CNMS UEC Agenda – Thursday, July 28, 2016
2:00 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, Brad Lokitz, Sandy Lowe

- **Proposal submission portal** (Tony)
  - History I: 2005-06- CNMS part of team writing requirements for Integrated Proposal Tracking System for SNS start-up; Initial package delivered in 2007, lacked most CNMS-specific features, evolved without CNMS
  - History II: 2012-13- ORNL User Facilities initiative to integrate User Portal for all facilities with CNMS User Proposal System as pilot; project lasted ~8 months (through 2 proposal cycles); barrier = complex reviewing workflow; has CNMS-specific front-end
  - Expectations going forward: historical database should be archived; must interface with other ORNL systems, particularly ORNL Guest Portal (badge, training, project scheduling, multiple facilities)
  - Four areas of need: User I- new proposal submission/tracking; User Office- review/decision tracking, metrics; Reviewers- manage workflow; User II- project status (scheduling/availability, project expiration, allocation used)
  - Other benefits: demographics of submissions/approvals; historical data mining, trend projections; publications
  - **Action needed**: Identify specific needs/requirements to define scope of project; Identify budget, project lead
    - **UEC**: identify requirements of Users
    - **Reviewers**: identify requirements for Workflow tracking
    - **Tony/Sandy/Brad**: identify requirements for User Program
- **2016 UEC Election**
  - Nomination status: 3 nominated for At-Large (one with interest confirmed); none nominated for Vice Chair yet
    - Need minimum of 1 nominee for Vice Chair plus 3-4 additional for four At-Large seats
  - **Tony/Sandy**- Distribute list of User Group members registered for User Meeting for UEC use in recruiting
- **On-Site UEC Meeting, August 10, working dinner (Room C-156)**
  - **Molly** will develop agenda for on-site UEC meeting (distributed earlier– notes from 2015 meeting)
  - Topics to include:
    - Hans: Equipment changes, issues (downtime?); Director needs from UEC in 2017
    - User proposal process: distribution of acceptance rates among CNMS capabilities/groups
    - CNMS staff needs from UEC
    - Effectiveness/improvements in UEC operation: telecons, other tools (e.g., LinkedIn, Suggestion Box)
    - Goals for 2017: 6-month, 12-month horizons
    - Town Hall agenda
    - Election Nominations
    - Student Poster Award selection
- **Final planning for 2016 User Meeting**
  - Agenda for Town Hall meeting (distributed earlier–notes from 2015)
    - Collect input prior to Town Hall: Include survey in Meeting handout or publicize availability of the Suggestion Box; input for review mid-afternoon before Town Hall
  - Registration status– Total ~ 220 (Update: final 243 as of 7/29 pm)
    - User Meeting = 208 :: Topic distribution = DAMI: 78; EIP: 51; OCMN:75; Other: 4
    - Workshops: Net for Tue-Wed = 154; Net for Fri = 91
      - Deep Data: 81 (Note: 54 registered for both DD and 2DM)
      - 2D Materials: 127
      - Direct Write: 66 (Note: 27 registered for both DW and DMRG)
      - DMRG: 52
  - **To Do:** (a) identify session chairs, local and non-local; (b) assign meeting rooms based on registration

2017 User Meeting
- o Agreed with SHUG on week of July 31- Aug 4, 2017 and location of ORNL Conference Center
    - – Two-day User Meeting with workshops on two additional days
    - – Lane to converge on which days of week with SHUG; favor early week due to neutron GRC in Hong Kong
- **Other News from CNMS** (Tony)
    - o Suggestion box- No submissions this month
    - o Schedule for September-January telecons
        - – Sandy will send a doodle poll: M-F (10a/11a/12n/1p) 20 options
- **Adjourn 3:05**

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: TBD, first week of September