

CNMS UEC Agenda, Wednesday, December 3, 2014

11:00 am Eastern Time

Participants (attendees in blue)

Chair – Vivek Prabhu (NIST)

Vice-Chair – Nazanin Bassiri-Gharb (Georgia Tech)

Secretary – Milan Buncick (AEGIS Technologies Group)

At-Large Members:

Nina Balke (ORNL/CNMS); Zheng Gai (ORNL/CNMS); Molly Kennedy (Clemson U.); Martyn McLachlan (Imperial College, London); Megan Robertson (U. Houston); Ray Unocic (ORNL/CNMS); Rafael Verduzco (Rice U.)

Past Chair, ex officio member – Tony Hmelo (Vanderbilt U.)

CNMS (non-members) – Tony Haynes, Viviane Schwartz, Sandy Lowe

- **News from CNMS** (Haynes)

- Proposal Call update: 170 proposals were submitted, two proposals were not feasible, and one was withdrawn (intended for CNM). As of this morning 40% of the reviews are in, deadline Fri 12/5
- Capital Equipment suggestion box has been added to User Proposal form on p.3 as shown here:

State in your own words the reasons that led you to propose performing this research at the CNMS as opposed to some other facility, i.e., why are CNMS facilities or expertise needed? (limit to 2 lines).	
<input type="text"/>	
Have you contacted a CNMS staff member to discuss the feasibility of your project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name(s):	<input type="text"/>
Suggestions for capabilities that CNMS may consider acquiring that would benefit your research:	
<input type="text"/>	

- **Election Results** (Milan/Vivek)

- Results have been certified; Vivek will notify candidates with CC to Nazanin, Milan
- Full User Group will be notified in January user newsletter

- **Capital Equipment Survey** (Vivek)

- Summarized Nov. 17 telecon, http://www.cnms.ornl.gov/uec/UEC-CC_111714_min.pdf
- Moving forward; once equipment is purchased and becomes ready for use, it would be a good time to hold a tutorial/workshop to highlight the equipment

- **User Satisfaction Survey** (*Subcommittee:* Megan, Martyn, Rafael)

- Megan reviewed subcommittee's draft of summary and recommendations distributed in advance
- Discussion focused on recommendations regarding after-hours access and communicating up-to-date equipment set, which has become more dynamic (users disappointed when expected/former equipment is no longer available)

- Immediate suggestions:

- Add information on website and proposal call encouraging use of the latest version of the proposal form, which includes only the up-to-date equipment list
- Add ORNL holiday calendar to accompany Hours of Operation on CNMS website
- Do better job to communicate flexibility to schedule alternative hours with advance planning

- Subcommittee will incorporate feedback and revise recommendations to finalize in January

- **Newsletter, target delivery 2nd half of January** (Viviane) – *suggested content*

- Possible staff/user highlights will be distributed within 2 weeks - Viviane
- Welcome message by Nazanin
- UEC election results and By-law amendments
- Highlight equipment suggestions / capital equipment survey
- Inform users of new data request by the Office of Science
- User Meeting review; student poster winners
- Export Control review of user proposals – explain process

- **2015 User Meeting** (Haynes)
 - Rooms are on hold for 8/31-9/4 and 9/14-18, skipping over Labor Day week; Rosh Hoshanah overlaps Mon-Tue (9/13-15) and the Conference Center is not available Thur-Fri (9/17-18)
 - SHUG is not expected to discuss until an on-site meeting in Jan-Feb; possible User Meeting dates are affected by NScD triennial review dates that are not yet set – estimating late August
 - **Think about strategy for planning** the User Meeting, workshops, dates – discuss at the next telecon
- **UEC Roles**
 - *Deferred to January* - **Hans and Tony** to rank and prioritize 10/29/14 list
- **2014-2015 UEC Transition** (Vivek)
 - “Thank you” to the UEC members and subcommittees that were held during the year – things are moving forward in the right direction!
- **Schedule Spring/Summer telecons** (Nazanin)
 - **Sandy will poll 2015 membership**, starting with January 6/7/8 (Tues-Thurs; 9-11am EST)

Next Conference Call: TBD