

**Research and Evaluation Committee (REC) Meeting
Agenda
March 2nd, 2017**

Attendance

voting members (year term started)

	Present		Present
Voting Members		Joe Grasso	
Jodi Polaha (2014)		Kaitlin Lilienthal	
Tina Studts (2016)	X	Karen Kinman	
Robyn Shepardson (2016)	X	Kathryn Woods	
Jennifer Wray (2015)	X	Katie Kanzler	X
CR Macchi (2016)	X	Lauren Tolle	
Patti Robinson (2016)		Limor Gildenblatt	
Stephanie Trudeau (2016)	X	Lori Zeman	
Julie Gass (2017)	X	Mark Vogel	
		Mary Peterson	
Committee Members		Mary Talen	
Alejandra Posada		Matthew Tolliver	
Amber Landers		Melissa Baker	
Amelia Muse		Nancy Pandhi	
Angela Giles	X	Nyann Biery	
Angela Lamson	X	Tawnya Meadows	
Ann Aspnes		Patrick Palmieri	
Astrid Beigel	X	Polly Kurtz	X
Beth Nolan		Randi Dublin	
Bill McFeature		Rebecca Aycock	
Brian DeSantis	X	Rodger Kessler	
Casey Gallimore		Rola Amar	
Chris Hunter		Rusty Kallenberg	
Christine Borst		Shaun Davis	
Christina Vair		Stacy Ogbeide	
CJ Peek		Suzanne Daub	
Colleen Cordes		Thabiso Batsell	X
Dan Blocker		Tina Runyan	
Danielle King		Tom Bishop	
Dave Johnson	X	Toni Watt	
Elizabeth Banks		Vickie Lynn	
Emilee Delbridge		Waymon Hinson	
Emma Gilchrist		Will Lusenhop	
Gary Rosenberg		William Sieber	
Halie Dyer		Zephon Lister	
Irina Kolobova			
Jackie Hahn	X		
Jean Cobb			
Jeff Goodie			
Jennifer Funderburk	X		
Jennifer Hodgson			
Jeri Turgesen		Total attendees	17

1. Approve minutes from February 2017 meeting

- a. Minutes were approved

2. REC Subcommittees Check-Ins

a. Poster subcommittee (Stephanie)

- i. Question was raised at last meeting about whether we should keep letting posters come through this subcommittee that aren't research. I.e., policy, etc.
 1. We will not switch anything for this year but will revisit this question after the 2017 conference reviews
 - a. We should get involvement from other SIGs or direct some of the evaluations outside of our committee
 - b. Reaching out to other SIGs might also encourage them to submit things
- ii. The Board approved two Poster Awards:
 1. **Meritorious Student Award**
 2. **Excellence in Research and Evaluation Award**
- iii. Subcommittee meeting is on 3/10 and topics will include...
 1. The poster subcommittee will develop a systematic way for reviewers to flag award-worthy posters.
 - a. These abstracts will then be evaluated by award reviewers using the rubric approved by the Board.
 2. Conferring of awards
- iv. Only 5 poster submissions so far – is this normal?
 1. Jackie noted that the presentation submissions are also slow
 2. It's probably normal, but we will take some action
 3. The change in schedule (poster call open at same time as presentations call) may be a factor
 4. **ACTION ITEM:** Stephanie will send an email to the CFHA Listserv to emphasize that poster submissions are now open and closing later this month
 5. **ACTION ITEM:** Jackie & Stephanie will discuss recruitment for abstracts further; in particular, will discuss using the Newsletter

b. Conference subcommittee (Robyn)

- i. Update on recruiting reviewers for conference-wide tracks
 1. 18 have volunteered; email Robyn (Robyn.Shepardson@va.gov) if you want to do it
 2. There are different review formats for the posters and the presentations – to make this as simple as possible, people will only handle one or the other
- ii. **Training Track**
 1. Robyn has sent multiple emails to solicit interest in this track; limited responses
 - a. **Joe Grasso** – responded positively to REC invitation to submit
 - b. **Brian DeSantis**
 - c. **CR** has been thinking about presenting his PCORI grant for this track

