Society of Behavioral Medicine

ETCD Council Conference Call
MINUTES
Tuesday, October 13, 2020
11:00 a.m. PT/12:00 p.m. MT/1:00 p.m. CT/2:00 p.m. ET
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In Attendance
Valerie Myers, PhD (chair)
Courtney P. Bonner, PhD
Vicki DiLillo, PhD
Morgan Lee, PhD, MPH
Carina Nigg, MSc (guest)
Andrew Schmidt (staff)

Regrets
Jamie Bodenlos, PhD
Amy Huebschmann, MD
Andrea Kozak, PhD
Sherri Sheinfeld Gorin, PhD

Welcome and Minutes
The September 2020 ETCD Council call minutes were tabled until the next council meeting.

Study Section Reviewer Nominations
Dr. Myers thanked the council for their time and consideration of the newly-submitted member applications for SBM nomination to CSR. With each application in this batch receiving unanimous approval, Dr. Myers proposed that their nominations be advanced to CSR without further discussion.

Dr. Myers shared a comment from Dr. Huebschmann regarding the review timeline and workload, and the council discussed potential strategies for dividing up the reviews rather than requiring each council member to evaluate every application. Several members agreed that the current procedure was effective for batches of 10 applications or less, but larger batches could necessitate a different approach.

Next steps:

- Staff will contact the applicants with unanimous recommendations to inform them of their reviews and forward their names to CSR. As additional applications are received, staff will notify the council further in advance of any large batches, with time to consider assigning reviewers or otherwise dividing the reviews between council members.

Consultation Program topics and recruitment
Dr. Myers recalled that late last year the ETCD had considered ways to update SBM's Consultation program, eventually choosing to implement an interactive form that would replace the directory of

consultants that has historically been underutilized and was now out of date. As next steps for this project, the council should determine the consultation topics that should be offered and to assemble a roster of consultants for each topic to populate the new submission form. Dr. Myers added that the Digital Health Council had recently assembled a roster of consultants with industry experience for their version of the program, with Mr. Schmidt noting that SBM's Web Services team was in the process of building those consultants into a draft version of the new consultation program portal.

The council shared a number of potential consultation topics, including grant writing, methods and measurement, dissemination and implementation science, community/participatory research, and several general career consultation subtopics.

The council also discussed methods for recruiting new consultants for the program. Dr. Myers suggested that it may be difficult to anticipate which topics a particular consultant would have experience with or be interested in consulting on. Rather than targeting members for certain topics, the council might instead allow potential consultants to select their own areas of expertise. Dr. Myers added that the Digital Health Council used a similar system when recruiting their industry-focused consultants, with invited members confirming their interest in the program and indicating their preferred topics on a webform.

Next steps:

- Dr. Myers and Mr. Schmidt will compile a list of proposed topics and share with the council for additional input, and develop a signup form that can be sent to prospective consultants.

Early-Career Mentoring Program Next Steps

Ms. Nigg reported that the Student SIG is still in the process of identifying potential mentors for the new Early-Career Mentoring Program. Following the previous ETCD council call, they had been using a roster of former poster mentors as a foundation, but found that the SIG memberships listed there weren't particularly useful for identifying individual members' areas of expertise or what types of mentoring they might be a good fit for.

After some discussion, the Student SIG felt that it would be difficult to attract mentees without having confirmed mentors and clearly-defined mentorship topics around which the peer mentoring groups could be organized. The SIG was therefore thinking about putting a different set of mentoring topics together rather than trying to base the small groups solely on SIG foci.

In addition, the Student SIG was nervous about asking applicants to choose a mentor and/or peer group focus but being unable to fit everyone into the groups they select. Dr. Lee noted that Meet the Fellows participants are asked to rank their interest in a number of topics, with the understanding that not every attendee will be able to join their first-choice group. A similar procedure could be followed for the early-career mentoring program since participants will likely have multiple topics they'd be interested in.

Next steps:

- Ms. Nigg and the Student SIG will develop a list of potential mentorship topics to use as a foundation for reaching out to prospective mentors.

Diversity Institute Update
Dr. Bonner notified the council that the Diversity Institute steering committee had made the decision to host the program in 2021, beginning with a virtual workshop just before the 2021 Annual Meeting. The group determined earlier in the year that all of the confirmed participants from the cancelled 20201 institute would be re-invited, and a poll was circulated to confirm interest and availability.

Mr. Schmidt reported that 20 out of 25 accepted applicants had completed the poll and would be interested in participating in the virtual workshop, while staff would be reaching out to the remaining applicants in the coming days.

Next Meeting
November 10, 2020; 2 p.m. ET