### Executive Committee

<table>
<thead>
<tr>
<th>Elected Officers (Voting)</th>
<th>Present?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacqueline Hicks</td>
<td>☒</td>
</tr>
<tr>
<td>Ann Brearley</td>
<td>☒</td>
</tr>
<tr>
<td>Maria Ciarleglio</td>
<td>☒</td>
</tr>
<tr>
<td>Melinda Higgins</td>
<td>☒</td>
</tr>
<tr>
<td>Amy Nowacki</td>
<td>☒</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appointed Voting Officers</th>
<th>Present?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jesse Troy</td>
<td>☒</td>
</tr>
<tr>
<td>Bob Oster</td>
<td>☒</td>
</tr>
<tr>
<td>Brandon George</td>
<td>☒</td>
</tr>
<tr>
<td>Amanda Ellis</td>
<td>☒</td>
</tr>
<tr>
<td>Usha Govindarajulu</td>
<td>☒</td>
</tr>
<tr>
<td>Ed Gracely</td>
<td>☒</td>
</tr>
<tr>
<td>Heather Hoffman</td>
<td>☒</td>
</tr>
<tr>
<td>John Doucette</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appointed Non-Voting Officers</th>
<th>Present?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlotte Bolch</td>
<td>☒</td>
</tr>
<tr>
<td>Carol Bigelow</td>
<td>☒</td>
</tr>
<tr>
<td>Jenna Carlson</td>
<td>☐</td>
</tr>
<tr>
<td>Amy Nowacki</td>
<td>☒</td>
</tr>
<tr>
<td>Darsy Darssan</td>
<td>☒</td>
</tr>
<tr>
<td>Ada Youk</td>
<td>☒</td>
</tr>
</tbody>
</table>

### CALL TO ORDER

Jacqui opened the meeting at 1:03pm Eastern.

### REVIEW/APPROVAL OF September 2022 MINUTES

- Motion: To approve the minutes of the September 16, 2022 meeting. The motion was seconded and approved.

### WELCOME NEW MEMBERS

- Jacqui welcomed the new Program Chair for 2024, Usha Govindarajulu

### TREASURY REPORT

- Bob reported the following:
  - The balance in our treasury is approximately $19,100. The expense for our JSM section mixer, approximately $3,700, has been paid to ASA. Our account has been
credited for the $500 sponsorship from R Studio. All TSHS funds that were being held in the ASA deferred account have now been credited to our account.

- Our 2023 budget is due to ASA on October 31. I have already discussed this with John (our incoming treasurer).
  - Our projected income will consist of member dues ($2,800), the ASA interest allocation ($800), and possibly a new sponsorship ($500). Therefore, our projected income is $4,100.
  - Our expenses will include our JSM 2023 mixer ($4,000), our section awards ($1,100 total for all 4 awards), and our Portal awards ($1,000 total for 2 awards), with the latter being budgeted as honoraria. Therefore, our projected expenses are $6,100.
  - The executive committee discussed the budget and approved by consensus that we should include the sponsorship in our projected income and two Portal awards in our projected expenses.
  - I will submit the budget to ASA prior to the October 31 deadline.

- I resubmitted the information for our 3 section awards to the Director of ASA Awards (Ms. Elizabeth Henry). This was done via a series of 3 separate emails. She will help us get the certificates and cash awards to our awards winners.
- I will submit the information for our JSM 2022 Best Presentation Award winner, Ashley Petersen, to the Director of ASA Awards after I receive the necessary information from Ashley.
- I will submit the information for our 2022 Portal awards winners in a couple of weeks. Carol will contact the two winners to let them know that their awards are being processed and will be on their way in November.

