

## May 17, 2018 -- DHC Call Minutes

**Attendees (type first and last names):** Jennifer McClure, Heather Cole-Lewis, Cynthia Castro Sweet, Amy Janke, Katarzyna Wac (Kate), Lindsay Bullock, Dani Arigo

### **Meeting Notes**

- Welcome
  - Thank you to Cynthia for leading the council in Heather's absence!
  - Staffing update and congrats to Anne! She has been promoted to a new client at EDI. Lindsay will staff the council while someone is hired for SBM.
- Review of action items from April
  - Heather set up document online to continue discussion of focus for 2018-2019
    - [https://docs.google.com/document/d/12zdzsYa-Hb54yBP5maeOc7BI\\_VwEEpvjrsah5yRBEC4/edit?usp=sharing](https://docs.google.com/document/d/12zdzsYa-Hb54yBP5maeOc7BI_VwEEpvjrsah5yRBEC4/edit?usp=sharing)
  - Heather and Lindsay sent a blast email to inactive council members to gauge commitment. They have been asked to respond by May 21.
    - David Ahern and Lisa Quintiliani stepping down so far.
    - 30 council members currently; we reached out to 9.
      - Jennifer: Smaller groups can be more effective, have less diffusion of responsibility, people are more likely to volunteer.
      - Heather: DHC considered a cap last year but decided not to implement one.
      - Heather: Number may be less important than diversity of members (SBIR, academia, industry, etc). If the number is a challenge this year, will revisit idea of making council smaller and limiting to only active members.
      - Cynthia: Create a "contribution grid" to see everyone's contributions, to hold ourselves and each other accountable.
      - Jennifer: Could also have a higher-level, small advisory council and then subcommittees that do specific tasks. Members of subcomms don't have to be members of the council itself, so it's also a way to bring in new people and see who truly has interest and is reliable. Becomes a feeder system. Heather proposes using this model for this year, will figure out subcommittees when activities are known; suggests anyone on DHC can join the DHC

calls, and anyone in SBM can be on a subcommittee, but only DHC members can take on official role as a subcommittee head. Someone on the council would oversee each subcomm.

- Amy: SPLC does something similar, organized around SIGs.
- **ACTION:** Heather will write up this model and will share with the group, including how it will work and expectations of DHC, with first pass at a contribution grid. For discussion on the next call.
- Heather asked Charles Jonassaint if he would like to become DHC member
  - Charles has expressed interest; his name and CV submitted to SBM Executive Committee for approval in May.
- All - Think of people who would be good for DHC membership
  - Jessica Breland has mentioned that Michele Patel has interest. Michelle has been instructed to send in her CV for approval.
  - **ACTION:** Heather will go through WISH attendees and AM18 business cards for ideas.
  - **ACTION:** All, please recommend people for consideration for membership and/or participation in a subcommittee (does not require membership)
- Council Purpose
  - Official statements here (mission, members, activities):  
<https://www.sbm.org/about/board-councils-and-committees/digital-health-council>
  - Unofficial statement here:
    - **DHC is** meant to be **visionary** in imagining what the digital health field will look like in the next 5 years and **practical** in preparing SBM and it's membership to be at the forefront of the field.
      - Is a clear definition of "digital health" needed? Where should it go? Perhaps on the DHC website. May be an entry in the Encyclopedia of Behavioral Medicine. **ACTION:** Kate will research for the next call and suggest placement.
      - **ACTION:** Lindsay and Heather will get Kate the EBM link
      - Does this "why we exist" statement need to be external facing (on the website, or internal only). Internally we inform membership & externally we help SBM influence the field
  - Let's keep the visionary + practical part of our mission at the forefront of our minds throughout the year, although it's not explicitly stated externally
- Focus for 2018-2019
  - Notes here:  
[https://docs.google.com/document/d/12zdzsYa-Hb54yBP5maeOc7BI\\_VwEEpvjrsah5yRBEC4/edit?usp=sharing](https://docs.google.com/document/d/12zdzsYa-Hb54yBP5maeOc7BI_VwEEpvjrsah5yRBEC4/edit?usp=sharing)

