

# Minutes for Advisory Council Meeting

## Committee on Credible Practice of Modeling & Simulation in Healthcare

**Date:** May 29, 2015

**Time:** 12:00 PM CST

**Means:** Conference Call

**Attendees:** Jeffrey Bischoff  
Ahmet Erdemir  
Anthony Hunt  
Donna Lochner  
Wing Kam Liu  
Lealem Mulugeta  
Pras Pathmanathan  
Grace Peng  
Martin Steele

**Not Available:** David Eckmann  
Ronald Germain  
Vasilis Marmeralis  
James Thomas  
Marlei Walton

### Agenda:

1. Review Committee's progress since our last meeting – 20 min  
Progress report: [https://simtk.org/websvn/wsvn/cpms/doc/minutes/ac\\_20150529-pu.pdf](https://simtk.org/websvn/wsvn/cpms/doc/minutes/ac_20150529-pu.pdf)
2. Membership for our next term – 10 min
  - a. Proposed candidates
  - b. Other nominations?
  - c. Current members who want to stay, and desired membership level
3. General feedback from the AC on this past term – 10 min
  - a. What worked
  - b. What needs improvement
  - c. Etc.
4. Goals for the next term – 10 min
5. Other business – 10 min

### Key Points:

See Notes for details.

1. **Committee activities, while scaled down, are satisfactory.**
2. **The Committee laid down the foundations for a guidance document to establish credibility of modeling & simulation.** Ten Simple Rules activity to identify the Committee perspective and to gauge Community input by a public survey provided the founding information.
3. **New memberships to Committee are expected along with development of plans for transitioning of the Committee co-chairs.** Both the Executive Committee and the Advisory Council have openings for

new members. New members will also add to the diversity of the Committee. For long term continuity of the Committee, it is desirable to establish a pathway for co-chair transitioning.

4. **Outreach activities to engage world wide community and to leverage model credibility in nationwide funding programs are expected.** The Executive Committee have been in contact with the Avicenna initiative of the European Union (to develop a roadmap for in silico clinical trials). The new funding mechanism of IMAG/MSM includes the requirement of a model credibility plan to be submitted by applicants. This may be a good platform to engage various investigators with the activities of the Committee.

#### Action Items:

See Notes for details.

1. ***Executive Committee will follow up with Avicenna initiative in Europe to evaluate potential pathways for collaboration.***
2. ***All Committee members are expected to help develop the glossary.*** Any addition by Advisory Council members or promotion of the glossary activity are welcome.
3. ***Ten Simple Rules activity needs to be wrapped up.*** The draft of the white paper on Committee perspective should be expanded to include examples. The survey results will be analyzed to understand Community perspective.
4. ***List of potential members should be expanded and candidates need to be contacted.***
5. ***A plan for co-chair transitioning will be devised.***
6. ***The Advisory Council will be informed more regularly by receiving meeting minutes of the Executive Committee meetings.***

#### Notes:

1. **Review of Committee's progress.** Lealem went over the document about Committee's progress update.
  - First term goals were summarized. Guidance document on establishing credibility was not completed but the foundational work was established through "Ten Simple Rules" activities. Drafting of the model certification process, which would follow development of a guidance document, was there fore left for the next term membership.
  - Current membership of the Executive Committee (EC) and Advisory Council (AC) was discussed. There are two spots available in the EC. Ron Germain recently decided to step down from AC.
  - Infrastructure update was summarized. With the launching of public survey, the front page of the wiki was updated to facilitate navigation of Committee activities. The wiki, which was initially provided as read-write access to anyone, was provided as read access to anonymous users and as read-write access to SimTk members. This action was necessary due to hacking of the wiki pages.
  - Various tasks of the Committee were summarized.
    - For visibility and outreach various posters and presentations were delivered by the Committee members. The group also reached out to diverse communities, e.g. ASME V&V, HFES, Avicenna to establish synergy. Lealem was engaged with ASME V&V (among other members of the Committee), Ahmet gave a presentation at the HFES conference. That community has been engaged with physical simulators for training and/or operations research. Ahmet also recently met with Marco Viceconti (of Avicenna). ***In their upcoming meeting, Gary An will follow up with Avicenna to explore synergies in between groups.*** Grace Peng will be there as well. Lealem also mentioned the first webinar of the Committee. It was noted that these webinars are geared towards presentations of the credibility process, not necessarily on the in-depth scientific aspects of the projects.
    - Literature survey was postponed to the next term.

