CNMS UEC Agenda, Friday, December 4, 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, Sandy Lowe, Hans Christen

- **Opening** (Nazanin)
  - 'Thank you!!' to departing members: Vivek, Milan, Zheng, Martyn, Ray
- **2015 User Satisfaction Survey** (Eric with Rafael, Milan)
  - Draft of UEC summary for triennial review and recommendations was distributed in advanced
  - Scheduling issues require someone on-site that can resolve them in real time
    - Users may not be fully aware that User Office staff can help resolve issues in real time while on-site and/or may not be comfortable approaching User Office staff
    - For some of the less complex instruments, provision of abridged operating manuals/guidelines next to instruments may help reduce need for immediate access to CNMS staff
      - Users' notes may be a potential source of content for operating guidelines
  - There is a need for an independent Omnibudsman who could advocate for individual users experiencing difficulties while protecting anonymity of the users – *Discuss role, implementation in future meetings*
- **Update on 2016A Call for User Proposals** (Tony)
  - Review deadline is today; as of this morning 52% of proposal reviews are in.
  - New step in Feasibility Review process: Identified proposals that qualify for Instrument-Only Director's Discretionary time and normally would be accepted if they came in off-cycle (limited set of instruments that are not fully booked, little/no staff time, <5 days instrument time) and approved these without external review
    - Some UEC concerns noted in November meeting: could be biased toward local users and subtract from General User time
    - 2016A results: 5 proposals of 160 submitted were approved by new process, total user time of 32 days; Two proposals with "local" PI (ORNL and UT); none listed any CNMS staff as collaborators
    - If this process had been in place in FY15 (2 proposal calls): 10 proposals would have been approved in this mode; 9 of the 10 were approved based on external peer review, net difference of just one additional approved project
    - No evidence of bias: Fraction of local proposals in Discretionary reflects total submissions (40%)
    - No impact on general users: Instruments available, not using staff time, allocating less than 0.5% of user time most of which would be approved anyway via conventional external review
- **2015 User Meeting** (Nazanin)
  - Final report was delivered to Hans by Nazanin on 11/30/15; will be used in update of Strategic Plan
  - Best practices for Discussion Leaders (Eric)- still a work in progress
    - Nazanin polled external Discussion Leaders for suggestions: no responses
    - Eric will next consult with internal (CNMS) Discussion Leaders next to develop suggestions
- **User Meeting 2016 Dates** (Molly)
  - Poll results from UEC 2016
    - Approved August 10-12 as preferred dates (Sandy will reserve Chestnut Ridge conference rooms)
- **Scheduling telecons for 2016, January-August**
  - **Molly** will poll 2016 members for availability (10-1pm EST)

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- **January User Newsletter** (Tony for Brad)
  - Target delivery for week of Jan 18

    Content list:

    UEC Chair's Message
    Announcement of Election results
    User Meeting report: standard summary plus reference to UEC report for Strategic Plan
    Results of 2016A proposal call
    New equipment
    Honors/Awards
    User and Staff Research Highlights with researcher bios
    Announcement of CNMS LinkedIn Group: *Present, Past and Future User Group*
  - Brad will poll UEC to select among recent User and Staff highlights during next two weeks
  - UEC will receive draft of newsletter for review prior to User Group distribution
- **User Community discussion board** (Molly)
  - Molly proposed for a UEC-managed LinkedIn group; it has been created and she will open it to the public
  - Sandy will distribute link by email to FY2015 Users and PIs; also to CNMS staff to personally invite users
  - Include announcement with link in January newsletter and link on CNMS website
  - Milan will add some content for December
  - Proposal: Task UEC Secretary with role of ensuring that some content is added monthly

Next Conference Call: TBD