- d. **Tina** – plans to submit an implementation science session on systematic adaptation of evidence-based interventions/programs to fit real-world settings
 - iii. **REC discussion groups** at a luncheon
 - 1. Tina, Will
 - 2. Brian
 - 3. Others? Email Robyn (Robyn.Shepardson@va.gov) if you are interested in this
 - iv. **Certificates** finally went out for R&E Training Track, and they were beautiful 😊
- c. **Research email updates Subcommittee (Elizabeth, Jen F., Julie, CR, Patti)**
 - i. Julie is working on this quarter - there is a new batch of abstracts to review
 - ii. **ACTION ITEM:** Jen F. will be emailing back the students/early career professionals who want to help with this; CC CR on these emails
 - 1. Possibility of selecting only some of them to do the quarterly emails, and others will work on translating research into everyday language for the website; lots of committee enthusiasm for this plan
 - iii. **ACTION ITEM:** Julie will set up the next subcommittee meeting
- d. **Website Workgroup (CR, Patti, Jackie)**
 - i. **ACTION ITEM:** CR will be emailing the REC shortly to solicit content that can be on the website
 - ii. The site has been down recently due to server issues, but Jackie and CR are working on getting all of the website scaffolding in place

3. Ideas for REC activities for next year

- a. **REC-sponsored webinars**
 - i. Mary Peterson and Jeri Turgesen will present on August 10, 1-2pm EST
 - ii. September webinar presenter still needed
 - 1. Would any of the people that Robyn emailed about the training track be interested?
 - a. **ACTION ITEM:** Robyn will reach out to them ask
- b. **Survey CFHA membership** regarding what kinds of training/resources REC should offer
 - i. Quick poster mentors
 - ii. Pre-Con for next year
 - iii. Find out from other SIGs and the Board to see if they want to roll any of their own questions into one mega-survey
 - iv. Anyone interested in helping with this?
 - 1. Robyn, Stephanie, Jackie, CR, Tina
 - 2. **ACTION ITEM:** Tina will follow up with a planning email after we get through the poster/presentation submission review duties
- c. Idea for **Shark Tank plenary** at 2017 CFHA Conference – update from Jennifer Funderburk
 - i. This was tabled until next meeting

4. Evaluation of Regional Education Conferences (Jodi, Angela Giles, Stephanie Trudeau, Jen Funderburk, Thabiso Batsell, Wil Lusenhop)
 - a. St. Louis – Opioid Epidemic Intensive
 - i. We've been working on the review that participants will complete after the Regional - thanks to all those who provided feedback!
 - ii. Need to have a clear objective in what the evaluations are intended to do
 - iii. There was some debate about the utility of using open-ended questions
 1. Can be informative
 2. Any statements from open-ended questions could lead to future advertisement for the regional
 3. Can be difficult to make heads or tails of open-ended questions
 4. There is a lot of existing and unanalyzed qualitative data from past evaluations
 - a. Can someone work on this?
 - b. **ACTION ITEM**: Polly will send CR the data; he is interested in helping to code the qualitative data from the conference
 - i. Put into dropbox if too large to email
 - iv. Should we also have a 3-6 month follow-up?
 1. Would also help keep people in the loop about future trainings/evaluations
 - v. **ACTION ITEM**: Polly/Tina to send out email to those interested in helping with this; need to be mindful of timeline (St. Louis intensive is in just 2 weeks)
5. Publicity for Research and Evaluation Fellowship (Tina)
 - a. Will make sure to make time for this next meeting
6. Quick Notes (None scheduled for March meeting)

Next meeting: Thursday, April 6th, at 1:00pm Eastern

Call information:

US Toll #: 530-881-1212 US Toll Free #: 855-212-0212 (please use only if necessary)

Meeting ID: 517-873-035