CNMS UEC Agenda, Friday, October 2, 2015
10:00 am Eastern Time

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

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- **News from CNMS** (Tony)
  - Rapid Access FY15- 78 proposals received, 67 approved accounting for <7% of total user time allocated; 17 were to support neutron scattering user projects, 13 for routine characterization
- **User Meeting in review** (Nazanin)
  - What worked, what didn't, ideas for improvement
    - There was too much discussion overlap; same voices heard in am/pm; some ideas discussed in the morning were echoed in the afternoon. How to avoid the overlap: Have people answer a survey to submit questions; perhaps collect topics before the meeting (with a prequestionnaire). Use technology resources to submit topics and collect input in real-time during the meeting. Share discussion questions with the audience ahead of the meeting so they can think about topics and input.
    - Roundtables need independent Discussion Leaders from outside CNMS; a UEC member or other external participant needs to lead each of the discussion topics versus CNMS staff
    - Reduce the discussion time on 'What you would like to see happen in CNMS' from 45m to 30m and increase talk times
    - Overall the discussion groups were a great idea although some people seemed less likely to participate; perhaps should have breakouts within the groups to promote smaller groups for more involvement.
    - Opportunity missed? CNMS staff should follow up with speakers that are not already CNMS users to solicit user proposals
    - Have a list of '**best practices for the session chairs'** would be helpful (Discuss during the next meeting)-All
    - How often to have this type of User Meeting? Perhaps every 3 years, preceding each triennial review
  - Strategic Planning report for review and/or approval
    - Condense text roundtable summaries to make a list of recommendations to CNMS for expansion/investment (Nazanin/Molly)
      - CNMS will poll staff to see what platforms are possible (Hans)
      - Survey will go to users (Tony/Sandy)
  - Setting dates for 2016 (Molly)
    - Before the start of classes (July/Aug with mid-Aug. being the latest)
    - **Molly** will send survey listing 6 weeks in July-August; everyone to vote for top two
- **UEC Election** (Tony)
  - Reviewed sample ballot- okayed dual ballot with At-Large on first and Officers/Amendment on second
  - Ballot to go online Oct 8, available for 3 weeks, to close Oct 30
  - **Tony** will let the officer candidates know they will be on both ballots

Next Conference Call: November 6, 2015, 10:00am (Eastern Time)