

**Research and Evaluation Committee Meeting  
Minutes  
January 7, 2016**

**Attendance**

voting members (year term started)

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

Welcome to our new voting members, Patti, Stephanie, and CR. Welcome to new committee members joining us for the first time. Thanks to Jennifer Funderburk for her leadership the last two years, Jennifer Hodgson for her leadership before that, and Jennifer Wray for her great work as secretary last year.

1. December minutes approved
  - a. Motion to approve by CR, seconded by Astrid
  - 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. **Action item: Robyn to send FSH call for papers to REC with minutes**
  
3. Recommended Research Papers Updates to CFHA Listserv
 

Subcommittee on sending research article updates (Elizabeth, Jen H) – updates?

  - a. Jen H: Jen F shared VA search process and they have been discussing options, they are considering a quarterly process, now working on setting inclusion/exclusion criteria and other decisions
  - b. **Action item: Subcommittee to meet again and report back at our next meeting**
  
4. Research Track at 2016 CFHA Conference
 

2016 - We are going forward with offering a research track in 2016.

  - a. Subcommittee to improve upon previous call for proposals for training in research and evaluation track (Tina, Jen H, Stephanie, Astrid)
    - i. Last year's call was not clear enough because we did not get many submissions about *training* in research and evaluation
    - ii. Polly: ideally the draft should be done in a week or so to go to conference co-chairs and then full conference committee for review
    - iii. We need to work with Polly to address language in the larger call for proposals as appropriate and make sure people refer to this specific call for this track
    - iv. **Action item: Jodi to send finalized call for proposals for the training track to Polly this week**
  - b. Subcommittee on improving previous abstract reviewer criteria (CR)
    - i. CR: Working on it, goal is to deliver by March
  - c. Subcommittee on posters at CFHA conference (Stephanie)
    - i. Stephanie: we had a call in mid-December, discussed space issues at Westin and potential times of the day, determined a social hour may be too costly
    - ii. One change from previous years: workshops/presentations will not be able to be translated to posters if denied, instead they will be a separate call for posters
    - iii. Have another call coming up, email Stephanie if you want to be on subcommittee
    - iv. **Action item: Subcommittee to draft/revise call for poster proposals and send to Polly.** This needs to be ready in time to go out in mid-March.

2015 - We planned to pursue completion certificates and follow up emails with participants to get more detailed feedback and possibly use video clips for advertisements.

  - a. Completion certificates mailed (Jen F.)
  - b. Email follow ups with revised questions? (Jen F.)
    - i. **Action item: Jen F to continue working on these things and give update at our next meeting**
  
5. Subcommittee to review CFHA wide call for abstracts for next year's conference (Jen F, Jeff, Jodi, Patti) – updates?
  - a. Subcommittee has not done anything yet. Patti is willing to help out with this.

- b. We have previously discussed giving feedback to CFHA on several things (call for proposals, reviewer criteria, abstract submission process). **Action item: Jen Wray will send previous minutes about this to Jodi.**
  - c. Polly: any suggestions for changes need to go to the full conference committee by their next meeting on Jan. 20
  - d. Polly: we also talked about a webinar type thing to walk people through the submission process, we will need to have it ready at end of January or early February
  - e. **Action item: Subcommittee will review general call for abstracts and send their suggestions to Polly in next week or so.**
6. Discuss the possibility of a research and evaluation committee sponsored CFHA webinar
- a. Spaces available for a webinar this year, it's a great way to disseminate information, training, gaps in research, etc. Ideas for speakers / topics / month?
  - b. Ideally we would do 2 webinars, but if we only have 1, we could position it close to the conference and advertise the conference track and set up people to attend the track.
  - c. Patti: mentoring relationship and research process. **Action item: Patti to follow up with CFHA mentorship program contact about this idea and report back to Jodi/Tina.**
  - d. Will: at the workshop they gave last year at CFHA, people craved really basic information, so any basic research webinar might reach a wide audience of people who can't attend the conference and/or don't attend the track at the conference.
  - e. We could ask Joe Grasso to give his talk on quality improvement from the conference, or something along those lines, as the talk was dynamic and informative. **Action item: Jen F will ask Joe if he is willing to present and report back to Jodi/Tina.**
  - f. Polly: webinar schedule is filling up, still open are April, July, August, and October
  - g. We booked August for sure and maybe one more. **Action item: Jodi to follow-up with Polly about booking another slot based on what Patti and Jen F report back.**
7. Updates to charter – in progress, will send to full committee for feedback once ready (Jodi)
- a. Big changes were: increase number of voting members from 6-8 to 6-9, give Board our new leadership for approval once elected (rather than our candidates before election), clarify that you can re-nominate for a new term and be re-elected if your term expires, clarify that co-chairs should be previous voting member unless none run for co-chair, reports to Board, secretary will be appointed, lay out voting process by month
  - b. **Action item: Robyn to send revised charter to REC with minutes**
8. We are updating our website. Just a reminder to send Robyn your brief bio and picture (see email), by Friday Jan. 22.
- a. **Action item: Robyn to collect and send batch of info to Polly by end of January**
9. Awards from this committee
- a. The research fellowship is one award our committee gives.
  - b. We could have another award (e.g., best poster at conference) but would have to put in an application to the Board.
  - c. We will put this on the backburner for now.
- 10. Next committee meeting: Feb. 4 at 1:00pm Eastern**