

**Research and Evaluation Committee (REC) Meeting  
Minutes  
February 4, 2016**

**Attendance**

voting members (year term started)

	Present	Absent		Present	Absent
<b>Voting Members</b>			Kaitlin Lilienthal		
Jodi Polaha (2014)	x		Karen Kinman		
Tina Studts (2016)	x		Kathryn Woods		
Robyn Shepardson (2016)	x		Katie Kanzler		
Jennifer Hodgson (2014)	x		Lauren Tolle		
Zephon Lister (2014)	x		Limor Gildenblatt		
Jennifer Wray (2015)	x		Lori Zeman		
CR Macchi (2016)			Mark Vogel		
Patti Robinson (2016)			Mary Peterson		
Stephanie Trudeau (2016)	x		Mary Talen		
			Matthew Tolliver		
<b>Committee Members</b>			Melissa Baker		
Alejandra Posada	x		Nyann Biery		
Amber Landers			Tawnya Meadows		
Angela Giles	x		Patrick Palmieri		
Angela Lamson			Polly Kurtz	x	
Ann Aspnes			Randi Dublin		
Astrid Beigel	x		Rebecca Aycock		
Beth Nolan			Rodger Kessler	x	
Bill McFeature			Rusty Kallenberg		
Brian DeSantis	x		Stacy Ogbeide		
Chris Hunter	x		Suzanne Daub		
Christine Borst	x		Tawnya Meadows		
Christina Vair	x		Tina Runyan		
Colleen Cordes			Tom Bishop		
Danielle King			Vickie Lynn		
David Johnson			Waymon Hinson		
Elizabeth Banks	x		Will Lusenhop		
Emma Gilchrist			William Sieber		
Gary Rosenberg					
Ian Bennett					
Jeff Goodie					
Jennifer Funderburk	x				
Jeri Turgesen					
Jessica Purcel					
Joe Grasso					

1. Approve January minutes
  - a. Motion to approve by Astrid, seconded by Tina
  - b. Voting members' vote to approve: # of Yays: 6, # of Nays: 0
  
2. Call for papers for FSH
  - a. Jodi, Jen F, and Deb Cohen are guest editing
  - b. Call for papers is out, submissions due July 1
  - c. Need help recruiting papers: volunteers to spread the word on list servs.
  - d. **Action item: Robyn to send out FSH special issue call for papers on APA Division 38 and other integrated care list servs. Robyn will send it out on CFHA list serv again, then Jen H and others will forward on to others who may be interested.**
  
3. Recommended Research Papers Updates to CFHA Listserv
  - a. Subcommittee on sending research article updates (Elizabeth, Jen H)
  - b. Elizabeth: Currently deciding areas they want to focus on for the lit searches. Decided to follow VA schedule with quarterly basis. Have another meeting set up for April.
  
4. Research Track at 2016 CFHA Conference
  - a. Updates from members working to develop our 2016 process:
    - ~~i. Subcommittee to improve upon previous call for proposals for training in research and evaluation track (Tina, Jen H, Stephanie, Astrid)~~
      1. This is done and the call was much improved.
      2. However, the maximum timeslot this year is 60 minutes, but we really need 90 minutes to allow for didactics plus hands-on training. There is a possibility of stacking 2 45-minute sessions back to back, but we're not sure how to do this.
      3. Polly clarified that we can use a Part A/Part B setup with a 60-minute session followed by a 45-minute session. Concern with this format is the 15-minute break between and potential for people to attend only Part A and not Part B.
      4. Polly said we might be able to tweak 1 or 2 sessions to make them longer if absolutely necessary. But she noted attendees' feedback is that they don't like 90-minute sessions.
    5. **Action item: REC to continue discussion about the logistics of fitting presentations into shorter timeslots.**
    - ii. Subcommittee on improving previous abstract review criteria (CR)
      1. **Action item: CR working on this and will report on how we can operationalize our review criteria for Research and Evaluation Track presentations at March meeting.**
    - iii. Subcommittee on posters at CFHA conference (Stephanie)
      1. Stephanie: There will be a new research poster submission process and separate call for posters. A change from past years is that oral presentations that were not accepted will not be automatically converted to poster format.
      2. Subcommittee is going to develop review criteria for the posters.
      3. We want to increase exposure of the posters at the conference (e.g., inserts in conference program highlighting posters, mention of posters at presentations).
      4. **Action item: Subcommittee to continue developing call for posters and poster abstract review criteria over next month or two.**
    - iv. A potential research and evaluation committee award for posters (Will)
      1. We are working on proposal for an award for posters at the CFHA Annual Conference. The application to have an award (within CFHA) is due Thursday Feb. 11. We have a draft that Will developed, need to revise and finish.

