

SHUG-EC Conference Call: Tuesday December 7th, 2021

Online:

ORNL: Janell Thomson, Travis Williams, Mark Lumsden, Hans Christen, Lisa Debeer-Schmitt, Jamie Fernandez-Baca

External: Geneva Laurita, Adrian Brugger, Daniel Shoemaker, Yun Liu, Jaroslaw Majewski, William Ratcliffe, Olivier Delaire, Martin Mourigal, Danielle Yahne

Document approval:

Minutes from November 2021 conference call: approve

Agenda for December 2021 conference call: approve

1. Tentative dates for focused SHUG-EC Meetings (Daniel)
 - a. Feb 2022: User outreach regarding PPU upgrade/outage
 - i. Status: schedule is on website; ESS has been informed, there will be an announcement soon, and will be part of conversation at town hall.
 - ii. Discussed outage communication and expectations; how should we communicate with users
 - iii. Discussed how to engage with users during this time/coordinate with staff scientists
 1. Webinars, writing, collaborative projects, etc
 - iv. Goal is to have webinar/symposia during this month
 1. Suggestion of holding during regular EC time
 - b. April 2022: Software
 - i. Discussed progress
 - c. May 2022: DEI
 - i. DEI most important topic for discussion, user community not very diverse, would like to have conversation about what everyone can do to increase diversity of user community
 - ii. Discussed considerations/survey of both ORNL and users
2. Coming back on site
 - a. Playbook will be distributed to users in award letter and will be linked on the website
3. Election results (Yun)
 - a. Shared election results
 - i. No ties (no runoff elections needed)
 - ii. Three new regular members and one postdoc elected
 - b. High participation of users in voting
 - c. Emails will be sent tonight to inform candidates of results; will confirm with elected before informing those not elected
 - d. Will be announced in newsletter after accepted
4. SHUG Outreach Symposium ideas:
 - a. **Action item (all):** See and edit the topic list provided in Daniel email 12/6
 - i. Discussed plan/topics in spreadsheet
 - ii. See notes at bottom of spreadsheet
 - iii. Follow up conversation via email and Slack
 - b. What are the best topics to bring new and diverse users to the neutron community?
 - i. How do we assess the effectiveness of the symposia on the composition of the user community?
 1. What is our baseline/starting point?
 2. How can we utilize current contacts at target institutions?

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3. Discussed self-reported demographics (current status: in progress in guest portal)
 - ii. For future meeting: think about procedure for choosing topic, outreach, distribution, assessment, etc.
 - c. What research communities are underrepresented?
 - i. Discussed the necessity to target these communities
 - ii. Discussed challenges in how we actually reach these communities
 1. Advertisement at conferences, links on professional society websites, direct recruitment activities
 2. Discussed ORNL university partnership activities and how this could be utilized towards this goal
 3. Remote experiment access would be a great tool to advertise to new users who may not be able to come onsite
 - d. What is a good effort/responsibility partnership between SHUG and NScD?
 - e. Discussed format/timeframe (seminar, series, timing of events)
 - i. Discussed the idea of talks, webinars, interactivity with users
 1. Different modalities based on specific topic
 - ii. Advertising (Twitter?), YouTube, repositories
 - iii. Discussed synchronous vs asynchronous
 1. Ways to access asynchronous content
 2. Discussed format of previous virtual summer schools for ideas and potential content
 - iv. Aiming for quarterly events
5. DEI Collaborations with the NSSA, specifically around the ACNS meeting (Lisa)
 - a. Discussed current efforts in NSSA and potential for collaboration
 - i. Drafted a survey to NSSA members; do we want to add contacts/questions?
 1. Will be shared on Slack channel soon for us to look at
 - ii. **Action item (all)**: Email or Slack Lisa with ideas/questions
6. NScD 10-year Plan comments plan comments (Daniel)
 - a. Discussed workflow proposed in 12/2 email from Daniel
 - b. Jamie will send link to Daniel to distribute by end of the week
 - i. **Action item (all)**: respond to this with topics and contacts for each topic
7. Thanked members who are rotating off this year
8. Next conference call: Tuesday January 11th, 4pm