



# SOCIETY OF BEHAVIORAL MEDICINE

## SIG Council Conference Call MINUTES

Tuesday, October 20, 2020

9 a.m. HT/12 p.m. PT/1 p.m. MT/2 p.m. CT/3 p.m. ET

Call in number: <https://bluejeans.com/358238410>

### In Attendance

Brian Gonzalez, PhD – *Chair*  
Kathi Heffner, PhD – *Aging*  
Elizabeth Orsega-Smith, PhD – *Aging*  
Danielle Jake-Schoffman, PhD – *BIT*  
Julia Rowland, PhD – *Cancer*  
Karen Syrjala, PhD – *Cancer*  
Allison Gaffey, PhD – *CVD*  
Melanie Bean, PhD – *CFH*  
Shannon Christy, PhD – *HDM*  
Courtney L. Scherr, PhD – *HDM*  
Tiffany Carson, PhD, MPH – *Health Equity*  
Megan J. Shen, PhD – *Health Equity*  
Lisa Eaton, PhD – *HIV & Sexual Health*  
Kimberly Nelson, PhD, MPH – *HIV & Sexual Health*  
Cerissa Blaney, PhD – *IPC*

Jennifer Funderburk, PhD – *IPC*  
Katherine Hall, PhD – *MVH*  
Tammy Stump, PhD – *MHBCM*  
Angela Pfammatter, PhD – *OBBI*  
Andrea Graham, PhD – *OED*  
Laura Porter, PhD – *Palliative Care*  
Jessica Breland, PhD – *PHS*  
Jessica Dietch, PhD – *Sleep*  
Eric Zhou, PhD – *Sleep*  
Terence Penn, MA – *Student*  
Derek Hevel, MS – *TTBCI*  
Liao Yue, MPH, PhD, CPH – *TTBCI*  
Bushra Sabri, PhD – *Violence and Trauma*  
Lisa Wigfall, PhD, MCHES – *Women's Health*  
Lindsay Bullock, CAE (staff)  
Andrew Schmidt (staff)

### Minutes

The August SIG Council call minutes were approved as written.

### SIG Renewal Process Updates

Dr. Gonzalez reported that the SBM Executive Committee had recently approved a series of changes to the SIG Renewal process following feedback collected during previous SIG Council meetings, where several chairs expressed disappointment with the fact that reviews didn't provide an opportunity for SIGs to address any perceived shortcomings before the board recommended they be renewed or disbanded.

Going forward, the SIG Renewal review committee will be asked to evaluate the Annual Report that each SIG is already required to prepare, with feedback sent directly to the chairs rather than provided as recommendations to the board.

SIGs would still be expected to officially apply for renewal once every three years, however the application will be also be refined to supplement the annual report and rely less on reproducing the information already contained in previous years' submissions.

### SIG Strategic Planning

Dr. Gonzalez reported that the SBM board was planning to undertake a strategic planning exercise before the end of the year, and asked whether council members felt their SIGs would be interested in developing their own strategic plans. Regardless of the format these plans would take, they would be optional for all SIGs, and aspirational rather than binding to avoid constraining new chairs.

Several chairs noted that their SIGs held informal strategic planning meetings over the normal course of the SBM year, particularly when preparing their Annual Reports. Dr. Funderburk added that the IPC SIG regularly considers its goals and strategic direction during its business meeting. The council agreed that SIG business meetings would be an ideal time to

approach strategic planning, while in-person SIG Council meetings could also provide a practical opportunity to consider strategic priorities at the council level.

Council members questioned whether the new SBM strategic plan would include guidance for the SIGs or particular goals that SIGs should attempt to align with. Ms. Bullock noted that the strategic plan would not be formally adopted by the SBM board until spring, while Dr. Gonzalez suggested that interested SIGs still consider developing an informal plan in the interim with the understanding that it could always be modified later.

Dr. Gonzalez invited any SIGs that recently conducted their own strategic planning, and were willing to share preliminary materials, surveys, or their completed plans, to forward those to SBM staff so they could be provided as resources to the full council at a later date.

#### **Digital Tools for Shared SIG Discussions/Documentation**

As the SIG Council and individual SIGs move to hosting more and more collaborative documents online, Dr. Gonzalez encouraged all chairs to consider providing shared access to resources for their officers and/or all SIG members. In addition, any chairs that would be interested in using online tools to host meeting agendas, slides, or other materials are encouraged to work with SBM staff to set up new folders for their SIGs. Hosting these resources on SBM's Google/OneDrive accounts rather than a SIG-specific account or a chair's personal account will not only help foster cross-SIG collaboration and protect potentially-sensitive member data, but will also allow SBM staff to provide access to future SIG officers when necessary.

Dr. Bean enquired whether all SIGs would be required to host their documents on SBM accounts right away, with Dr. Gonzalez noting that SIGs wouldn't be asked to transfer everything immediately, but both SIGs with existing shared folders and SIGs that would be interested in using them in the future should expect to use general SBM accounts instead of personal accounts for the aforementioned reasons.

#### **Rapid Communication Abstract Deadline**

Dr. Gonzalez reminded the council that the deadline for Rapid Communication Research Spotlight abstracts for the 2021 Annual Meeting would be closing shortly, and encouraged chairs to share the same reminder with their SIGs so members would have an opportunity to submit their abstracts before the last minute.

#### **Grand Rounds Webinar Series Call for Proposals**

Dr. Gonzalez notified the council that several webinar dates remain available for 2021, inviting council members to visit the SIG Chair Website to view the webinar calendar and request form. Webinars have routinely been cited in SIG renewal and SIG-in-formation application reviews as a key activity for all SIGs to engage in.

Dr. Shen mentioned that the Health Equity SIG has been exploring the possibility of a webinar series in collaboration with some other SIGs, and enquired whether the Grand Rounds webinar format permitted for that kind of arrangement. Ms. Bullock affirmed that any SIG is welcome to organize a series of related webinars, simply by reserving a number of upcoming webinar dates and working with SBM staff to promote the webinars as a connected series.

#### **Open Forum**

Dr. Gonzalez read a question submitted by Dr. Courtney Scherr of the Health Decision Making SIG regarding requirements for SIG sponsorship of Annual Meeting sessions and the benefits of sponsorship for the session and the sponsoring SIG.

Ms. Bullock noted that "sponsorship" refers exclusively to financial support for a session, which SIGs can provide. Abstract submitters can also indicate that a session was "presented by" a SIG, which lets staff know to promote that session as SIG-developed in the program.

While many SIGs used the term "sponsorship" to refer to any session organized by the SIG or any session planned by a SIG member and endorsed by the SIG, from SBM's perspective, sessions are only "sponsored" by a SIG if the SIG dedicates some of its funds. In addition, while SIGs are more than welcome to promote their members' sessions or to endorse sessions that they feel will be of interest to their members, abstracts should only be tagged as "presented by" a SIG if that SIG was directly involved in developing the session and preparing the abstract.

SBM staff will ensure that these distinctions are made clear in the abstract guidelines provided to SIG chairs and on the abstract submission form itself in the future.

Dr. Pfammatter shared that the OBBI SIG has been exploring ways to share its existing content, and suggested that the webinar registration system be updated to support individual listings for webinar recordings, and for upcoming webinars with open registration. SIG members have reported that the web interface make it cumbersome to promote some of the webinar offerings to non-members, as it requires users either log in or create a website account before selecting options from the full list of webinars. Direct links to individual webinars would make it much easier to share and encourage non-members to register.

**Next meeting: December 15, 2020; 11 a.m. ET**