

# SOCIETY *of* BEHAVIORAL MEDICINE

*Better Health Through Behavior Change*

## ETCD Council Conference Call MINUTES

Tuesday, January 9, 2018

11 a.m. PT/12 p.m. MT/1 p.m. CT/2 p.m. ET

Call in number: 1-800-377-8846 Access Code: 38206000#

### **In Attendance**

Amy Huebschmann, MD (chair)  
Andrea Kozak, PhD  
Karen Oliver, PhD  
Lori Pbert, PhD  
Vicki DiLillo, PhD  
Valerie Myers, PhD  
Mary Dean (staff)  
Anne Hahn (staff)  
Kristi Graves, PhD (guest)

### **Regrets**

Nicole Zarrett, PhD  
Georita Frierson, PhD  
Jamie Bodenlos, PhD

### **Welcome**

Dr. Huebschmann welcomed the council members to the call.

### **Syllabus Resource Website**

The syllabus resource website is now [live](#).

The next step is to get SBM members with archived syllabi to submit to Project Syllabus.

**Action item:** Please take a look at the archived syllabi and email Amy and Anne a couple people who you would like to get moved over to project syllabus. Then Council members will email batches of people to see if they would like to resubmit to Project Syllabus.

### **Annual Meeting Updates**

ETCD members' sessions are in process and just setting up follow up calls

For Meet the Consultants they need to identify consultants and take next steps. They have already worked with the following consultants for input. These people seem like natural ones to invite.

- Michael Diefenbach
- Claudio Nigg
- Sherri Sheinfeld-Gorin

Next steps for Meet the Consultants:

- Take a look at list of consultants and see who have been contacted recently
- Identify 16 consultants, one early career and one senior consultant for each table
- Anne will send a Doodle poll for Lori, Nicole, and Amy to set up follow up call, as well as the submission materials.

### **INSPIRE Award Reviewer**

SBM will be sponsoring the International Society of Behavioral Medicine (ISBM) INSPIRE Health & Behavior International Collaborative award. This award supports a student travelling abroad to do scientist in residence program, promoting international collaboration. The application with more information can be found attached to agenda email.

Dr. Huebschmann opened it up to council members for nominations, self or otherwise. Hearing none, she let them know that Dr. Kristie Foley had been nominated and would be the ETCD choice barring any council concerns. The ETCD approved this nomination.

Dr. Huebschmann and Anne Hahn have requested Dr. Foley's CV to send to SBM Executive Committee (EC). Once the EC approves the appointment, reviews will move forward.

### **Collaboration Hub Update**

The ETCD wanted to create a place where all collaborations could be housed. The goal is to facilitate cross-SIG collaboration and with ETCD as well.

Dr. Kozak walked council through 5 tabs of [hub](#) (Table of Contents, Master, SIG Annual Meeting, SIG Ongoing Initiatives). Dr. Kozak then opened up the floor for comments and thoughts. Anne Hahn brought up the point that the formula on the master list was broken and could easily break with so many users. Dr. Kozak informed the group that this would not be a problem, because the formula for the master list can be locked. Dr. Huebschmann indicated that the group would want to lock the formula and also make the master list un-editable if possible. Dr. Kozak will work on implementing these ideas into the current hub.

Dr. Graves joined us from the SBM SIG council and strongly endorsed this initial version of a hub as an excellent tool that could promote cross-SIG collaborations and SIG-ETCD collaborations. She encouraged us to continue to develop it.

The question of a gatekeeper for the document came up and Dr. Graves brought forth the idea that each SIG could choose a person or people that would make sure the group's activities get entered into the document. The council agreed that the overall gatekeeper to make sure that everything was being entered correctly should be the ETCD/SIG Council liaison - Dr. Kozak – and that Anne Hahn and SBM's IT group may also help to facilitate this in some fashion.

#### **Action steps:**

- Dr. Kozak will work on implementing the "unlockable formula" and "uneditable Master tab" ideas into the current hub.
- The next step will be to pilot the hub with a SIG's information to see what it would really look like. Dr. Kozak will reach out to the Student SIG to serve as a beta-testing group. This SIG's experience could help develop a user guide for others who will be using the hub. Anne Hahn will send Dr. Kozak Dorothy's contact info as she is the chair of the Student SIG.
- After beta-testing, Dr. Graves suggested that we transparently offer participation to a few SIGs through a SIG council call or other SIG council communication. We will work with Dr. Graves on this when that time comes.

### **Achievement Awards**

On the awards review call the group had identified the need for a reviewer guide with some additional criteria to assist reviewers in making their decisions. Dr. Huebschmann and Anne Hahn created such a document (see agenda attachment).

Most of the changes were with regard to the Distinguished Mentor Award - it now indicates the mentor must be senior in the field, and we discussed other potential changes.

A table listing the mentor's mentees and their achievements was also considered. The group decided that this could be scrapped due to the fact that the amount of work it would take to complete might deter nominators from submitting a nomination and that if the nominator was trying to keep the nomination a secret, it might be hard if they needed to fill in

this chart. Drs. Oliver and Pbert suggested that it might be better to just ask the nominator's letter to give examples of how the nominee has made an impact in the field through their mentees and/or training.

Dr. Oliver also indicated that a specific number of letters should be required (1 from nominating individual and 3 from past mentees). She also indicated that it would be good to state that reviewers may come back to nominator for more information, if deemed necessary.

Action items:

- Anne Hahn and Mary Dean will make sure this is included on the Awards Committee's upcoming call to get their input on suggested changes.
- Dr. Huebschmann asked that council members who reviewed other award types would provide feedback on the proposed changes, especially the outstanding dissertation awards which were another award that was difficult to decide this year.

### **Poster Mentoring Program**

Council members were asked to review the past mentors list and indicate whether they would be willing to reach out to those who they did last year. Anne Hahn also asked that they think of others not on the list that might make good mentors.

Anne Hahn will be in touch with final lists of people for the members to reach out to in the coming weeks.

### **Next Meeting**

February 13 3-4:00 p.m. ET.