

CNMS UEC Agenda, Thursday, January 7, 2016

12:00 pm Eastern Time

Participants (attendees in blue)

Chair – Molly Kennedy (Clemson U.)

Vice-Chair – Lane Martin (U. California, Berkeley)

Secretary – Yang Zhang (U. Illinois)

At-Large Members:

Alex Belianinov (ORNL/CNMS); Kathrin Dörr, (MLU Halle-Wittenberg); Eric Formo (U. Georgia); Enrique Gomez (Penn State U.); Megan Robertson (U. Houston); Evgheni Strelcov (NIST); Rafael Verduzco (Rice U.)

Past Chair, ex officio member – Nazanin Bassiri-Gharb (Georgia Tech)

CNMS (non-members) – Tony Haynes, Sandy Lowe, Brad Lokitz, Hans Christen

- **Welcome new members!** (Molly)
 - Self-introductions by five new members for 2016 followed by returning members and CNMS participants
 - Molly gave a short orientation on how the UEC functions; primary purpose today is to organize 2016 tasks
- **User proposal cycle update** (Tony)
 - Proposal call summary: 160 received in October; 124 (78%) approved and notified in December
 - 2015A extension process started this week: 119 applications emailed to PIs, deadline Wed., Jan 20
 - Offer for Start-Up assistance was sent last month for 2015B projects; only one reply received, just requesting basic info, e.g., visit vs send samples, lodging options, etc.
- **Updates from User Suggestion Box** (Tony)
 - Last reviewed with UEC in January 2015 telecon
 - One submission during CY2015 (April) – suggested a tutorial on “APT data analysis” and prefers Tutorials/Workshops combined with User Meeting, *Anonymous*
 - **Tony** will forward tutorial suggestion to APT staff for opinion on how useful this might be
 - **UEC** will follow up based on suggestions of APT
- **Organize and Assign UEC roles for major 2016 activities** (Molly)
 - User Meeting Team (Bobby, Enrique, Eric, Evgheni, Kathrin, Lane, Megan, Molly, Rafael, Yang)
 - **Eric and Enrique** volunteered to lead; group will meet one additional time each month to plan
 - Responsible for scientific program; Identifies themes, speakers associated workshops; Presents ideas to entire UEC; Contacts speakers; Plans announcements/advertising to community
 - Graduate Student Poster Session at User Meeting (Evgheni, Megan, Bobby, Eric)
 - **Evgheni** volunteered to lead organizing committee
 - Occurs during User Meeting; Group needs to arrange poster judging; Volunteer to present winners to audience
 - Newsletter (Brad, Yang)
 - **Yang** volunteered to make sure UEC members respond to requests for input
 - Plan three issues per year in January, April, August
 - **All UEC members** suggest additional ideas for articles of interest to users at any time
 - LinkedIn (Alex, Yang)
 - **Molly, Alex** volunteered to seed with fresh content, lead recruitment of members
 - Post announcements about proposal calls; announce user meetings, workshops; link to newsletter, cleanroom twitter feed;
 - Near-term goal: Grow community to 200 members by end of first year
 - Reviewed ORNL policies for social media (distributed in advance)- strongly recommended that ORNL/CNMS staff member has admin privileges for continuity (**Alex**); identify posts as personal opinions, not corporate or governmental

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- User Satisfaction Survey Analysis (Molly, Lane, Kathrin)
 - Lead for committee: **Molly**
 - Two separate tasks:
 - Summarize and make recommendations from 2015 Survey for CNMS management
 - For triennial review document: produce “A two page report from the UEC that serves as the summary of user comments on the facility”
- CNMS Strategic Plan and Review Document to be sent to Hans (Molly, Lane, Nazanin)
 - Lead for committee: **Molly**
 - Update to the Strategic Plan will be part of Review Document; input from the User Meeting, UEC cover letter will be incorporated; As *ex-officio* member of Advisory Committee, the UEC Chair will be invited to comment on Review Doc in late Feb-early March
- Minutes from Meetings and Agenda (Tony, Sandy, Molly, Lane, Yang, Brad)
 - Staff/UEC leadership put together agendas
 - Staff complete minutes
 - **Molly, Lane and Yang** follow up with UEC to make sure that action items are completed prior to meetings.
- Other expected UEC responsibilities:
 - Represent at NUFO Capitol Hill visits & expo (Summer) – normally send 2-3 people
 - Arrange elections (October) – NOTE: *Nominations close at end of User Meeting, in August this year*
 - Recommend changes to proposal process and additional reviewers – make recommendations if needed
- **January User Newsletter**
 - **Brad** is preparing January issue for distribution ~20 January
 - **UEC members** vote for favorite research highlights by 11 January: one User, one CNMS Staff
 - Contents: UEC Chair’s Message; Announcement of UEC Election results; User Meeting report; Results of 2016A proposal call; CNMS LinkedIn Group: *Present, Past and Future User Group*; New equipment- Nanoscribe; Staff Updates; Honors and Awards; User and Staff Research Highlights with researcher bios

Next Conference Call: February 4, Thursday, 12:00pm, Eastern Time