

**Research and Evaluation Committee (REC) Meeting – IN PERSON!
Minutes
October 15, 2016**

Attendance

voting members (year term started)

	Present		Present
Voting Members	X	Katie Kanzler	X
Jodi Polaha (2014)	X	Lauren Tolle	
Tina Studts (2016)	X	Limor Gildenblatt	
Robyn Shepardson (2016)		Lori Zeman	
Jennifer Hodgson (2014)		Mark Vogel	
Zephon Lister (2014)		Mary Peterson	X
Jennifer Wray (2015)		Mary Talen	
CR Macchi (2016)	X	Matthew Tolliver	
Patti Robinson (2016)	X	Melissa Baker	
Stephanie Trudeau (2016)	X	Nyann Biery	
		Tawnya Meadows	
Committee Members		Patrick Palmieri	
Alejandra Posada		Polly Kurtz	
Amber Landers		Randi Dublin	
Angela Giles	X	Rebecca Aycock	
Angela Lamson		Rodger Kessler	
Ann Aspnes		Rusty Kallenberg	
Astrid Beigel		Stacy Ogbeide	
Beth Nolan		Suzanne Daub	
Bill McFeature		Tawnya Meadows	
Brian DeSantis	X	Tina Runyan	
Chris Hunter		Tom Bishop	
Christine Borst		Vickie Lynn	
Christina Vair		Waymon Hinson	
CJ Peek		Will Lusenhop	X
Colleen Cordes		William Sieber	X
Danielle King	X		
David Johnson			
Elizabeth Banks	X	<i>New attendees</i>	
Emma Gilchrist		Jean Cobb	X
Gary Rosenberg		Halie Dyer	X
Ian Bennett		Toni Watt	X
Irina Kolobova		Dan Blocker	X
Jeff Goodie		Amelia Muse	X
Jennifer Funderburk	X	Rola Aamar	X
Jeri Turgesen		Nancy Pandhi	X
Joe Grasso		Emilee Delbridge	X
Jackie Poor Hahn		Thabiso Batsell	X
Julie Gass		Casey Gallimore	X
Kaitlin Lilienthal		<i>plus a few more who didn't sign in</i>	
Karen Kinman			
Kathryn Woods		Total attendees	25

1. Approved September minutes
2. Welcome – What do we do as a committee?
 - a. Review presentation and poster abstracts for the conference
 - b. Review Research and Evaluation Fellowship applications, select the Fellow, and provide constructive feedback to all applicants
 - c. Traditionally the committee takes on at least one additional project each year
 - i. This year, we did A LOT: members assisted with a special issue of FSH; revised poster submission and review processes; marketed posters at the conference; sponsored two webinars; implemented quarterly “research update” emails to the listserv; updated the fellowship call and relevant website resources; issued a separate “call” for the Training in Research and Evaluation Track
 - ii. Thank you to everyone who has been involved in all these great initiatives!
3. REC Leadership Positions
 - a. Leadership positions opening up for next year: Co-chair, Secretary, 2 voting members
 - i. Nominations due by Friday, Nov. 4 to allow for election in mid-November.
 - ii. Self-nominations or nominations by others are accepted. If nominated by others, we will confirm willingness to serve with the nominee.
 - iii. **Action item:** Send your nominations to Robyn.Shepardson@va.gov by Nov. 4
 - b. Co-chair position
 - i. Co-chairs serve two-year staggered terms. Incoming co-chair will work with Tina, with Tina taking the lead in 2017 and the other co-chair taking the lead in 2018.
 - ii. Co-chairs must have served on the REC in the capacity of voting member prior to appointment as chair, unless no voting members wish to be nominated as Chair.
 - iii. Co-chairs will be responsible for developing committee meeting agendas and guiding completion of committee responsibilities.
 - c. Secretary
 - i. This position is appointed by the co-chairs.
 - ii. Term is a one-year calendar year appointment (January-December).
 - iii. Responsibilities include: attend all REC meetings; take meeting minutes; send out meeting agendas and reminders to REC; distribute minutes from prior meetings.
 - iv. Often an early career professional but open to anyone.
 - d. Voting members – 2 spots will be open
 - i. Current CFHA members with a professional history that includes some aspect of research and evaluation, including but not limited to: clinical research, quantitative or qualitative evaluation, or health measurement within an integrated care system.
 - ii. Term is 2 years and follows calendar year appointment (January – December).
 - iii. Voting members whose terms are expiring can be nominated (or self-nominate) to be elected to another term.
 - iv. Responsibilities include: regularly attending REC meetings (at least 75% of meetings), voting on issues as needed, participate in review and scoring of REC fellowship proposals, participate in abstract review for CFHA Conference presentations, support efforts of CFHA to improve the integrity of research and evaluation related to integrated care
 - e. Discuss Board liaison (per bylaws one voting member serves as a liaison between the board and the committee)

