MEETING OF THE NHERI USER FORUM COMMITTEE
May 17, 2022, 10:00am Central

MINUTES (by Wei Song)

In Attendance: Maggie, Stephanie Paal, Wei, Antonio, David, Liesel, Tori, Claudia, Yazen

1. Approval of meeting minutes from the Apr 18, 2022 meeting

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

2. Update on the summer institute

One change in the agenda item that is related to UF is the UF meeting: the User Forum meeting originally scheduled for 1-2pm on June 23 has been moved to 12-1pm on the same day, which will occur at the same time as the lunch.

Antonio: In the past, the User Forum has its own agenda, and often the meeting runs more than 1 hour. Therefore, UF can flexibly adjust the meeting agenda and just need to coordinate with SI organizers on a meeting space/time.

Wei: I will pass on this information to Mohammad and see if there is a need to adjust the meeting schedule/location.

3. Report from User Satisfaction Survey committee

Maggie: I would like to report something that is exciting. We have received 181 answers to our survey modules. I am currently cleaning up the data and making sure there are no duplicated items and the data can be useable for integration. This is the most responses we have received from all the survey initiatives we have conducted.

For the long form of the user satisfaction survey, I have circulated a draft to the subcommittee, and I am waiting for feedback. I also proposed a couple of data collection periods to be determined: one is launching on May 30, closing on June 13, with a possible extension to June 20; and the other is launching on June 6, closing on June 20, with a possible extension to June 27. Hope the SI attendees can heavily promote them during the conference. In conducting the surveys, Mohammad will send out a message to all the site PIs and ask them to circulate the surveys.

Lisel: I would like to share with everyone that Maggie just defended her dissertation and

she will move on to a postdoc position shortly.

4. Report from NCO representatives

David: The main item is that NCO is preparing for the site visit and we are getting ready with all the materials and presentations. Antonio will present the slides related to UF.

Antonio: There are about 3-4 slides related to UF. Wei has agreed to attend the after-session in case there are any questions for the UF. Thank Mohammad, Stepahine, Maggie, and Wei for preparing the slides and also helping with the review process.

David: The NCO will provide evidence to the reviewers about the impact that NCO has had on the community and understand what metrics we can provide to demonstrate we are adding value to the NHERI facilities and to the natural hazard research community. We also discussed the science plan meeting—we have finalized the list of participants and we are trying to follow up with them.

Wei: Is my attendance required for the actual presentation in the morning for the NCO meeting?

Antonio: There are two meeting sessions. The one in the morning is to present to Joy fro NSF and the review panel and the one in the afternoon is for NCO to meet and address the questions asked by Joy and the panel. No, your attendance is not required for the morning presentation. For the session in the afternoon, if there are no questions related to UF, you do not need to stay for that meeting either.

5. Report from ECO representatives

Stephanie Paal: In the past meeting, we mainly discussed the NHERI summer institute and graduate student council. And most of the items we discussed in April have been decided, including the SI agenda that Wei showed earlier. ECO will fund about 20 early career SI participants, 5 graduate student council members, 3 UF members, and 1 self-funded participant. For the panel with NHERI experience, we are still trying to decide if that should be in person or via virtual meeting. For the REUs, we have talked about each facility needs to send out their handouts and establish the student mentors, For the graduate student council, I have not participated in one of their meetings yet. Maybe I will go to one of the next meetings.

Antonio: Do you have the link to the graduate student council meeting? I was asked to go to one of their meetings.

Stephanie: No, I do not have the link. I think the purpose is to ask you and others to share your experience in these meetings.

6. Report from Facilities Scheduling representatives

Claudia: I have already sent the UF feedback on the facility scheduling tool to the scheduling committee. If anyone would like to share more, they are still welcome. The idea of centralizing all the data in a single location is favored by many. Besides that, NHERI will have a booth at the ACWE conference at Texas Tech today.

7. Report from Technology Transfer representatives

Yazen: We do not have any updates since our last UF meeting.

8. Updates on Communication and Outreach subcommittee

Claudia: Unfortunately, I could not attend our last meeting. But we have shared some documents to contribute ideas on the REU programs.

9. Discussion on i) new member from graduate student council and ii) new member election

i) Student member(s) from graduate student council

Wei: Mohammad brought up an interesting idea and would like to gather opinions from UF. Mohammad suggests absorbing members from graduate student council to join UF. Graduate students are the ones at the forefront of conducting research projects and uploading research data. Their perspectives could be a great addition to the UF. Any comments are welcome.

Stephanie: This means for just one member from the graduate student council or for the entire council to join UF.

Wei: I don't think the intention is to include the entire council in UF—maybe 1 or 2 is

appropriate. But we have not discussed the actual number of members joining UF.

Yazen: I think it would be a great idea to include graduate students. It could broaden the outreach and spread the word about what we do here.

Claudia: I just have a quick comment—if they, the graduate students, are users, why not include some of them in UF? I think we can bring some students' perspectives that are outside the box.

Antonio: A quick procedural question—is this student member going to be a voting or non-voting member of the UF? If it is a voting member, then there is a process of advertising, nomination, etc.

Wei: We have not discussed the voting power attached to this student member yet. I will bring this comment to Mohammad for future discussion. If needed, we can incorporate that into the new member election process.

ii)   New member election

Wei: We are getting close to the new member election. I was asked by Mohammad to notify everyone of this important activity. Also, I have a couple of questions that I would like to clarify: is there a 'hard' time limit to how long one can serve on the UF committee?

David and Antonio: No, it is completely up to the committee.

Lisel: I have also been serving on this committee since 2018.

Wei: Thanks for clarifying. I would like to ask UF members to consider the opportunities to serve as the officers at UF. So far, what I know is that, Stephanie Pilkingtonis still interested in serving as the vice chair and lead the Outreach subcommittee, and myself is also still interested in serving as the secretary. But everyone can express interest and run for the officer positions. Am I correct, Antonio?

Antonio: Yes, it is up to the UF to decide. There are no set rules on how long one can serve. Based on the discussions in the past, an officer would serve a term of 2 years as a minimum because an 1 year term is too short to make a meaningful impact. But of course, these unwritten rules can always be changed based on UF's decision.

Wei: Because we are missing quite a few members in the meeting today, I think this could be a discussion item for the June meeting at the SI. Once this discussion is concluded, we can proceed with details on how many new member openings we will have for the election. Then, based on my past experience, we will start the nomination process for the possible new members. During the nomination process, we will try to balance the research area to make sure a broad coverage of the NHERI community.

10. Others

No other items to discuss.

The meeting was adjourned at 11:46 am CT.