

SHUG-EC Conference Call: Wednesday, August 10, 2022, 3:00 – 4:00 PM EST

Attendees (online):

ORNL: Malcolm Guthrie, Travis Williams, Naresh Osti, Hans Christen, Janell Thomson,

External: Amy Xu, Geneva Laurita, Yun Liu, Rebecca Dally, Peter Gilbert, Daniel Shoemaker, Adrian Brügger, Igor Zaliznyak

Document approval:

Minutes from July 2022 conference call: approve

Agenda for August 2022 conference call: approve

1. Update the SHUG “Breakthrough Symposium” status. (Janell, Daniel, Geneva, Rebecca, and Yun)
 - **action item (SHUG Breakthrough Symposium committee, and everyone interested):** contribute to running list of people or groups who would be interested in attending symposium, paying particular attention to those who don’t usually use neutrons
 - Website: <https://neutrons.ornl.gov/shug/breakthrough-symposia-series>
 - Advertising the first breakthrough symposium.
 - i. ORNL NScD can send out email to their list and take lead on advertising and EC members can do individual emails
 - ii. **action item (Janell):** in a few weeks send out advertisement email
 - iii. **action item (Rebecca):** make general email for individual EC members to send out to people along with flyer
 - Timelines for organizing the next topic of the breakthrough symposium
 - i. batteries for next symposium, idea was to have symposium once every three months. Should start conversation for this in September to decide on frequency and start discussion on speakers.
2. Brief discussion of the EC election this year. (Yun and Igor)
 - New year election planning usually starts in September and is the job of incoming chair (Igor); general procedure: try to get as many candidates as possible and encourage diverse candidates, collect final list in October, vote in early November with results at end of December
 - 4 positions to fill (no post-doc candidates or ORNL candidates because at capacity)
3. UI/UX workshop at ORNL from Nov. 7-10th. (Malcolm)
 - Workshop will be on user experience when it comes to neutron data systems at ORNL. This includes workflows, reduction, IPTS, etc. and the effort to try to streamline it, make it intuitive. What’s currently missing is a high-level document that captures main needs of user community. Before workshop, will collate lots of inputs such as small working groups, existing survey results, and new survey results, etc
 - SHUG EC job is to help engage user community (like lists of names of people who are interested and engaged).
 - Workshop would include ~20 people; small enough to be productive and decisive.
 - **action item (Yun):** will create document to make list with some info about potential people in focus groups.
4. A survey about the neutron experiment experience at SNS/HFIR to the SHUG members by EC (Yun) Software, climate survey for users,
 - Hans hoping to convince Society for Science at User Research Facilities (SSURF) to create standardized user facility survey questions to get comparative picture across facilities
 - Currently, SNS/HFIR surveys are experiment specific as opposed to climate specific.

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- ongoing work to create something more like a once per year climate survey which would include DEI questions
5. The bylaw revision update. (Yun and Janell)
- How to let users opt out of the membership? Need to have way for people to opt out of SHUG membership like a link on the SHUG webpage
 - Currently, there are two SHUG lists now because of SHUG EC emails and emails from NScD to SHUG members.
 - Should unsubscribing from emails mean revoking membership? Need clarity next to unsubscribe button if this is the case.
6. Neutron Scattering Graduate Research Program. (Yun)
- **action item (Rebecca):** next EC email remind people to apply
 - Students in this program don't inherently have favorable access to beamtime, however, since they work as a team with their home institution and SNS/HFIR instrument scientists, they will have access to the instrument scientists' discretionary time. PIs can of course continue to submit proposals as well which may or may not get allocated time.