MEETING OF THE NHERI USER FORUM COMMITTEE
Monday, April 17, 2017 at 2:00pm EST

MINUTES

1. Welcome and introductions

UF committee members in attendance: Russell Green, Nina Stark, Elaina Sutley, James O'Malley, Mohamed Elsharawy, Liesel Ritchie, Adda Athanasopoulos, Erik Johnson

Guests in attendance: Julio Ramirez (NCO-PI), Antonio Bobet (NCO-representative to UF committee), Christopher Thompson (NCO IT)

Absent: Ramtin Kargarmoakhar

2. Agenda items

Meeting Agenda

1. Overview of items relevant to the UF Committee from the last NCO meeting (Russell/Antonio)

Chair and Vice Chair participate in the NCO committee meetings. Since the last UF meeting, two NCO meetings have occurred. Russell reported relevant items to UF committee related to the summer institute and user satisfaction survey.

*Outcomes of the conversation for both of these have been placed under the corresponding agenda items since there was overlap.

2. Update on the Users' Satisfaction Survey (Nina)

The subcommittee for the user satisfaction survey met on April 5. Two critical components were discussed: (1) who is the user; (2) defining the scope of what is satisfactory to the user. The subcommittee is working with Antonio, using information on his survey of who has submitted NSF grants to help define who the users could include, and also reaching outside of those to determine other potential users, namely, early career researchers that would not have already submitted proposals, and practitioners that use the NHERI facilities. Antonio noted that the survey is not only to capture the satisfaction of the user with their current experience, but more so to determine what are the things the users would like to see or have.

The subcommittee is also working with TechEd, and is working on identifying the budget for the survey and post-survey analysis. Through the subcommittee's discussion with TechEd, they have decided that open-ended questions are more important than closed-ended questions, although both types will likely be included on the survey.

Action Item: Antonio will contact TechEd and ask them to join the next UF committee meeting (scheduled for May 15 at 2:00pm EST).

Julio reported that Ellen Rathje (designsafe co-PI) has agreed to give access to the survey results (design safe user satisfaction and user needs survey) to the UF committee for the purpose of the UF satisfaction survey. Now, we need to decide the preferred data format.

Action Item: Nina will contact Ellen Rathje to determine the possibilities and best option for the data format.

3. UF Committee face-to-face meeting held in conjunction with the during the NHERI Summer Institute (Elaina)

The in-person meeting location and agenda was discussed, specifically, how long the meeting needs to be. It was proposed that we me initiate the meeting on Monday July 24 in the afternoon. During this time we cover a number of agenda items and review the science plan. Tuesday morning the UF committee would participate in the Summer Institute's scheduled discussion on the science plan. The UF committee meeting would resume briefly Tuesday afternoon, wrap up after the science plan discussion, and adjourn.

The science plan task group plans to develop a first draft well before July 24, and make this draft available for public and UF committee comment through designsafe. The task group aims to present this draft at the Summer Institute for feedback as well. The public comment period is intended to occur mid-May through the end of May. The science plan is to be used by the NSF to prioritize what research should be pursued for funding; this is where we think, as a community, the research should be going. We inform the NSF. The NSF's Joy Paushke has been participating in the meetings, and she intends for the NSF to post the science plan on their website.

The UF committee discussed the idea of reviewing this science plan, as well as the user satisfaction survey plan Monday evening of the Summer Institute. Then Tuesday of the Summer Institute, the UF committee could participate on Tuesday morning's science plan discussion.

Julio offered suggestions of agenda items and reminded us of our committee's role. The UF committee will report to the council and tell them how we can all do better with respect to the users of NHERI. We should cover all aspects related to this. Suggestions from Julio:

-Item 1 - The user satisfaction survey has to be completed by the end of June. The July meeting could be a good opportunity to get together to put together the report, possibly put together the results, and determine how we plan to communicate the results to the NHERI council.

-Item 2 - The scheduling committee will start meeting regularly. We could cover what the scheduling committee has learned and seen over the first 7 months. Many NHERI users have been industry projects.

-Item 3 - ECO reps can report to the group.

-In planning, we may want to consider having members from the council, other NHERI governance, and members from the network independent advisory committee to participate and observe our meeting.

-Consider do we need to enhance membership of UF committee? Are we missing any opportunities to provide a better service to the users? Are there initiatives that the network should be engaged in that

requires additional resources, NSF has set aside money for this. The council can access that money through annual requests. Examples: Science plan international workshop in second year; initiation of a technology transfer committee that brings practitioners and researchers together; ECO may request to increase the number of REU participants.

-NCO very interested in finding and developing ways that bring all of the communities together. Coastal, wind, seismic, geotechnical, etc. activities that enhance the communication and interaction across NHERI user communities. Another potential idea is to organize summer schools to bring disciplines together with a specific focus. This could be somewhat in line with the QuakeSummit for NEES. We could propose a summer school that brings various disciplines together that support the sharing of information, needs for research, instrumentation tools that are multi-disciplinary/multi-hazard directed at building research capacity and information exchange, and especially that provide opportunities to bring young professionals and young faculty.

-NCO annual report is due at the end of April, and the annual work plan must be included. The funding required for all activities in the work plan are required to be detailed in the report. If the UF committee has ideas to put on the table, Julio can share the format for how one could make such request as part of the work plan. If this timeline is too quick, following the in-person meeting in July, the UF committee can make supplemental requests to the NCO who will make supplemental requests to the NSF mid-year.

Chris noted that he can provide zoom access to any UF committee members that are unable to travel to San Antonio, TX for the meeting.

Action item: For the entire UF committee: consider whether there are additional activities that would promote learning and positively impact the community as a whole. Share these with the committee and Julio for inclusion in the work plan.

Action item: Elaina will develop a budget for our attendance to the Summer Institute by the end of April.

4. Other items?
   a. Setting a re-occurring time/day for future UF committee meetings

The decision was made to meet the third Monday of every month from 2-3:30pm EST. Note: meetings should usually last one hour, but the extra thirty minutes will provide security in covering all agenda items as we move forward.

Action Item: Chris will establish a re-occurring zoom meeting for us on the third Monday of every month at 2pm EST for a one and one half hour block.

   b. Update design safe website page for UF committee

The website needs to be updated. Antonio and Chris lead the discussion and provided examples of changes we may be interested in seeing. We have the option for two versions of the website: one for public and one for UF committee only. The private version can be used for communication and information exchange. We may need to form a small committee of 2-3 people to work with Chris on the

webpage. The webpage could share the committee's objectives and provide a space for users to comment to us directly. We may also want to set up a new email address to contact UF committee.

Chris showed us the page on designsafe and indicated that the general navigation of designsafe is going to change soon. Chris suggested that we change the verbage from future tense to what the group is currently doing. We remove the note on election needs. Replace the election needs note with a list of current members and their roles. And expand that list on the right side of the page. On left side, move the composition of the group further down the page. Put responsibilities and activities at the top of the page. If there are any new stories, or press releases, we can add quarterly or monthly messages sent out through Chris. He will forward to communications person.

We are responsible for deciding what we want on our page. Russell recommends we each look at the page and send in any suggestions. Elaina and Russell will work together to compile a list to share with Chris.

Action item: Everyone on the UF committee should look at our committee's webpage on designsafe, and determine what changes they would like to see. These changes should be sent to Russell and Elaina who will compile a list and share with Chris for execution.