



SOCIETY OF
BEHAVIORAL
MEDICINE

**ETCD Council Conference Call
MINUTES**

Tuesday, October 8, 2019

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

Call in number: 1-800-377-8846 Access Code: 33405815#

In Attendance

Amy Huebschmann, MD (chair)
Jamie Bodenlos, PhD
Courtney P. Bonner, PhD
Vicki DiLillo, PhD
Andrea Kozak, PhD
Valerie Myers, PhD
Andrew Schmidt (staff)

Regrets

Morgan Lee, PhD, MPH
Karen Oliver, PhD
Lori Pbert, PhD
Sherri Sheinfeld Gorin, PhD
Barbara Stetson, PhD

Welcome and Minutes

The September 2019 ETCD Council call minutes were approved as written.

2020 Achievement Award Review Planning

Dr. Huebschmann reported that almost all award reviewer positions for 2020 had been filled and thanked the council for their willingness to reprise

In addition to ETCD members, the council reached out to two non-members to help review applications for the student travel scholarship in 2019; Dr. Huebschmann asked whether any council members had suggestions for potential reviewers for the upcoming year. Dr. Bonner agreed to serve as one of the additional reviewers.

Next steps:

- Dr. Huebschmann will reach out to Dr. Nicole Zarrett to serve as the final reviewer for the student travel scholarship, and Mr. Schmidt will confirm that Dr. Sheinfeld Gorin is able to review for the training program award.

Diversity Institute for Emerging Leaders Updates

Dr. Bonner reported that the workshop steering committee has spoken with several potential

facilitators and would be selecting their preferred candidate in the coming days. In addition, the committee has confirmed four peer group mentors and issued invitations to potential keynote speakers.

Applications for the institute are scheduled to open during the week of October 14th, with review taking place shortly after the application period closes on November 18th. Dr. Bonner asked the council whether any members would be interested in helping to review the institute applications; the steering committee plans to meet later in the month to develop evaluation criteria and reviewer guidelines, which prospective reviewers on the council will be able to consider before signing on.

Next steps:

- Dr. Bonner will share draft reviewer guidelines before the November ETCD call for council member feedback.

Collaboration Hub

Dr. Huebschmann asked the council to share any recommended changes to the hub structure or suggestions for how more members could be encouraged to use the hub.

The council agreed that the overall framework was useful, and appreciated the expansion of hub content beyond career/training-focused sessions and the historical record of collaborations from prior years. Dr. Kozak noted that the hub previously featured an ETCD sessions tab, but it was either deleted or merged into the “Previous Annual Meeting Sessions” tab.

Dr. Huebschmann added that a SIG chair reached out to her to say they put a session on the hub for collaborators, but was disappointed when no one followed up. Instructions for notifying session planners or ETCD representatives when a hub user is looking for immediate collaborators could help prevent similar issues in the future.

Next steps:

- Dr. Kozak will update the welcome page with instructions for contacting session organizers and a description of the current spreadsheet tabs.

Next Meeting

November 12th, 2019, 2:30 p.m. EDT