CNMS UEC Agenda, Thursday, March 3, 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

- **Review planned agenda and add any items missed** (All)
- **User satisfaction analysis report review** (comments to Molly)
  - Preliminary review and comments by March 3; **Molly** will distribute revised draft to UEC on March 5 for final comments by **March 9**; final report due to CNMS management March 15
  - Molly proposed to survey applicants completing the proposal process – *concept approved, requires further clarification of goals and survey questions; tabled discussion until April; multiple issues to probe-satisfaction with proposal process, biases in proposal selection and demographics (real or perceived)*
    - **Molly and Tony** to develop mission statement
- **Review of recent comments from the User Suggestion Box** (Tony) – *no new comments*
  - Comment box is located on CNMS website: http://www.cnms.ornl.gov/ - new icon added in early February
- **Triennial Review:** Update on poll for volunteers for on-site 'Working Lunch' and remote participation (Tony)
  - Multiple UEC members are available for on-site on either day; results forwarded to Hans and potential participants will be contacted by Amanda to confirm as soon as the review agenda is set
- **2016B Proposal Call**
  - To be announced week of March 7th (in time for APS and other major spring meetings); deadline is 5/4/16
    - Updates for website and proposal form are in process
  - After the Call is announced, **Alex** will post on LinkedIn
- **CNMS website redesign** (Sandy)
  - Target date to go live is still mid-March; UEC review and feedback on test site will be sought in early March
- **Update on CNMS user meeting subcommittee progress** (Eric and Enrique)
  - Approved organization around three focus areas
  - Subcommittee will proceed to identify and invite key speakers, draft announcement (*video conferences scheduled on the 3rd Wednesday of each month*)
  - CNMS staff members were identified as contacts for each of the three focus areas.
  - **Lead(s) for each focus area** will get input from CNMS contact re. topic description and suggested speakers and provide that input to subcommittee before video conference on **March 16**
- **Proposal for workshop on Big Data Sets** (Alex)
  - To be held before or after the User Meeting
  - Concept approved; **Alex** will provide additional planning information to meeting subcommittee by **March 16** using information form provided by Tony

- Adjourn, 12:50p EST

Subcommittee Appointments: Leads are **Bold**

- User Meeting Team: Bobby, **Enrique, Eric**, Evgheni, Kathrin, Lane, Megan, Molly, Rafael, Yang, Nazanin
- Graduate Student Poster Session at User Meeting: **Evgheni**, Megan, Bobby, Eric
- Newsletter: **Brad**, Yang
- LinkedIn: **Alex**, Yang, Molly
- User Satisfaction Survey Analysis: **Molly**, Lane, Kathrin, Nazanin

- CNMS Strategic Plan and Review Document to be sent to Hans: **Molly**, Lane, Nazanin
- Minutes from UEC Meetings and Agenda: Sandy, Tony, Molly, Lane, Yang, Brad

Next Conference Call: April 7, Thursday, 12:00pm, Eastern Time