4. Possible directions for the upcoming year

- a. Refinements/adjustments to Training in Research and Evaluation Track
 - a. Issue of how to get presentations for the track: The first year of the track we developed it internally and it was mostly REC members presenting. This year we opened it up to everyone but clarified the teaching aim of this track. We still got a lot of submissions that were just presenting research findings but did not include the teaching focus, so we diverted them to other tracks. Do we want to develop the track ourselves (e.g., line up speakers that we know would teach particular skills well?). The decision to do a preconference workshop would factor in as that would be us choosing speakers. Perhaps we could do a hybrid approach with recruiting people to submit but also considering abstracts from the general pool.
 - b. Session length: 45-minute sessions were problematic from perspective of having time to include teaching angle. Jen F is going to be on the planning committee so she will help be our voice.
 - c. **Action item:** We need to send Polly and Stephanie a list of issues that we want addressed/considered for next year's conference (45-minute sessions, poster session space/times, consultation space) while this is all fresh on our minds.
- b. Refinements/adjustments to other CFHA Conference issues
 - a. Poster sessions
 - i. We need to improve the physical layout of the poster area. This year's space was improved from last year's, but still problematic because of the tight squeeze and lack of flow. There were bottlenecks that impeded one's ability to browse the posters and easily chat with presenters.
 - ii. We could also could work on getting a dedicated poster session time (versus multiple smaller blocks of time in between breakout sessions), perhaps with a cash bar reception to increase attendance at posters. This would also make it easier for poster presenters and the audience because presenters would only need to be with their posters once during the dedicated poster session (instead of 4 break periods). Tina noted when she reviewed posters on Saturday, only 5 of the presenters were actually there and 6 posters were not even up any more by then.
 - iii. Increasing posters is one really good way to drive higher conference registrations as well as the amount of data/results shared at the conference. We will continue to work to promote posters.
 - b. Preconference workshop for research and evaluation training
 - i. When we did a survey ~4 years ago about the preferred format for research and evaluation training at the conference, a preconference workshop was rated lower than working training into the conference itself. This led us to create the training track and not pursue a precon.
 - ii. We don't want to replace the training track, but we could try to add a precon if there is enough interest. We might want to do a new survey since the culture has changed in the past few years. For example, this year all R&E training track talks had excellent attendance with engaged audience members asking lots of questions and multiple attendees staying after to ask presenters follow-up questions. Most presenters felt there was not enough time to fully cover their topics and answer questions. A precon (e.g., 4 hours) would allow for more time for covering a topic in depth and truly teaching skills in research and evaluation.

