

# Minutes for Committee Members Meeting

**Date:** November 01, 2013

**Time:** 2:00 PM CDT

**Means:** Conference Call

**Attendees:** Ahmet Erdemir  
Lu Tian  
Joy Ku  
Lealem Mulugeta  
Jacob Barhak

**Not Available:** Tina Morrison  
Jerry Myers  
Gary An  
Marc Garbey  
Bill Lytton

1. New Committee Member - 10 min
2. Ten Simple Rules - 30 min
  - a. Survey design  
[http://wiki.simtk.org/cpms/Ten\\_Simple\\_Rules\\_of\\_Credible\\_Practice/Survey\\_Design](http://wiki.simtk.org/cpms/Ten_Simple_Rules_of_Credible_Practice/Survey_Design)  
<https://simtk.org/forums/viewtopic.php?f=848&t=4474>
  - b. Survey audience  
[http://wiki.simtk.org/cpms/Committee\\_External\\_Contact\\_ListA](http://wiki.simtk.org/cpms/Committee_External_Contact_ListA)
  - c. A relevant PLOS Computational Biology Article  
“*Ten Simple Rules for Reproducible Computational Research*”  
<http://www.ploscompbiol.org/article/info:doi/10.1371/journal.pcbi.1003285>
3. Glossary - 10 min
  - o Committee members are expected to provide (or complement) definitions for at least 2 terms before each Committee meeting:  
[http://wiki.simtk.org/cpms/Glossary\\_and\\_Definitions](http://wiki.simtk.org/cpms/Glossary_and_Definitions)
  - o Every member should commit to defining one or two terms
4. Recap on commitment levels - 5 min
5. Other business - 5 min

## Action Items:

1. **All:**
  - o Help Beta Test the survey tool once it is launched
  - o Fill-in definitions of two terms on the wiki, on a regular basis before each scheduled Committee meeting.
2. **Lealem:**

- Create a Wiki page that contains the personal profiles and photos for the Committee Executive and Advisory Council Members
  - Invite the Committee and Advisory Council members to participate in the survey “Beta Testing”
3. **Ahmet:**
- Draft survey invitation letters for the Committee Executive and Advisory Council Members
4. **Ahmet and Lealem:**
- Encourage Committee and Advisory Council members to register for a SimTK account if they have not done so already
5. **Ahmet, Lealem and Jacob**
- During the internal survey data analysis, we will need to check the survey history log to ensure that it is not recording IP address and other personal information.
6. **Lu:**
- Register for a SimTK account
  - Send short biosketch to Lealem and Ahmet

## Notes:

### 1. New Committee Member

- **Lealem introduced Lu Tian** – Lu is a biostatistician who came highly recommended to us by Joy. Lu accepted the invitation to join the Committee with great enthusiasm. We are looking forward to his contributions to the Committee’s efforts, such as helping us to analyze the Survey results, as well as assisting us outline methods and guidelines on how M&S can be developed with statistical/clinical significance.
- **Lu gave an overview of his background and why he is interested in the committee** – Currently working at Stanford University School of Medicine in the Department of Health Research and Policy. Graduated from Harvard, and worked at Northwestern as a biostatistician for several years before moving to Stanford about six years ago. Lu’s main research interest is in applied data analysis to help other investigators as well as his own methodological research in statistics. His main focus areas are clinical trials, survival analysis, data mining, and personalized medicine. He is interested in joining the committee in order to apply his expertise to bridge the gap between the data, models and interpretation for clinical significance.

### 2. Ten Simple Rules

- Ahmet gave an overview of our current activities, with a particular focus on the Ten Simple Rules to give Lu some orientation on how we plan to use the identified simple rules or principles toward the establishment of a guideline for credible practice of M&S in healthcare.
- Lealem gave an overview of the survey origin and purpose –
  - The “Ten Simple Rules” idea was initiated by Ahmet during the weekly tag Lealem and Ahmet have. We started with some rules which the committee collectively subjectively identified. Following this, we held an internal survey by first dividing up the committee into three task teams: Mathematical and Computational Sciences Team,

End Users, and Practice Standards and Guidelines team. Details can be found here: [http://wiki.simtk.org/cpms/CPMS\\_Task\\_Teams](http://wiki.simtk.org/cpms/CPMS_Task_Teams)