- Have we incorporated enough input from survey results?
  - <https://we.tl/NEOQZWWdqZ>
    - Confusion about how we overlap with the BIT SIG, speaks to broader confusion about difference between council and SIG. Good to have Dani on the council; May want to spend more time differentiating on purpose and function.
      - Dani: BIT SIG is revamping mission statement, so timing is ideal. They can help make this differentiation. Will review their progress on a future DHC call.
      - **ACTION:** Dani will connect with Danielle Jake-Schoffman (official BIT SIG liaison to DHC) so she can also support this effort.
- Next steps for each suggested activity. **ACTION:** All, let Heather know if you have interest in one of these topics.
  - Support development of a non-academic track/extending our reach special interest group or presidential working group
    - DHC has become defacto industry SIG, but not our core purpose. This could be a presidential working group or a SIG in-formation. The council suggests a working group.
    - This group could advise the Membership Council and SPLC about engaging more members and orgs related to industry.
  - Support efforts to develop a resource center for internship and training opportunities in industry/non-academic settings
    - This one may align with ETCD.
  - Support efforts for providing guidance on graduate training for students on industry track behavior science (could also include same for digital health regardless of industry or academic track)
    - This would support and inform people developing training programs.
  - Support efforts of the Ethics Working Group, contributing expertise from digital health lens
  - Create a checklist for starting research in digital health space (can include ethics and input from ethics working group AND MORE): Things to know and think about when dipping toe into digital health.

- Group on the fence -- digital health is so broad; skeptical we could distill down into a list. Could maybe have “ethical guidelines for digital health” -- this would fall under working with EWG.
- Digital Health Year in Review
  - Small taskforce working on this (Breland, Jake-Schoffman, Patel) but needs someone to spearhead and organize (could also mean pulling the plug if this isn't manageable). Then will reach out and possibly open this up to the BIT SIG too. Hope to have abstract ready to submit to AM19 in September.
    - Overlap with BIT SIG data blitz? Idea is this would be work beyond SBM. Could have a different focus each year (methods, for ex).
    - **ACTION:** Dani will brainstorm BIT SIG members who may have interest.
- Webinars
  - Continue to explore if this is worth the effort. Could commit to two SBM webinars in the next year. Need a volunteer to come up with how this would be executed.
    - Amy: could do a webinar about work we're doing with AMIA and other partners related to the CCC meeting. AMIA already had a webinar, could repurpose for SBM.
    - BIT SIG has two dates on the calendar. Something for January could be co-planned with DHC.
    - Need a volunteer to spearhead this “subcomm”
- Contribute to the Second Edition of the Encyclopedia of Behavioral Medicine with members proposing digital health entries and volunteering to author them;
- Assist the Program Committee with securing sponsorship for Annual Meetings;
- Lead initiatives to foster industry and SBIR involvement in SBM Meeting;
- Help SBM test the mobile app prior to the Annual Meeting;
- Explore potential strategic partnerships and make proposals to the Board in collaboration with the Scientific and Professional Liaison Council (e.g., support having SBM added to WISH rotation)
- More support for academics speaking with the press about research using technology; (could be with CPEC)

- Contribute to other publications/new outlets with blog posts/articles written by DHC members; (could be with CPEC)
- Conduct a broad survey of digital health interests and activities across the SBM membership;
- Propose several pre-conference sessions, symposia, and panels for Annual Meetings; and
- Partner with and support other SBM Councils and Special Interest Groups.
- **ACTION:** Heather will group the actions and come up with tentative subcommittees so DHC members can sign up for subcommittees. Will see what gets populated (where there is interest, what is feasible/actionable) and if it's enough to keep the council busy for a year. Review on next call.
- Membership
  - Welcome
    - Dani Arigo -- incoming BIT SIG co-chair
- **ACTION:** All: Send feedback about how DHC meetings and other efforts are going, for best use of everyone's time.