

# Minutes for Committee Members Meeting

**Date:** May 30, 2014

**Time:** 2:00 PM CDT

**Means:** Conference Call

**Attendees:** Ahmet Erdemir  
Lealem Mulugeta  
Gary An  
Tina Morrison  
Lu Tian  
Joy Ku

**Not Available:** Bill Lytton  
Jerry Myers

## Agenda:

1. Survey - 15 min.
2. Publication - 5 min
3. Glossary - 5 min
4. Other business - 5 min

## Actions:

Ahmet and Lealem:

- Finalize the paper outline for internal survey results
- Think about how the CPMS SimTK site and Wiki can be redesigned to draw more attention to the various activities the Committee is pursuing and encourage the broader community to contribute

## Notes:

- **Survey**
  - The survey passed through IRB with exemption without any issues since we are not collecting any personal and identifiable data.
  - Joy is currently working through putting it through the survey through Stanford IRB since Stanford IRB has indicated that this be done to be sure that everything is done ethically. Once she has the approval we will be in a position to distribute the survey. This should be relatively quick process.
  - We need to develop a boilerplate invitation letter which we can use to reach the appropriate audience to participate in the survey. Ahmet is taking the lead to develop this template letter, and the rest of the members will forward the letter as needed.
  - Lu asked the question of whether or not we were going to ask for permission from the different organizations before we start sending out the letters. Lealem and Ahmet confirmed that it was the Committee's plan from the beginning to obtain permission from the leads of the organizations we have identified on the Wiki site. As part of this effort, we can also ask the leads of the different organizations to assess the value of the survey by taking the survey prior to distributing to their wider membership. In some cases, such as general discussion forums like the biomechanics forum Ahmet belongs to, permission may not be necessary since it is a more open discussion community.
  - We will obviously use the SimTK site to the large bio-computation research community. However, if we want to effectively engage the SimTK members to ensure participation in the

- survey, Joy recommended to announce it as a news item on the SimTK main page instead of sending a mass email.
- Gary will reach out to the computational sciences society that studies inflammation which he is a part of
  - Tina plans to send it out to the M&S Conference being hosted at the FDA at the end of June (~1000 people), and to local universities. In addition, FDA just entered an agreement with BMES and she may be able to reach out to the BMES community to further publicize the survey in an attempt to draw more participation.
  - Other suggests trying to leverage the World Biomechanics Congress, and IMAG/MSM to draw large attention to the survey.
  - In later conversation, it was suggested that the Wiki and the project page may need to be redesigned to leverage the visibility we get with the survey to further create awareness to the broader community about the efforts of the Committee.
  - We should also leverage social and professional network mechanisms such as LinkedIn, Facebook, Twitter, etc.
  - We should all actively update the Wiki site with any additional ideas we may have to further propagate the visibility of the survey

- **Publication**

- Lealem will look over the outline before the next meeting. Ahmet will revisit the outline as well, and others are encouraged to provide feedback as needed.

- **Glossary**

- Lealem, Gary and Ahmet added some terms and definitions to the Glossary
- Lealem noted that when we develop the Committee definitions, it may be useful to add examples to clarify what the phrases mean and how they should be used. Ahmet was also thinking about doing the same thing in order to make things more clear across the different application domains and context of use. Overall, there seems to be a general agreement this will be helpful.
- It is desirable to leverage the notes section for additional background information or different perspectives. However, Gary expressed some concerns about potential subjectivity of the note. With that said, there was general consensus that the notes can be used to cultivate discussions. While these discussions can be subjective, they will be useful for people to understand each other.
- John Rice of the Society for Simulation in Healthcare provided the current working copy of the SSH glossary of terms for CPMS to leverage as needed. In addition, Lealem spoke with him about the possibility of having some folks from SSH contribute to the CPMS glossary development. John also recommended the possibility of CPMS approaching the NIH to include the Glossary of terms to the National Medical Library once we have a good draft in place. The basis for this recommendation was that, M&S is inevitably going to become part of medical practice. Therefore, including appropriate definitions to the medical library regarding M&S terminology should be natural progression of the medical language. By contributing our glossary of terms, we may be able to help accelerate this progress and generate wider acceptance of the terms by the global healthcare and M&S community.
- Tina recommended the possibility of directing survey participants at the end of the survey to the Glossary to have them contribute to definitions. Ahmet noted that it may not be a good idea to mix the activities. The main focus to be to have them fill out the survey, and at the end of the survey, we can direct them generally to the website and draw their attention to the Glossary on the main page. Lealem also noted that it may be beneficial to have a link or

section of the page that highlights, “How Can I Contribute?” to draw the attention of visitors to the various activities we need public contributions to.

- **Other business**
  - IMAG/MSM meeting will be held for two day on September 3<sup>rd</sup> – 4<sup>th</sup>. There is currently plans to have a third day on the 5<sup>th</sup> for side meetings by the Model Sharing Group. This may be a good time for us to have a face-to-face CPMS meeting and to create more awareness about the activities of the Committee to the greater MSM community. However, we need to ensure that we will have enough attendants. Currently Ahmet and Lealem are willing to attend the third day, and others will have to verify their schedules before committing.