

**Research and Evaluation Committee (REC) Meeting
Agenda
December 1, 2016**

Attendance

voting members (year term started)

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

1. Approved November minutes
2. REC Leadership Positions
 - a. Nominations were CR Macchi for co-chair and Julie Gass for secretary.
 - b. Tina will be primary co-chair for 2017.
 - c. Jodi will rotate off as co-chair but stay on as a voting member and our Board liaison. Thank you to Jodi for her excellent leadership and all the great work she has done!
 - d. Robyn will rotate off as secretary.
 - e. Zephon Lister and Jennifer Hodgson will rotate off as voting members. Thank you to Zephon and Jennifer for their many years of loyal service to REC!
 - f. **Action item:** Polly to include new leadership on CFHA Board of Directors January docket and ask Board to confirm.
3. REC Plans
 - a. Leadership met to discuss REC responsibilities and plan future directions.
 - b. A lot of business that has taken up time on our calls will be handled by our subcommittees, which will free up time during our larger monthly meetings.
4. REC Subcommittees
 - a. Poster subcommittee (Stephanie)
 - i. This year's activities included: developing a separate call for research posters, developing separate evaluation criteria for research poster abstracts, reviewing the poster abstracts, matching the posters to presentations for publicity purposes, collecting data at poster sessions, and internally evaluating all these changes.
 - ii. Next year we will focus on: continuing to improve the poster submission process, increase rigor of poster submissions, and increase attendance at poster sessions while also developing poster awards based on data collected this year.
 - iii. Polly noted there is a process of approval for new CFHA awards through the Board of Directors. Deadline in February. **Action item:** Polly to send this information to us.
 - iv. Thanks to Stephanie Trudeau (chair), Tina Studts, Jodi Polaha, CR Macchi, Jennifer Funderburk, Elizabeth Banks, and Jennifer Hodgson for helping out last year.
 - v. 2017 members: Stephanie Trudeau (chair), Tina Studts, Jennifer Funderburk, CR Macchi, Elizabeth Banks, Danielle King, Will Lusenhop, Mary Peterson, Jackie Hahn
 - b. Conference subcommittee (Robyn)
 - i. New for next year!
 - ii. Will provide oversight and coordinate implementation of REC-related activities at the conference, and evaluate and refine ideas for new REC initiatives at the conference
 - iii. Polly asked how we are interfacing with the main CFHA conference planning committee. Ideally we would have someone from our subcommittee on that committee. **Action item:** We will include Jackie so she can help go between. Jen F to help too. Robyn to check with Polly about possibly joining the planning committee.
 - iv. 2017 members: Robyn Shepardson (chair), Kathryn Kanzler, Tawnya Meadows, Dan Blocker, Casey Gallimore, Jackie Hahn
 - c. Research email updates subcommittee (Elizabeth)
 - i. Next year will continue with quarterly literature search (aided by Jen F's review) and email distribution of brief summary of key articles
 - ii. Thanks to Elizabeth Banks (chair), Jennifer Hodgson, and Jen Funderburk
 - iii. 2017 members: Jen Funderburk, Patti Robinson, ?
 - iv. **Action item:** Robyn to see if 2016 members want to continue helping with this.

5. Ideas for REC activities for next year

- a. REC-sponsored webinars
 - i. We usually sponsor 2 CFHA webinars per year. We try to schedule one for the Aug/Sept/Oct time frame so we can promote R&E track at the conference.
 - ii. Examples of our webinars in recent years:
 1. Quality Improvement in Integrated Care: A Practical Introduction
 2. Mentoring Scientist Practitioners
 3. Program Evaluation and Integrated Care: When 2 Fields Merge, Everyone Wins!
 4. Taking Science to the Trenches: Dissemination and Implementation Research
 - iii. Any ideas for topics or speakers that would be good for next year?
 1. Tina suggested we consider expanding/continuing one of the talks/topics from the R&E track, as all had good attendance and were very relevant. Jodi thought that Mary Peterson and Jeri Turgesen would be great choices.
 2. **Action item:** Tina and Jen F will keep an ear out at the Dissemination and Implementation conference for anything relevant to integrated healthcare.
- b. Survey CFHA membership regarding what kinds of training/resources REC should offer
 - i. Some of our ideas include a preconference workshop for R&E training at the annual conference, technical assistance booth or some type of consultation at the annual conference, online resources related to how to do posters/presentations, etc.
 - ii. We could survey the membership to see what formats are favored to help guide planning efforts for next year and determine where we should focus our energy.
 - iii. Jodi noted that about 4-5 years ago REC did a paper-and-pencil survey at the conference to survey the members about their interests and needs in R&E training.
 - iv. Polly stated the conference planning committee is currently determining how many preconference workshops they want, etc. She thinks we would have to have a precon proposal by mid-late January if we wanted to proceed with this idea.
 - v. The last time we did an R&E precon, in Denver in 2013, the feedback Polly heard was that the content was way too basic. Jodi thinks it was on QI/program evaluation.
 - vi. Tina noted that a survey would help us understand if enough people were interested in attending a precon and what level (beginner, intermediate, advanced) to target. It would be very difficult to design and conduct a survey, then develop a proposal by mid-January. If we are going to have a survey, we probably want to include more topics (e.g., online resources for poster presentations, webinar vs. other formats) than just this one issue, so it will take more time to develop.
 - vii. Other members expressed support for conducting a survey to obtain data to help guide REC efforts in coming years.
 - viii. Emilee noted the opportunity for some type of R&E training that is less formal than a fellowship, but more than a precon such that you came in with a project idea to seek consultation on. We can include this as an option we survey the membership about.
 - ix. Tina suggested we use an incentive like entry in a drawing for free registration to encourage people to complete the survey. Polly will think about this issue and whether this is something CFHA can really offer.
 - x. All of the SIG/Committee leaders are meeting soon. They also likely have things they want to survey CFHA members about, and we could roll it all into one giant survey to be more efficient. This could help with the response rate and getting as much information as possible. REC is well suited to help CFHA put together a survey.
 - x. **Action item:** REC leadership to consider what we would want to explore in a survey and discuss via email.
 - xi. **Action item:** Polly and Jodi to bring this to larger meeting of SIG/Committee leaders.

- c. Idea for Shark Tank plenary at 2017 CFHA Conference
 - i. Proposal to be submitted soon. We will have more updates in coming months if this gets approved by the conference planning committee.
 - ii. **Action item:** Jen Funderburk to send our proposal to the conference planning committee co-chairs.
- d. Evaluation of Regional Education Conferences
 - i. Jodi explained that in the future CFHA will be developing technical assistance resources, and REC members may be able to assist with that project. For now we do not have any pending tasks for this effort, but we likely will in the future.
 - ii. We made note of the individuals who previously expressed interest in helping with this, and will keep you posted when REC involvement is beginning.
- e. Add research and evaluation Quick Notes to our monthly meetings?
 - i. Quick Notes idea (from PCBH SIG) is to dedicate 10-15 minutes at the end of each meeting where an REC member (or guest speaker) can share things like:
 - 1. A research/evaluation project they have an idea for and want feedback on
 - 2. An upcoming project they are seeking collaborators for
 - 3. A finished project they want to share the results of
 - 4. A project that is just cool and may help inspire others
 - 5. A research/evaluation related resource that the group might find helpful.
 - ii. REC members expressed interest in trying this next year.
 - iii. Thanks to Brian for volunteering to present in January.
 - iv. **Action item:** Tina will email Brian to follow up on this.
- f. Publicity for Research and Evaluation Fellowship (not discussed today)

Next meeting: in 2017! Thursday, January 5 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