CNMS UEC Agenda, Wednesday, October 29, 2014
11:00 am Eastern Time

Participants (attendees in blue)
Chair – Vivek Prabhu (NIST)
Vice-Chair – Nazanin Bassiri-Gharb (Georgia Tech)
Secretary – Milan Buncick (AEgis Technologies Group)
At-Large Members:
Nina Balke (ORNL/CNMS); Zheng Gai (ORNL/CNMS); Molly Kennedy (Clemson U.); Martyn McLachlan (Imperial College, London); Megan Robertson (U. Houston); Ray Unocic (ORNL/CNMS); Rafael Verduzco (Rice U.)
Past Chair, *ex officio* member – Tony Hmelo (Vanderbilt U.)
CNMS (non-members) – Hans Christen, Tony Haynes, Viviane Schwartz, Sandy Lowe

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- **News from CNMS (Haynes)**
  - Fall 2014 Proposal Call: closed 10/22; 170 new proposals; notifications expected by December 15th
  - Haynes requested UEC input on new reviewer candidates *distributed via email in advance*
    - Invitations are going out
  - User stats from annual report to BES
    - 421 users for FY14 – this is down 10% from last year, no particular area
- **Capital Equipment Opportunities (Christen)**
  - How would the UEC like to participate in deciding Capital Equipment (CE) purchases?
  - **Immediate**: Two large dollar-value proposals are now being considered based on instrumentation needs that are described in the CNMS Strategic Plan, along with a few smaller-value items
    - Poll user community to rank CE recommendations based on a short justification (distribute next week; close poll on November 13; results of poll to UEC on November 14; hold UEC telecon on November 17 to discuss results) – Tony Ha/Sandy
  - **Future**:
    - Include Equipment Opportunities question on user proposal form. This would be a separate question/page at the end of the proposal form. Explain this page would not be included in the proposal review/consideration process but as a means to express equipment/capability needs of the user - Tony Ha/Sandy
    - Survey user community 6-10 months prior to workshops/user meetings to solicit feedback on their equipment needs
    - User Meeting – hold a short discussion on suggested CE (are the CE suggestions received something users need, would like to have?)
    - Hold workshops dedicated to equipment needs/purchase/prioritization; targeted audiences, user pools
    - Suggested process for future: UEC to collect user input as above and submit input on priorities forward to Advisory Committee for additional advice, followed by CNMS management decision
- **UEC Roles (Prabhu)**
  - Molly drafted a retrospective list of FY2014 activities *distributed via email in advance*
  - What is missing from the roles list?
    - Generally UEC is satisfied with voice/roles but may need to communicate its activities better to BES, to reviewers, and to users; Roles list may serve as living document covering scope of UEC activities
    - Other activities not explicit on this list:
      - Identify opportunities to enhance CNMS interactions with SNS/HFIR
      - Grow the user community (workshop at user meeting) to support the long-term mission
      - Planning for the future (CE)
  - Which role items on the list are providing the most benefit to CNMS?
    - Prioritize UEC list (Christen/Haynes)- there are 10 UEC members so it was suggested to limit the list to 10 items to individually assign leads for tracking purposes
  - Triennial Review report will be distributed to the UEC and Advisory Committee (Christen); for discussion in December telecon

- **User Satisfaction Survey results (Haynes)**
  - 135 responses (39%); 131 overall Satisfied (97%); Four dissatisfied about something, only two explained
  - Survey results will be distributed to the UEC (Haynes)
    - Review/summarize and provide feedback during the December telecon (TBD)
- **Election Wrap-Up: Certification/Notification (Haynes)**
  - Election closing tomorrow (10/30), ~120 votes so far
  - Milan has agreed to review and certify the results next week; UEC be prepared to break ties
  - Sandy will send the results on behalf of Chair/VC for UEC to full user group
- **User Newsletter schedule (Schwartz)**
  - Next issue will be delivered 2nd half of January
  - Be prepared to discuss content during December telecon
- **Notes from September meetings**: Milan submitted draft notes from UEC On-Site, Town Hall meeting, and Panel Discussion; Haynes to proof and send to Vivek for final OK before posting on website
- **Increasing grad student (user) involvement with UEC:** for example, invite to telecon (as a non-voting member) to hear about their experiences; also seek broader input on user experience generally, maybe via staff
  - For further discussion in conjunction with User Survey comments in December telecon
  - It was noted that UEC Chair can invite anyone to participate during the telecons/meetings at any time
- **NUFO needs a new name-** *Email from NUFO distributed via email in advance*

Next Conference Call: December 3, 2014, 11:00am (Eastern Time)