2. 3 ideas for awards emerged:
    - a. Best student poster
    - b. Best practice-based research or evaluation project that did not come out of academia (real-world research)
    - c. Best match with CFHA mission
  3. One topic of discussion: when do we give these awards out?
    - a. One option is to have people submit digital files of their posters ahead of time so the posters can be reviewed and judging done ahead of time.
    - b. Another option is to give the award based on the abstract alone. Many organizations do this. In the poster abstract review criteria, we could include question(s) like “Should this poster be considered for [this] award?”
  4. Because there only a week until the deadline and still so many details to figure out, several folks suggested we postpone the award until next year and instead focus on addressing the new poster call/process. We concurred.
  5. **Action item [October]: Some of us will browse the posters at the conference to get more ideas for categories of awards and criteria.**
  6. **Action item [later this year]: Identify a subcommittee to evaluate both abstracts and poster submissions this year for targeted changes and awards next year.**
- b. Closure on our 2015 Research and Evaluation Track
- i. Completion certificates mailed (Jen F.)
    1. Certificates are signed and emails are ready to go out
    2. **Action item: Jen F to send out tonight.**
    3. **Action item [later this year]: We need to advertise the certificate concept in track materials/publicity more this year.**
  - ii. Email follow ups with revised questions? Keep in mind a potential use of quotes or comments for advertising next year? (Jen F.)
    1. Jen sending out today so we should have this information at our next meeting.
    2. We had the idea of using their feedback in promos for our research track. We could ask people who participated in the track last year to record a quick video on their phones and send so we can splice together as a promo.
    3. **Action item [March]: Review survey responses to see if anything we can use or anyone agrees to “endorse” the track.**
    4. For next month, will create new item for 2016 Track with points on discussion regarding certificates and feedback from Jen about email follow-up questions.
5. Updates from subcommittee to review CFHA wide call for abstracts for next year’s conference (Jen F, Jeff, Jodi, Patti)
- a. We discussed giving feedback to CFHA on call for proposals, review criteria, abstract submission process, and making a webinar to walk through submission process
    - i. This is done, and the CFHA call for proposals is live now. We did make some changes. For example, we asked what kind of data is being presented and how the evidence base is being referenced in the submission.
    - ii. Polly asked that we have our group review the review criteria given that the call for proposals was changed slightly from last year.
    - iii. **Action item: Polly will get us a copy of last year’s review criteria so we can review and make any suggested changes. Jodi, Jen F, Tina, Astrid, and Zephon to review and provide feedback.**

6. REC-sponsored CFHA webinars
  - a. We will use these to advertise and promote interest in our track at the conference.
  - b. July: Patti and Lauren DeCaporale-Ryan will give a talk on mentorship in research.
  - c. August: Joe Grasso will give a webinar on QI.
  - d. **Action item: We need to choose the dates by March.**
- ~~7. Updates to charter (Jodi)
  - a. ~~Changes were reviewed by REC, feedback was incorporated, final version approved by voting members by 8-0 vote, now being reported to CFHA Board of Directors~~~~
- ~~8. Thank you for sending your bios and pictures for our updated website. These have been sent to Polly so they can be posted.~~
9. CFHA's commitment to self-assessment.
  - a. Proposal coming from Rodger Kessler
    - i. Proposal to use the Practice Integration Profile measure organization-wide to collect data, give resources to members, etc. and help the field learn more about what integrated care looks like in the real world.
    - ii. Rodger is going to submit a proposal to our committee, but he has hit a snag.
    - iii. **Action item: Rodger will continue working on this and update us later.**
  - b. The Research and Evaluation Track's role in working with the Board to go forward.
    - i. Either way, this idea has raised interest in self-assessment within CFHA. Even if the PIP is not the measure we end up using, many Board members were interested in the idea of self-assessment and we'll continue to discuss this.
  - c. Volunteers to provide content on a report/proposal
- 10. Next committee meeting: Thursday, March 3 at 1:00pm Eastern**