Minutes for Committee Members Meeting

Date: December 19, 2013
Time: 1:00 PM CDT

Means: Conference Call

Attendees: Jacob Barhak
Ahmet Erdemir
Joy Ku
Lealem Mulugeta
Jerry Myers

Not Available: Gary An
Marc Garbey
Bill Lytton
Tina Morrison
Lu Tian

Agenda:

1. Committee bi-law/charter development to more clearly define roles, responsibilities and expected conduct of the different committee members – 15 minutes
   (a) OMB guidelines on the responsibility of Federal and non-Federal members of the Committee regarding design and implementation of *surveys* conducted by the Committee to pole the general public
   (b) A way to guide the delineation of each member's personal ventures from Committee Ventures
   (c) Guidelines for maintaining objectivity and bipartisanship while trying to include other groups and members to the group
2. Survey – 20 minutes
   (a) Survey design and data analysis team
   (b) Update on evaluation of Qualtrics as a the new survey tool:
   (c) Phase 2 testing plan
3. Committee summary presentation update -15 minutes
   We need to finalize the committee summary presentation for release for the next six months. As part of this effort, the committee needs to decide to what degree, if at all, we need to focus on the issue of Technology in our mission via a majority vote among the CM and AC. This issue was raised in early forum discussions: https://simtk.org/forums/viewtopic.php?f=848&t=4094&start=10 (Jacob, Lealem and Ahmet provide some background)
   The proposal is to vote on three options.
   Option 1: Do not add "technology" in Committee charges.
   Option 2: Add "technology" in Committee charges blended with an existing charge balancing the emphasis.
   Option 3: Add "technology" as a separate Committee charge
   We encourage each voter to provide justification as to why they think a particular option is most applicable. Based on the results of this pole, we will formulate appropriate position statement in the summary presentation.
4. IMSH preparation update – 5 minutes
5. Other business – 5 minutes

Action Items:

See Notes for details.

1. ***All:***
   - Continue contributing to the Glossary.
2. ***Ahmet:***
   - Take over leading of the design efforts for the survey on Ten Simple Rules.
   - Update wiki page on survey design to reflect latest changes in the survey.
   - Send Committee Members the video to help adding terms to the Glossary.
3. ***Lealem:***
   - Prepare the first draft of Committee by-laws.
   - Start a forum discussion on the inclusion of technology as a Committee charge.

Notes:

1. **Committee By-Laws. O**perations of the Committee are getting complex. Recently, between Committee members, discussions on the involvement of federal members as well as on the appearance of the Committee during public outreach arose. Such discussions illustrated the need for Committee by-laws and charter, which will describe the membership roles, bounds of operations, and what we can and cannot do when we are engaging with external groups and public. ***Lealem will prepare the first draft of Committee by-laws. Ahmet and Lealem will review and iterate on this document and pass it to the Executive Committee and Advisory Council for finalization.***
2. **Survey on Ten Simple Rules.** Previously, Grace Peng raised issues about involvement of federal members in the survey design. It was advised that federal members of the Committee act at an advisory capacity and the non-federal members should take care of the design of the survey. This issue was related to the Paperwork Reduction Act. ***Ahmet will lead the design efforts for the survey on ten simple rules.***<TEXT>Ahmet already has an account Qualtrics at the Stanford University site. He will get familiar with the tool, update the survey based on the feedback at the forums, and pass the survey to the Committee for evaluation. In addition, ***Ahmet will also update the wiki page for the survey design to reflect latest changes and update the timeline.*** Jacob raises his concerns about anonymity. The quality of relevant questions will be explored to ensure the questions and relevant categories are needed. In addition, the Committee will attempt to reach out to a larger population.
3. **Technology as a Committee Charge.** Previously Jacob asked if technology should be part of the Committee Charge. In response, co-chairs provided three options (see Agenda) to include promotion of technology as a separate charge, to include it as an item within an existing charge, or not include it at all. Joy expressed the need for clarification of the term technology. Ahmet defined technology as tools that may facilitate establishing credibility of modeling and simulations in healthcare. Jacob defined technology as innovations that can provide game changing opportunities to establish credibility. Jerry noted that technology may increase the efficiency of the process and limit errors but may not necessarily change the steps need to be taken to establish credibility. The discussion prompted the need to have a forum entry to clearly define the term technology and discuss whether it should be included in the charge of the committee or not. ***Lealem will start an entry in the forum in regard to this issue.***
4. **IMSH Presentation.** The panel discussion of the IMSH is on January 27, 2014. Prospective attendees from the Committee are Lealem, Jacob, Joy, and Tony. Lealem and Jacob will definitely be there. Joy will explore scheduling to be able to attend. Jacob wondered about the format of the panel; will it be based on presentations or a forum like arrangement? It is likely to be in presentation format with follow-up questions.

5. **Other business.**
   - Jacob prepared a video to help Committee members and the public to contribute the Committee's glossary efforts. The video is located in the repository. ***Ahmet will send the video to the Executive Committee members and the Advisory Panel to encourage activity in Glossary development.***
   - For Glossary development, legitimacy of providing text from other resources was discussed. Ideally, the contributors should provide definitions in their own wording and provide appropriate licensing for use and distribution of the information. Government documents are public domain and text from these can be utilized. The contributors may also want to rely on fair use of information from other sources yet they should pay attention to prevent potential copyright violation.
   - Jacob recently interacted with a blogger in the area of economics of healthcare. Ahmet, personally, did not find it appropriate to contribute to this blog therefore he did not take any action. ***Lealem may follow up to see if this blog on economics of healthcare may be relevant to committee operations.***