CNMS UEC Agenda, Thursday, February 4, 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)- no changes
- **General Meeting Update** (Molly)
  - We will be experimenting with how the UEC meetings are conducted beginning in March. At the next meeting we will be trying a virtual conference instead of only the teleconference. At this point, we anticipate using the BlueJeans system. **Tony** will send a link
  - Everyone was sent links to a *general* Dropbox (www.dropbox.com) folder that will house documents from the 2016 Committee
  - A secondary Dropbox folder was created for the *User Meeting* subcommittee for their planning documents
  - Tony will still email pertinent documents with the agendas for each monthly meeting and minutes will be posted on the CNMS website
- **Review of recent comments from the User Suggestion Box** (Tony)
  - Comment box is located on CNMS website: http://www.cnms.ornl.gov/ 'Submit your ideas for improving CNMS'
    - **Action from January**: *follow up about suggestion for Tutorial on Atom-Probe Data Analysis*
      - Response: Webinar/YouTube series on the basic principles may be useful
      - Exit survey for users: May be useful to incorporate to capture areas where users are experiencing problems
    - **New Submission**: 'Plasma machine' for economic processing of e-waste; not appropriate
- **CNMS website redesign** (Sandy)
  - The design structure will be similar to CFN (https://www.bnl.gov/cfn/)
  - 'User Lifecycle' section will be on the front page and should capture all elements a user will need from start to finish
  - Target date to go live is mid-March; UEC review and feedback in early March – *as it becomes available*
  - Note: Suggestion Box should be more visible on the front page of the new site
- **Representation of Users and UEC on CNMS Scientific Advisory Committee** (Molly)
  - The CNMS UEC chair is a representative of the users to the CNMS Advisory Committee
    - The CNMS Director invited Molly to participate with members of the technical staff and the Advisory Committee to comment on the renewal proposal; first meeting held Tuesday, Feb. 2
    - There will be changes to in-house scientific themes. The technical staff have written draft descriptions of these thematic areas and are in process receiving feedback
    - **Molly** will distribute a draft of the overview document to UEC before the on-site review
- **Overview of CNMS user meeting planning schedule** (Eric and Enrique)
  - Subcommittee will hold biweekly telecons
    - *Subcommittee members: Respond to Doodle Poll by February 8*
  - User meeting timeline (UM2016 planning schedule / dropbox file)
      - Eric and Enrique are currently setting the calendar and boundaries for planning
    - Triennial review dates this year, April 26-28, heavy activity
    - Abstract deadline June 17; registration deadline July 28
    - First draft of announcement (April 15) should have list of featured topics
  - Featured Topics: Several suggestions for topical areas have been submitted
    - **All**- send suggestions for topic areas and plenary speakers to Eric and Enrique
    - **Subcommittee** to down-select topics and plenary suggestions for report back March 3
    - **Tony** will send past User Meeting agendas for review of prior topic areas

- **Overview of upcoming Triennial Review and expected UEC role** (Tony)
  - Volunteers needed to participate in "Working Lunch– Discussions with User Executive Committee"
    - Would like for 3-4 members to participate On-Site; there will also be an opportunity for Remote participation (phone/BlueJeans)
    - **Tony** will poll for volunteers, both On-Site and Remote
  - Second role: *subject of next agenda item*
- **User satisfaction analysis** (Molly) – Two-page summary for Triennial Review due by March 3rd
  - Tony has provided the subcommittee with the triennial UEC summaries from the last two reviews, in 2009 and 2013, along with the annual survey results and summaries for each of the three years covered in the upcoming review
  - Molly will prepare draft and circulate within subcommittee for revisions
  - Full UEC will receive a draft from **Molly** ~ March 1st to consider for approval
- **LinkedIn update and suggestions** (Alex)
  - Increased from 7 to 54 users
    - Will include callouts to LinkedIn in proposal call and user meeting announcement mailings
  - Discussed targeting strategies for invitations; next group will be PIs of recent, unsuccessful user proposals
- **Newsletter** (Brad)
  - Last newsletter was distributed on January 22
  - Next issue is coming up in April, to be distributed before triennial review
- National User Facility Organization (NUFO**)**
  - Tony has followed up with the, www.nufo.org) to ensure that they have our updated contact info; Molly has asked NUFO if Vice Chair be added as another User Representative
- Adjourn, 12:55pm 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: March 3, Thursday, 12:00pm, Eastern Time