- iii. Maybe we can do a new survey of the CFHA membership asking about interest in this, and include questions about a few other products/services we are considering offering in the next couple years.
- c. Developing poster awards for next year's conference
 - a. This year we evaluated the posters to determine what type of awards we can give, such as a student award, etc.
 - b. Tina is collecting data from volunteers who evaluated the posters and our poster subcommittee will continue to work on this.
 - c. We need to decide on awards and what information we need with submissions before the call for posters goes out next year. Also have to remember to fix the poster abstract issues we had this year (character limit, etc.)
- d. Offering individualized R&E mentoring at the conference for interested attendees
 - a. This year we wanted to have a Technical Assistance booth or something to be available for consultation regarding research and program evaluation. This wouldn't work due to space issues. Then we considered having a lunch, but this didn't make sense with the conference schedule.
 - b. Ideas for how to work this into future conferences
 - i. Have some discussion groups focused on research and evaluation topics at the Friday lunch session
 - ii. Do a technical assistance table just on Saturday to limit staffing burden
 - iii. Have REC members volunteer to staff virtual office hours where CFHA members could call in for consultation
 - iv. For REC members who serve as mentors for speed mentoring, have signage to clarify who is in research and evaluation so those interested in this area can seek out those mentors from the large number of mentors
 - v. Have a few REC members "host" a dinner on Friday night, where people sign up to go to dinner with a REC member with expertise in a particular area. This is often done in small groups at other conferences (e.g., expert plus up to 5 people). Everyone pays for their own dinner but they get a chance to talk in depth and make connections.
 - vi. It might be too labor intensive to do this work at the conference itself given how short the conference is and how much other stuff is going on. So we could have people needing assistance stop by an REC table and sign up for a future one-time consultation with an REC member who has volunteered. Then the REC member and consultee would set up a time to talk or whatever after the conference.
- e. Assisting CFHA with assessing itself (i.e., survey members, collect data regarding level of integration at members' sites/organizations) (not discussed in this broad sense, but the next item is related to this general goal)
- f. Assisting CFHA with evaluation of the new regional education conferences
 - a. Jen F reported that CFHA is starting regional education conferences next year. This will be technical assistance training on integrated healthcare that will have up to 40 participants. REC has been charged with helping to evaluate this – do people who receive this training actually implement the principles in their clinics?
 - b. In addition to conducting the evaluation, we could also work in a training goal. For example, we could invite CFHA members who want to learn about program

evaluation to be involved so they can learn as we go and sort through how this program evaluation will look.

- c. Subcommittee volunteers (let Robyn know if incorrect): Angela Giles, Stephanie Trudeau, Jen Funderburk, Thabiso Batsell, Wil Lusenhop
- d. **Action item:** Anyone else who is interested in helping with this (will likely be a subcommittee with monthly calls to make progress), or in joining more so to learn about this process, email Robyn.Shepardson@va.gov
- g. Mentoring/support for development of presentations/posters
 - a. The idea came about because CFHA has significantly fewer posters than other conferences, and we wondered if that is in part because people do not have the experience or skills in developing scientific posters.
 - b. Assuming CFHA wants to continue to increase the number of posters (to help increase attendance at the conference as well as the number of individuals sharing their work), we could help with this by offering examples of posters (e.g., post REC members' old posters from CFHA or other conferences on our website to illustrate what research and evaluation oriented posters look like as well as how clinicians/administrators could develop a poster with local program data)
 - c. We could also have a consultation/mentoring type thing where REC members volunteer to help one CFHA member by talking through their submission idea, drafting abstract, looking at their poster/presentation draft to suggest edits, etc.
 - d. We would likely want to survey the CFHA membership to ensure this type of service is needed or would be valued before we implemented it.
- h. Providing training in grant-writing
 - a. Preconference workshop on grant writing for service and evaluation type grants (e.g., PBHCI)? We could add this to our new survey. (see above point 4.b.b.)
 - b. Shark Tank idea: people would present their ideas for fundable projects to a group of judges (REC members) and they would have to ask questions like in the show where people present their business ideas. This could be a fun plenary to help illustrate research and evaluation projects as well as how to make them more rigorous.
- i. Initiating creative ways to share research and evaluation findings at the conference or otherwise (not discussed)
 - a. Data blitz session at the conference
 - b. Electronic posters
 - c. "Quick notes" 15 minutes of findings at end of every REC monthly call
- j. Research and evaluation oriented webinars (not discussed)
 - a. We recruited for 2 webinars this year and should be able to sponsor 2 next year
- k. Establishing a R&E clearinghouse to link potential collaborators (not discussed)
- l. Implementing strategies to increase number of fellowship applications (not discussed)
- m. Increase REC presence on social media by coordinating more with CFHA social media (not discussed)
- n. Working to address action items resulting from the APA Integrated Primary Care Alliance meeting (not discussed)

- o. Initiating an a CFHA award for "contributions to research/evidence/evaluation" of integrated healthcare, selected by our committee (did not discuss)
- p. Other ideas?
 - a. **Action item:** If you have any other ideas for how REC could evolve to support our mission, please email Robyn.Shepardson@va.gov

Next meeting: Thursday, November 3, 1:00pm EST