b. Scheduling Protocol (Julio)

      Julio updated Council on the scheduling activities. Dashboard has been up since January 2017, and currently the Facility Scheduler is working with the experimental facilities in the scheduling update. The Central Scheduling Committee (CSC) is being populated and he asked for one more facility manager to volunteer as a member. Currently the FIU manager is the only one on the committee. The CSC will meet virtually once a month to discuss scheduling and other related matters and will serve as advisory board to the Facility Scheduler. Two members of the User Forum are serving on the committee as well.

   c. Cybersecurity (Ellen/Tim)

      Tim reported that the Summit will take place on Aug. 15-17 in the DC area. The annual NHERI cybersecurity meeting will be held in conjunction with this meeting. He will share more information as it becomes available.
      Indiana University will be conducting a cybersecurity audit in the Fall. It will be done remotely with some possible follow-ups.  Dates are yet to be determined.

   d. EF User Evaluations (Dan)

      Dan asked if the experimental facilities are providing exit surveys to researchers. He indicated that OSU and UCSD are. He will share the link to the survey with the Council. Dr.

Pauschke noted that all facilities have user satisfaction as one of the key metrics of performance.
**Action Item:** Dan will provide link to be added to the Minutes.

4.  NSF Items (Dr. Joy Pauschke)

    *   Thank you to all who have helped with NSF on-campus Business Systems Reviews, especially for facilitating participation from your sponsored research office and other campus personnel.  NSF (Florence Rabanal, BFA/LFO) has completed more than half of the NHERI BSRs, is currently writing the reports, and will be following up those awards who have not yet had BSRs scheduled.

    *   After working with the CI awardee to standardize cybersecurity summary plans, please submit  your updated cybersecurity plan as an Interim Progress Report in research.gov.

    *   Please read all amendment letters to your cooperative agreement, including any new requirements included in the amendment letter, when they are issued.  They are sent to your Sponsored Research Office.

    *   NHERI Annual Reports should include sufficient and detailed information to be able to make a recommendation about next year funding.  The Annual Report should be sufficiently detailed to ascertain progress during the current year and plans for the next year.  The next year work plan should not be identical to the current year work plan.  As you are progressing through the award, there should be work plan changes. The Annual Report should identify all NSF awards that will test at the facility during the current year and all NSF awards that will test at the facility in the next year.   This information can be updated in subsequent quarterly reports.

    *   Processing of next year funding – please make sure that you and your co-PIs are up to date on submitting reports for all your NSF awards; overdue reports will delay next year funding and NSF has the challenge to complete funding actions early due to the building move in late summer.

    *   Large facility workshop – May 1-3, 2017 in Baton Rouge, LA.  Julio Ramirez has volunteered to organize a meeting of NHERI attendees.

    *   A NSF Cyberinfrastructure for Large Facilities Workshop  (different from Cybersecurity workshop held in August) is tentatively planned for September 6-7, 2017 in DC area.   Ellen Rathje will work on organizing committee and would like several other NHERI awardees to participate.

5.  NCO Items (Julio):
    a.  <u>Governance:</u> population of NIAC and User Forum

        Julio updated the Council on the activities of the User Forum. It is populated and has held at least two meetings since its activation. It has elected the officers of the Forum: Chair- Russell Green (VaTech), Vice-Chair- Nina Stark (VaTech), and Secretary- Elaina Sutley (KU). Currently is working with an external consultant to develop the instrument for the first NHERI user satisfaction survey. This activity will be completed, including the report in June

of 2017. The forum is also engaged in education and community activities of NHERI through its two representatives to the NHERI Education and Community Outreach Committee. It has also contributed two representatives to the Central Scheduling Committee and the Chair, Vice-Chair and Secretary rotate in attending the bi-weekly meeting of the NHERI-NCO Strategic Committee.

NIAC: Invitations have been extended to the 11 nominees. 6 have accepted, two declined and 2 are considering. The minimum size of the committee given the breadth of NHERI activities is contemplated as 7.

   b. <u>Science Plan</u>: Update

Task Group continues its activities, and is on scheduled to provide in May the first draft for Council review prior to posting for public comment on DesignSafe in June 2017. The plan is to answer public comments and have it ready on time for review during the Summer Institute in San Antonio, July 24-28, 2017.

   c. <u>Council Annual Work Plan due on April 30$^{th}$</u>

**Action Item:** Review of Items (provided by the NCO and submit your items no later than April 26$^{th}$.

   d. <u>REU NHERI program update</u>
   e. <u>Summer Institute Update</u>
   f. <u>International Partnerships</u>: status update E-Defense, NCREE, WindEEE

6. Facility Items:

SimCenter reported that it is getting of the ground and the first community webinars are being scheduled. The first one is *Webinar: NHERI SimCenter - NHE 101: INTRODUCTION TO WIND ENGINEERING* conducted by Prof. Kurtis R. Gurley, Ph.D. on July 26$^{th}$ at 3:00 PM EDT (12 PM PDT).

7. Other items: in person meeting, next meeting (Dan)

Next meeting will be an in-person meeting during the Summer Institute in San Antonio.
**Action Item:** Julio will send a poll out to find a convenient date and time.

8. Adjourn
Meeting adjourned at 2:10 PM EDT.