- Definitions to populate the glossary was postponed to the next term. ***The AC members were encouraged to contribute to the glossary.***
  - Ten Simple Rules activity resulted in a draft manuscript of the Committee's perspective. This was also summarized in the 2015 BMES/FDA Conference as Ten “Not So” Simple rules. The poster presented by Ahmet there is essentially the core of the white paper. ***Ahmet will increase the visibility of Ten “Not So” Simple Rules poster by exposing a link to it in the publications/documents section of the website.***
  - In regard to Ten Simple Rules, survey data is publicly available in the source code repository. Preliminary demographics of participants were summarized in the progress update report. Data analysis is in progress. Pras wondered if there is anything that requires immediate attention. Lealem noted that nothing jumped out. There had been 182 valid responses. While the expectations were higher, per Lu Tian (biostatistician member of the EC), there may be sufficient data to reach conclusions.
2. **Membership for next term.** Lealem described the desire to bring in new members to the Committee.
    - The co-chairs proposed many candidates as potential new members of the EC. These are listed in the progress update document and discussed with the AC. Ahmet also noted the possibility to reach out to modeling and simulation folks in government agencies, e.g. FDA to recruit members. This was received with enthusiasm. The members of the AC were also asked to raise any objections, if they had (none noted). In addition, they were asked to provide suggestions for Committee membership.
    - Lealem noted that it may be wise to consider members from AC to serve in the EC to ensure continuity.
    - ***The co-chairs requested AC members to send them an e-mail to show their interest in remaining in the Committee, including in what capacity they would like to be involved.***
    - Lealem and Ahmet also mentioned the possibility to replace the co-chairs. There are two fundamental reasons to do this. The co-chairs feel like their upcoming duties may distract them to serve in the Committee pro-actively. In addition, Lealem noted that the co-chairs do not want to leave the impression of a one man show for the Committee activities. Members of the AC mentioned their satisfaction with the co-chairs service and their desire to keep them for the next term to ensure continuity in Committee activities. Some members noted if the co-chairs' institutions support their activities in the Committee. This does not seem to be an issue for the co-chairs. A possible strategy is to appoint two EC members as vice chairs (possible those who are already in the Committee), where co-chairs can mentor them for their upcoming service in the following term as chairs. Such a mechanism will also provide the necessary assistance to the co-chairs to handle day-to-day activities of the EC. ***Lealem and Ahmet will explore mechanisms for co-chair transitioning while they continue to serve as co-chairs or mentors in the upcoming term.***
  3. **Feedback from AC on past term.** The AC found past activities of the Committee satisfactory. A request was made to receive more regular updates, e.g. once a month. ***In response, the co-chairs will send the meeting minutes of the EC to the members of the AC in a regular fashion.***
  4. **Goals for next term.** The goals for the next term were briefly mentions. ***The members of the AC were asked to add ideas to the goals of the second term, when and if appropriate.***
  5. **Other business.** Grace Peng noted that the Committee's work helped draft the model credibility section the NIH funding program relevant to multiscale modeling (this should be added to the progress update). The group also discussed the possibility to leverage the requirement of a model credibility of this funding program to initiate discussions between Committee members and funded investigators on various aspects of credible practice. Webinars by funded investigators, focusing on their credibility plan, may be a good venue. ***Committee co-chairs will explore synergistic activities of the Committee within IMAG/MSM for this purpose.***