

SHUG-EC Conference Call: Wednesday, November 8, 2023, 11:00 AM – 12:00 PM EDT

Attendees (online):

ORNL: Janell Thomson, Naresh Osti, Jon Taylor

External: Yun Liu, Igor Zaliznyak, Peter Gilbert, Rebecca Dally, Julia Zaikina

Document approval:

Minutes from October 2023 conference call: approve

Agenda for November 2023 conference call: approve

1. NSD update (Jon Taylor and Janell Thomson)
 - SNS PPU status and restart plans
 - PPU progressing and outage at SNS is on schedule (upgrade and instrument upgrades). Secondary shutters being replaced, VENUS on schedule (instrument control hutch recently started being built). Restart will start as envisioned.
 - HFIR status and restart plans
 - HFIR outage going as planned. BioSANS installation on track (will pump down over Christmas). HB3 pulled out to investigate velocity selector upgrade (monochromator was found to have some radiation damage). HFIR restart still on track.
 - HFIR proposal call closed in September and user award letters to go out next week for HFIR beamtime for April-July. Backlog proposals to start running in January.
 - Outreach coordinator position almost through HR approval, and job should be posted soon.
 - SHUG EC election ballot link has been sent out
 - User Survey items of interest?
 - **Action item (Jon and Janell):** think of things that might be included on user survey.
 - Some ideas discussed: gaps or blockers on writing up publications; How can users leverage PPU upgrade; wishlist for instrument capabilities?; Basic demographics information (e.g. is institution R1, R2, PUI, MSI, National Lab, etc); Proposal review process comments
 - User survey should be put out well before ACNS and idea will be to have fruitful discussion on it at ACNS townhall.
2. EC election update (Igor)
 - Voting is now open. This year, we have 4 regular positions and 1 student position up for re-election (Rana, Peter, Yun, Lisa, and Travis are rolling off).
 - Currently no authentication for SHUG active members to vote. This is something to think about for future elections. If you try to vote on same device and same browser, you will get an error. This could be bypassed by using different browser, however. Can think about potential password protection for future?
 - **Action item (Janell):** send election results Dec 1 (ahead of December newsletter and next SHUG EC meeting, scheduled for Dec 13).
3. Discussion of the procedure for approving the EC meeting minutes (Igor and Yun)
 - Establish that at beginning of each meeting, the first item on agenda will be to approve minutes.
 - Minutes will then be posted on web after approval of next meeting.
4. SHUG EC User Survey discussion (Igor Zaliznyak)
 - **Action item (all SHUG EC):** Continue iteration of giving Igor suggestions and crafting survey.

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- Timeline for having survey complete and ready for distribution will be 3 months (have a new revision at each EC meeting time)
 - Format of survey: most users will probably prefer rankings (radio buttons), but mixed format feedback will be important (there should be an opportunity to comment for each question).
 - Goal should be to get as many responses as possible; how do we make this easier for survey takers?
 - Should we reach out to users with strong opinions? Offer the opportunity to provide email if they wish to give further feedback or possibly have an interview-style call with SHUG EC?
5. 2023 on-site visit report discussion and approval (Igor Zaliznyak)
- **Action item (Igor):** send email to SHUG EC giving deadline for approval.
 - **Action item (all SHUG EC):** re-read software section and give suggestions for improving wording/suggestions.