American Statistical Association
Section on Teaching of Statistics in the Health Sciences
Minutes of the December 2020 Executive Committee Meeting
December 18, 2020

Attendees: Laila Poisson (Chair), Amy Nowacki (Past Chair), Ann Brearley (Chair-Elect), Jacqui Hicks (Chair-Elect-Elect), Jose-Miguel Yamal (Council of Sections Representative), Maria Carleglio (Program Chair), Jaya Satagopan (Program Chair-Elect), Brandon George (Program Chair-Elect-Elect), Bob Oster (Secretary/Treasurer), John Doucette (Communications Officer), Heather Hoffman (Publicity Officer), Carol Bigelow (Portal Representative)

Unable to attend: Ed Gracely (Webmaster), Travis Loux (Resource Review Editor)

CALL TO ORDER
- Laila called the meeting to order at 1:00 PM (Eastern).

REVIEW/APPROVAL OF NOVEMBER 2020 MINUTES
- Motion: To approve the minutes of the November 20 meeting. The motion was made and seconded. The motion was approved.

TREASURY REPORT
- Bob provided a brief treasurer’s report. He noted that our current treasury balance is $17,902.48. Approximately $200 in income was added due to member dues and the ASA interest allocation to TSHS. There were no expenses paid during the past month.

JSM – UPDATES
- Jaya noted that the TSHS JSM 2021 invited session has been finalized. The title of the session is “Assessing PhD Readiness in Biostatistics” and the organizer is Ananda Sen (University of Michigan).
- Jaya led a discussion on the four TSHS proposals that were submitted for consideration as topic contributed sessions. She said that TSHS is permitted to have three topic contributed sessions and noted that we should select three of the four proposals as our topic contributed sessions (assuming that we accept three of them after discussing them). She then summarized each of the four proposals.
- The titles of the four proposed sessions are as follows:
  1. Teaching Anti-Racism in Statistical Training: Progress and Needs
  2. Teaching Statistics in the Health Sciences: Innovations, Updates, and Best Practice
  3. Engaging Minority and Underserved Populations in Health Science: Education and Training for Careers in Statistics and Data Science
  4. Teaching Statistics Online during the Pandemic – Sharing Experiences from Multiple Continents
- Since the presenters of proposal #4 will not be able to attend JSM 2021 in person, the executive committee (EC) asked Jaya to contact them and ask them if they would be willing to present a future TSHS webinar instead. Doing so would still allow the presenters to participate in TSHS-sponsored activities.
- The EC had no concerns with proposal #1 and proposal #2. The EC suggested that the presenters of proposal #3 craft their abstract so that it is clear how the session relates to
health statistics, and also to make the abstract more focused. Jaya will convey these concerns to the presenters of proposal #3.

CHARTER REVIEW

- The EC first discussed the following items from the proposed revised TSHS charter: page 3 – giving the EC flexibility to add or remove positions from the list of appointed officers, page 3 – adding a webinar coordinator position, and in general, which TSHS members in appointed positions are EC members and which TSHS members in appointed positions are expected to participate in the monthly TSHS conference calls. The EC suggested that the charter be revised so that it is clear that elected officers (Chair-Elect, Chair, Past Chair, and COS representative) are voting EC members and are expected to participate in the monthly calls; that specific appointed officers (Program Chair-Elect, Program Chair, Secretary, Treasurer, Publicity Officer, Webmaster, Blog Editor) are voting EC members and are expected to participate in the monthly conference calls; and that all other appointed positions (Resource Review Editor, Resources Portal Director, Resources Portal Editorial Board, Webinar Coordinator, Mentoring Program Director, Promoting Promotions Director, and other positions as determined by the EC) are not EC members and are not expected to participate in the monthly calls unless the Chair asks them to participate in specific calls.
- The EC then discussed the following item: page 6 – simplifying the types of committees from three to two. The EC agree that there would be two types of committees: standing committees (Nominating Committee, Executive Committee, Program Committee, and Awards Committee) as provided by the charter, and current committees as established by officers of the section.
- The EC next discussed the following item: page 3 – separating the secretary and treasurer positions. The charter already states that the secretary and treasurer positions are separate positions; the EC reaffirmed that these positions would remain separate. Bob will retire from the secretary position at the end of this month but will remain in the treasurer position. Suggestions for section members who may be interested in the secretary position should be sent to Ann and Laila.
- Finally, the EC discussed the following item: page 4 – deciding on the procedure to appoint the chair-elect if the chair-elect position becomes vacant. The EC suggested that if the Chair-Elect position becomes vacant, the Chair-Elect will be appointed by the Chair with the approval of the EC.

ANNUAL REPORT REVIEW

- Questions and concerns about responses to the TSHS report for 2020 (which must be submitted to the COS) were discussed. There were no major concerns. Since time was running short, all remaining concerns are to be sent directly to Laila.
- Updates to the three bullet points in the COS slide deck and the three bullet points on the TSHS website were discussed. It was noted that the two sets of bullet points differ slightly. This is because each set is addressed to a slightly different audience.
- The EC asked whether any phrases about barriers, and separately about support of ASA and COS, could be added to these bullet points. No other concerns about the bullet points were raised.

END OF YEAR WRAP-UP

- EC members gave Amy a shout-out as she rotates off of the EC at the end of this month. Amy was thanked for a job well done! (Amy has served as Chair-Elect, Chair, Past
Chair, Program Chair-Elect, Program Chair, and Chair of the TSHS ASA Fellows Committee).

NEXT MEETING
- The next TSHS executive committee meeting will take place on January 15, 2021 at 1:00 PM (Eastern).

ADJOURNMENT
- Laila adjourned the meeting at 2:00 PM (Eastern).