

Research and Evaluation Committee Meeting
Agenda
December 3rd 2015

Attendance

	Present	Absent
*Jennifer Funderburk		X
*Jennifer Hodgson (2014)	X	
*Jeff Goodie	X	
*Jodi Polaha (2014)	X	
*Jennifer Wray (2015)	X	
*Zephon Lister (2014)		X
Stephanie Trudeau	X	
Rusty Kallenberg		X
Astrid Beigel	X	
Ian Bennett		X
Bill McFeature		X
Tom Bishop	X	
Brian DeSantis	X	
C R Macchi	X	
Christine Runyan		X
Chris Hunter		X
Colleen Cordes		X
Danielle King		X
David Johnson		X
Emma Gilchrist		X
Jeri Turgesen		X
Jessica Pittrizzi		X
Karen Kinman		X
Polly Kurtz	X	
Lesley Mason		X
Katilin Lilenthal		X
Lori Zeman		X
Mark Vogel		X
Mary Peterson		X
Mary Talen		X
Matthew Tolliver		X
Tawnya Meadows		X
Miyoung Yoon Hammer		X
Beth Nolan		X
Patrick Palmieri		X
Randi Dublin		X
Robyn Shepardson	X	
Stacy Ogbeide		X
Christina Studts	X	
Suzanne Daub		X
Will Lusenhop		X
Kathryn Woods		X
Rodger Kessler		X
Joe Grasso		X
Elizabeth Banks	X	
Nyann Biery	X	
Ann Aspnes		X
Vickie Lynn		X
Lauren Tolle		X
Christine Borst		X
Angela Lamson	X	
Christina Vair	X	
William Sieber	x	

*** voting member**

1. Approve November minutes
 - a. Approved – Astrid Beigel, Seconded: Jeff Goodie
2. Announce new leadership
 - a. New co-chair- Tina Studts
 - b. New secretary- Robyn Shepardson
 - c. New voting members- CR Macchi, Patti Robinson, Stephanie Trudeau
 - d. Need to update our website page with newly elected voting members and co-chairs etc.
 - i. Robyn will reach out to leadership to get information that we will pass along to Polly so she can update the website, goal is to get this updated by February. Jodi would like to review it before we send to Polly
3. Need for changes to charter to address next year's elections.
 - i. Jodi suggested that, for voting members, they go up for re-election after 2 year term if they are still interested
 1. E.g., Jen H and Zephon will have to run again next year if they are interested in continuing to be voting members
3. Research track
 - a. Data that we collected
 - i. The data were encouraging, overall very positive feedback about each of the presentations that were part of research & eval track
 - b. Follow up with people to get more info
 - i. Jen F will send out completion certificates
 - ii. We have email addresses so we can reach out to attendees , see whether they were implementing anything they were exposed to as part of the research & evaluation committee (also gives us an opportunity to demonstrate that we are evaluating our own program!)
 1. Consider adding the following questions:
 - a. If you tried something out, what additional support do you feel you need?
 - b. Can we share your story / use your data in our marketing for next year?
 - iii. Jeff and CR can help Jen F get this organized if needs some help
 - iv. Questions that are included so far in the post-survey can be found below
 - c. Jodi update about talking with Cathy H about research track for next year
 - i. She was supportive with us continuing with this track next year
 - ii. Polly asked if we want to keep the review process separate for the research track outside of the regular call for presentations? (see below)
 - d. For next year planning...
 - i. Talk further about the idea of invited speakers vs. opening it up to broad competition
 1. It was hard to get the types of proposals we were looking for last year (i.e., **training**, not research projects)
 - a. Options- make training more clear in the call?
 - b. Using a hybrid model where we still keep it open but then only take the ones that fit the call well, then try to fill any remaining spots with people who we invite
 - c. Also, since we had this over the past year, people might better understand what we are looking for

- d. Maybe call it “training in research & program evaluation”
 - e. So in conclusion we will keep our review process separate from the general CFHA one but we will tweak our process a bit from what we did last year
 - f. Need to make sure we have a clear rubric for those who are scoring the abstracts so that only those that fit the mission are selected
 - e. We will have to get volunteers from our committee around February to review abstracts for the conference
 - f. 2016 planning committee will work on improvement to next year’s conference in January- any volunteers to look at CFHA wide call for abstract’s for next years conference?
 - i. Jen F, Jeff, Jodi
 - g. Board is considering 1 hour break out presentations at next year’s conference- Jodi will keep us posted about this
- 4. Update from poster group subcommittee
 - a. Dec 14th call set up to talk about ideas going forward
 - b. Polly mentioned that this year they are considering doing a separate call for posters that would be separate from the call for presentations
 - c. Thoughts so far
 - i. Might be important to distinguish research and non research posters
 - ii. Cocktail hour on Friday that would have posters might have a bigger draw
 - iii. Posters near rooms that are hosting talks about similar topics
 - 1. Polly pointed out that logistically this might be challenging but we can continue to brainstorm about this
- 5. Call for papers for FSH - tabled
- 6. Awards
 - a. Could have another award but would have to put in an application to the board, e.g., best poster at the conference- will want to discuss further
- 7. Research article updates from Jen H
 - a. Jen F and Jen H talked about this idea further- Center for Integrated Healthcare at the VA put out top 3 research articles in integrated care, and research staff is already regularly updating lit search. Could utilize this already existing infrastructure.
 - b. Create a subcommittee that reviews articles for dissemination
 - c. We might want to consider setting some criteria- e.g., fits mission of CFHA, good science, ethical research, etc
 - d. Elizabeth Banks will chair this committee- Jen F , Jen H, Stephanie Trudeau, volunteered to be on this subcommittee

ACTION ITEMS:

- Jen Funderburk will follow up with surveys
- Improve upon our previous call for proposals- Tina will work on this; Astrid, Jen H, Stephanie & Jodi offered to help
- CR will work on improving previous abstract reviewer criteria (an updated “rubric”)
- Jen F, Jeff, Jodi will review CFHA wide call for abstracts for next year’s conference
- Poster subcommittee will have some more updates at next meeting- please also add Tina Studts to this group

- Subcommittee for sending out research article updates will try to meet before our next meeting

Next meeting: 1/7/15 at 1PM eastern time

1. Looking back at the presentations you attended in the research/evaluation track at CFHA, how effective was the track in providing useful information about developing the skills and tools needed for developing and implementing research/evaluation/quality improvement projects?

Not at all effective Slightly effective Moderately effective Very effective Completely effective

2. How likely would it be for you to recommend the CFHA research/evaluation track to someone looking to develop skills and tools for developing and implementing research/evaluation/quality improvement projects?

Not at all likely Slightly likely Moderately likely Very likely Completely likely

3. Since the CFHA conference, have you utilized any of the information you learned during the research/evaluation track for any current or upcoming research/evaluation/quality improvement projects? Yes No

If yes, would you describe what information you took away from the CFHA conference research/track and how you are utilizing it.

4. Are there things that you found particularly useful/helpful about the CFHA research/evaluation track? If yes, what?
5. Reflecting on the CFHA research/evaluation track are there ways that you think the track could have been improved? If yes, what?
6. Are there things/topics that you would want incorporated into the research/evaluation track at CFHA in the future? If yes, what?
7. What aspects of the information presented during the research track sessions do you think you will actually implement in your position or organization?