

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

Attendance

voting members (year term started)

	Present		Present
Voting Members		Joe Grasso	
Jodi Polaha (2014)	X	Kaitlin Lilienthal	
Tina Studts (2016)	X	Karen Kinman	
Robyn Shepardson (2016)	X	Kathryn Woods	
Jennifer Wray (2015)	X	Katie Kanzler	
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	X
Angela Lamson		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	X	Rola Amar	
Chris Hunter		Rusty Kallenberg	
Christine Borst		Shaun Davis	X
Christina Vair		Stacy Ogbeide	
CJ Peek		Suzanne Daub	
Colleen Cordes		Thabiso Batsell	
Dan Blocker		Tina Runyan	
Danielle King		Tom Bishop	
Dave Johnson	X	Toni Watt	
Elizabeth Banks		Vickie Lynn	
Emilee Delbridge	X	Waymon Hinson	
Emma Gilchrist		Will Lusenhop	X
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	19

1. Approve minutes from January 2017 meeting

- a. Astrid – requested that we change name of Research Award to Research & Evaluation Award
 - i. Julie completed this prior to the meeting

2. REC Membership/Leadership

- a. Polly has reported this to the Board
- b. Julie has updated the Membership roster and has sent it to Jackie for the website
- c. This item is now formally **checked off** of the agenda

3. REC Subcommittees Check-Ins

a. Poster subcommittee (Stephanie)

- i. Mission statement sent to group
- ii. Question was raised about whether we should keep letting posters come through this subcommittee that aren't research. I.e., policy, etc.
 - 1. We all agree that CFHA is a great conference for non-research presentations, however it was suggested that someone other than REC may be better able to evaluate non-data submissions
 - 2. That said, 75% of posters last year were presenting some sort of data
 - 3. We will keep this on the agenda to discuss at future meetings
- iii. Poster Awards ideas have gone to Polly to be sent to Board
 - 1. **Student Award**
 - 2. **Excellence in Research and Evaluation Award**
 - 3. **Health Disparities**
 - a. Once we hear back from the Board, we will distribute finalized award categories to the entire REC – these could be used as a marketing tool by our members to encourage colleagues/students to submit posters this year.
 - 4. We will use the abstracts to categorize and decide on the award winners
 - a. Originally intended to have the author check off a box to indicate their category, but the call for posters went up before we had a chance to do that. Committee will now flag the poster abstracts and will use the scoring algorithm to determine the winner.
 - i. **ACTION ITEM**: Will need a systematic way to ensure that reviewers flag all posters that would be eligible for either of the awards we end up having (once we know what they are)
 - 5. Tina wonders if we might add some of the Poster Award review criteria directly to the Poster Submission Review forms? Might expedite Award review.
- iv. We all think that the poster submission portal is great this year!
 - v. **ACTION ITEM**: Stephanie will add Quick Poster Mentors to the Poster Subcommittee agenda items
 - vi. **ACTION ITEM**: Committee will need to come up w/ process of selecting award winners based on what the Board approves

b. Conference subcommittee (Robyn)

- i. Going to need to start recruiting reviewers for conference-wide tracks
 1. Probably will be a 3-week period of time in March/April
 2. **Voting members** will be required to review; we hope that others will volunteer
- ii. **Training Track** is now included
 1. Hoping that people will submit to this track; Robyn noted that we also need to consider targeted recruitment
 - a. **ACTION ITEM:** subcommittee to recruit reviewers from REC this month.
 - b. Any ideas on people who could *teach us how to do research*?
 - i. **Joe Grasso**
 1. **ACTION ITEM:** Tina will reach out to him
 - ii. **Brian DeSantis** – on this call, agrees to put something together
 - iii. **ACTION ITEM:** Jen F. and Jodi are going to consider people that were in the special issue and reach out to them
 - iv. **CR** has been thinking about presenting his PCORI grant for this track
 - v. **Tina** – may submit an implementation science session on systematic adaptation of evidence-based interventions/programs to fit real-world settings
 - c. **ACTION ITEM:** We all should think about colleagues that we have both in and out of CFHA
 - i. Robyn will send track description to this committee and we all can send this to possible people who may be interested
 - iii. We do still want to do the poster certificates
 - iv. **REC discussion groups** at a luncheon
 1. E.g., “How do I find time to do Prog Eval?”
 2. **ACTION ITEM:** Submit any ideas to Robyn
 3. Jen F. asked if this is something that the Planning Committee has a subcommittee on?
 - a. **ACTION ITEM:** Jen F. will look into this
 - b. Jackie noted that one way topics make it to the Lunch Discussion Groups is when people check off “alternative format” on their submissions
 - v. Quick poster mentors
 1. Can be added to the website (Jackie)
 2. Stephanie will add this to the Poster Subcommittee
 - vi. Will keep talking about Pre-Con for next year

c. Research email updates Subcommittee (Elizabeth, Jen F., Julie, CR, Patti)

- i. Committee (minus Patti) met on 2/1 and created plan for upcoming year
- ii. **ACTION ITEM:** Any statements (testimonials, nuggets of information etc.) about how helpful/useful this service is for you?
 1. Will be used on website

2. Send to Julie

d. Website Workgroup (CR, Patti, Jackie)

- i. Met on 1/23; had productive discussion of what the REC section of the website should do and future directions, including...
 - 1. Revisit purpose of REC, Membership List, Resources section (will include the quarterly email review), Reminder of how this information is being used in practice, Quick Notes section, Links to each subcommittee, CR is working on reorganizing minutes/agendas, Exemplary research/posters
- ii. Ultimately, committee wishes to move beyond just talking about what we're doing and what we have done; want it to be a place with rich resources that are updated on a quarterly basis
- iii. **ACTION ITEM:** Jackie to make mock up webpage; CR will disseminate to the group

4. Ideas for REC activities for next year

a. REC-sponsored webinars

- i. Mary Peterson and Jeri Turgesen will present in August
 - 1. **ACTION ITEM:** Polly to confirm the date Mary and Jeri have suggested
- ii. We also will be presenting in September, will discuss ideas at this meeting
 - 1. **ACTION ITEM:** REC members, if you think you know someone who would be a good fit, please consider reaching out to them!
 - a. Consider people for this who can't make it to the conference for some reason, or who can't get a submission for the Training Track ready by the deadline

b. Survey CFHA membership regarding what kinds of training/resources REC should offer

- i. Tabled for next month

c. Idea for Shark Tank plenary at 2017 CFHA Conference – update from Jennifer Funderburk

- i. Tabled for next month

5. Evaluation of Regional Education Conferences

- a. Tabled for next month

6. Publicity for Research and Evaluation Fellowship

- a. Tabled for next month

7. Quick Notes (Last 5-10 minutes)

- a. Brian DeSantis provided update on his project and discussed with group

8. REC leadership would like to sincerely thank our productive and dutiful subcommittees and subcommittee leaders. You're all doing great and important work, which is appreciated. This committee is great because you're all great!

Next meeting: Thursday, March 2nd 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