

**MEETING OF THE NHERI USER FORUM COMMITTEE**  
**Feb 17, 2022, 10am Central**

**MINUTES (by Wei Song)**

**In Attendance:** Mohammad, Wei, Antonio, Idil, Claudia, Esteban, Kameshwar, Shane, Yazen

**1. Introduce new members (Idil Akin, Sabarethinam Kameshwar, and Sara Hamideh)**

Sara cannot attend due to a prior commitment.

**2. Approval of meeting minutes from Jan 16, 2023**

Wei Seconds. The minutes are approved.

**3. UF New Member Election**

**Mohammad:** For the new members, I suggest you take a look at the past meeting minutes from UF website (<https://www.designsafe-ci.org/community/user-forum/>). And currently, we have an open officer position—the secretary of UF. We will also extend this opportunity to new members and if you are interested in this position, please respond to us later.

**Wei:** The responsibility of the secretary position includes two main items: the 1<sup>st</sup> is to keep the smooth operation of UF (including scheduling the UF meetings), and the 2<sup>nd</sup> is to keep track of the UF activities, especially the action items that the UF needs to work on. We will run the election soon and try to complete the whole process by mid-February.

**Mohammed:** If anyone who is interested in the secretary position, please let me and Wei know. Also, one of our UF meetings is in-person, held along with the summer institute in June. If you have not participated in summer institute before, it is a great event for junior faculty members, and I highly encourage you to apply and participate; if you have been to summer institute before, then there is not need to apply, and you can just be there for the UF meeting.

**Antonio:** For those who have participated in summer institute before, you can still try to apply and participate in the activities. But the travel support generally will be reserved for those who have not participated before.

**4. Discussion on new ideas to implement**

- a. (Idea #1) hosting office hours with site representatives.

- b. (Idea #2) host Happy Hours with previous users and talk about their experiences in an informal but interactive way.

**Mohammad:** We have informed the NCO and the council the idea of having happy hours and everyone thinks that it is a great idea. Maggie will be responsible of hosting this event and she is not with us today. We will discuss further on this topic with her in our next meeting when she is here.

### **3. UF New Member Election**

Existing UF members introduce themselves to the newly elected members.

### **5. An introduction of graduate students council**

**Esteban:** Give a short presentation about GSC, including the mission statement and general purpose of GSC; general membership; the executive committee of GSC; the NHERI GSC workshop groups.

**Mohammad:** We would encourage your students to get involved with NHERI GSC and it is a great opportunity for them to contribute their knowledge and passion to better serve NHERI community.

### **6. Report from User Satisfaction Survey committee**

**Mohammad:** Maggie cannot be with us today but she has shared a list of updates: i) feedback from the council on survey results and plans for next year's survey was position, and they also appreciate the "happy hour" idea; ii) propose to use summer institute to conduct the happy hour—will discuss more in the next meeting; iii) still need more data from a few facilities but will move forward based on what we have so far and report to the next UF meeting.

### **7. Report from NCO representatives**

**Mohammad:** Most of the discussion in the NCO meeting is about the science plan.

### **8. Report from ECO representatives**

**Wei:** Stephanie Paal has provided an update via email. The ECO Jan meeting was mostly focusing on the ten week summer REU program and the logistics surrounding that. And another topic was ECO would like to know who from UF will be participating in the summer institute.

**Mohammad:** I will share the schedule of summer institute with UF and see how many would like to attend in person.

### **9. Report from Facilities Scheduling representatives**

**Claudia:** We are in discussing of ways of enhancing the engagement of the facilities and the project PIs. For example, we are thinking of an effective way of contacting PIs and ask for their concerns in using facilities, and also help to identify problems and shortcomings.

### **10. Updates on Communication and Outreach subcommittee**

**Claudia:** Actually in continuation with the facility committee discussion, I have brought these ideas to the communication and outreach committee. It seems that the committee supports these ideas and Marti is trying to reach out to contact PIs. We are currently trying to organize a framework about questions for PIs and facilities to respond.

### **11. Report from Technology Transfer representatives**

**Yazen:** No particular updates. We have received email asking if anyone would like to participate in the summer institute. And the committee is looking for 3-4 volunteers from TTC. I would join summer institute either as a TTC or a UF member. Also, we are still working with designsafe on the search engine that can make it easier for the community to search information.

### **12. Other comments**

**Kameshwar:** There are many on-going activities at UF. Can we have a broad introductory session so that the new members can learn these current activities and see where they can contribute?

**Mohammad:** Yes, we are missing a few members today including one new member. We will ask everyone to provide an introduction about their own subcommittee so that new members can decide which one they would like to join. Some of the committees are short on the members, for example, we only have one member in the ECO and we would like to have at least 2 members in these committees. And communication and outreach

The meeting was adjourned at 10:40 am CT.

Action item: Each UF member please introduces their subcommittee on their missions and current on-going activities.