- The three teams ranked the rules subjectively, which resulted in 13 high level rules. Following this the committee decided to solicit a broader perspective to ensure that we are establish rules and guidelines that are representative of the global stakeholders. Subsequently, Jacob started a survey form design for us which Lealem refined and now it is ready for “Beta Testing” before we launch it.
- Executive decision – The survey is ready for internal testing. So we will send it to the Committee Members and Advisory Council for internal testing.
  - Ahmet has prepared invitation letters which we will use as a foundation for inviting them to
- Joy expressed that 32-33 survey questions may be a bit much for people to complete. However, if we absolutely need to include all of the questions, then we may need to randomize them so that we minimize the chance of people ranking the first few highest and the last lower (natural tendency of survey takers). In addition, if people decide to drop off partway through the survey, then without randomization, the last questions are always going to get ignored.
- Lealem agreed that 32-33 survey questions does sounds a lot, but initial testing has shown that people don’t have any problems with finishing the survey in 10 minutes max. So the length may not be as much a concern. Agreed also that people are likely to rate things lower as they move along, but it is not possible to randomize questions using Google forms. In addition, if the survey taker does not following through the whole survey, then their results do not get recorded. So there is minimal risk of the last few questions getting ignored. Some options for solving some of these concerns are:
  - Periodic manual randomization of the questions, but this will probably cause linking issues with the survey spreadsheet
  - Have multiple copies of the survey with the questions in different order, but this could get a bit cumbersome to keep track of multiple surveys
  - List the questions at the beginning of the survey to allow the survey participants to pre-read the rules prior to taking the survey. This could encourage the participants to think more carefully about the survey questions while they are going through it.
- There was a general consensus that we should go ahead and test the survey internally before exploring the different options for randomization of the survey. Once we have full feedback from the Committee and Advisory Council, we can think about additional features to improve our end results.
- The internal; “Beta Testing” of the survey will conducted in two phases
  - **Phase 1:** General testing of the survey form to identify weaknesses and improvements needed
  - **Phase 2:** Once we’ve incorporated all of the necessary changes and refinements to the survey, we will re-release it to the Committee and Advisory Council members to fill out the survey with their official responses. This will serve as a reproducibility test and give everyone to provide their input anonymously.
- Ahmet will draft two letters to reflect the two phases of the test. These letters will also serve as templates for the invitations we will send to the external community to participate in the survey.
- Lealem added a question to the survey to inquire on how difficult the survey was to complete, and the text field was increased to 3000 characters to allow the Committee and Advisory Council members to provide detailed feedback on the survey. The other option is to use the forum to provide their feedback.
- People have been filling out the external contacts list. Based on the current list, it looks like we are on track to be able to discriminate the survey to a very large and global

community exceeding 50,000 people. People are encouraged to add more and sign up to discriminate the survey once we are ready to survey the global community:

[http://wiki.simtk.org/cpms/Committee\\_External\\_Contact\\_List](http://wiki.simtk.org/cpms/Committee_External_Contact_List)

- We will not be using focus groups to participate in the survey to ensure anonymity.
- We should add to our literature survey the article Grace Peng shared with us on “*Ten Simple Rules for Reproducible Computational Research*”  
<http://www.ploscompbiol.org/article/info:doi/10.1371/journal.pcbi.1003285>

### 3. Glossary

- Jacob, Tina and Lealem have been contributing
- The rest of the committee members should commit to filling in definitions of two terms on the wiki, on a regular basis before each scheduled Committee meeting

### 4. Recap on commitment levels

- Each Committee Member is expected to commit 8 hours a month on average. This is really essential to help us ensure we stay on track.
- Lu was asked to register for a SimTK account
- Jacob inquired if it is possible to open an account for the members who do not have accounts. There is a way to do this, but we’ll need to use their email address and they have to accept/confirm the account. We would also need to let them know in advance. However, the committee concurred that we need to count on them to start their own account, since this is part of their basic responsibilities.
- Lealem has volunteered to upload the bios of the different members so that we have the full roster of the committee and advisory council represented prior to the survey launch.

### 5. Other business

- None