**JSM UPDATES**

- **JSM 2022 Roundup (Brandon/Jacqui):**
  - JSM 2022 Best Presentation award to Ashley Petersen. $100 award. Bob will send this.
- **JSM 2023 (Amanda):**
  - There will be 2 invited paper sessions. See the appendix to the minutes for additional details.
    - **Session 1: Curricular Innovations for Formal Training in the Soft-Skills of Biostatistical Collaboration**
      - *Inviting Students to the Table: Observational Learning of Collaborative Consulting*, Samantha Robinson, University of Arkansas
      - *Where Are My Files?: Teaching Organizational Skills to Students*, Christina Mehta, Emory University
      - *Developing an effective team project to reflect the collaborative experience*, Andrea Lane, Duke University
      - *Statistical Report Writing: Discovery and Practice in the Classroom*, Laila Poisson, Henry Ford Health
      - *Teaching Soft Skills to Future Statisticians*, Jeffrey D. Dawson, Univ. of Iowa College of Public Health
    - **Session 2: Teaching Communication Skills to Biostatistics Students Across Different Contexts (Discussant: Charlotte Bolch, Midwestern University)**
      - *Strategies for Infusing Both Technical and Non-technical Writing Skills into Graduate Biostatistics Curriculum*, Amanda Ellis, University of Kentucky
• A Course in Biology and Communication Skills for Master of Biostatistics Students, Jesse Troy, Duke University
• Who teaches the teachers? Designing a Pedagogy Course for Biostatisticians, Matt Zawistowski, University of Michigan
• Implementing Writing Exercises with Feedback into a 400-person, 8-Week Intermediate Biostatistics Course, John McGready, Johns Hopkins University
  o November 15, 2022 - December 8, 2022: Online submission of topic-contributed session proposals
  o December 1, 2022 - February 1, 2023: Online submission of abstracts (all except invited papers and panels)

AWARDS COMMITTEE UPDATE
• Brandon will write a blog post about the award for Ashley Petersen

NOMINATIONS UPDATE
• Ann, Jacqui and Maria reported the following.
  o Usha Govindarajulu will be Program Chair in 2024 and was welcomed to the Executive Committee at this meeting.
  o We now have two highly qualified candidates for Chair-Elect (Brandon George and Jaya Satagopan). Ann will send the two names to ASA by November 15th.

WEBINARS UPDATE
• Darsy reported that the next webinar will be on November 2nd, 3pm central time.
  o Amanda Ellis will be speaking
  o 130 are currently registered
• The next webinar might be a panel discussion about teaching careers for statistics in the health sciences based on the panel discussion at JSM this year. Amy reported she talked to the panelists and they all expressed interest in doing this webinar. Ann will work on finding a good date in February.

CAREER DEVELOPMENT COMMITTEE UPDATE
• Ada reported that she will work with Heather to send a request to the TSHS membership for example personal statements as well as solicit names of people who are willing to write letters for promotions
• The committee briefly discussed where the repository of example personal statements should reside. The consensus was that it should be on the ASA TSHS website so that only members could access the materials. The list of potential letter writers would be kept confidential by the Career Development Committee.

PUBLICITY UPDATE
• Heather posted two reminders about the Nov 2nd webinar on the Community Forum and sent the announcement to CAUSEweb.

BLOG UPDATE
• A blog post on the Section awards was published
• Charlotte and Jacqui finished interviewing 6 people interested in the Resource Review position. This will be a dual position between 2 people. We are hoping to get the remaining 4 candidates involved by having them potentially write guest blog posts.
• Charlotte sent a resource review post to John on Thursday, which will be posted next week: a review of A Hands-on Guide for Meta-analysis.

WEBSITE/YOUTUBE UPDATE
• Ann is working on getting a list of past section awardees so Ed can update the website.
• Ed reported that the 3 newest awardees are now on the web site (Scott Evans, Amanda Ellis, and Tom Braun) and linked to the blog.
• Ed will post the news about Ashley Petersen’s award soon.
• Amanda will send Ed a picture of her for posting on the website.

PORTAL UPDATE
• Carol reported that 2 submissions received from this year’s grant awardees are expected to turn into postings on the portal.
• Carol asked the committee to look at the portal website (https://www.causeweb.org/tshs/) and let her know if anything is not working properly. There was a software update to WordPress that might have affected functionality somewhat.

COUNCIL OF SECTIONS UPDATE
• Amy reported the following upcoming milestones
  o Oct 31, 2022 – the section’s budget will be due
  o Nov 15, 2022 – the Section officer’s slate is due
  o Dec 31, 2022 – the Section questionnaire is due (by the Chair)
  o April 23, 2023 – the Section Outstanding Service Awards are due but TSHS isn’t on the cycle for this award.
• Amy reported the following additional updates from the Council of Sections
  o A petition by the Text Analysis Interest Group to become a section was approved
  o A petition for a new interest group called Forensic Statistics was presented to the COSGB

FELLOWS NOMINATIONS UPDATE
• Amy reported that Cyndy Long was selected as our TSHS sponsored ASA Fellow 2023 nomination. Amy has contacted and confirmed the 3 letter writers.
• Amy also reported that she is supporting one other nomination from a TSHS member (assisting with timeline, identifying letter writers, etc.).

OTHER BUSINESS
• No other business was discussed.

NEXT MEETING
Next meeting: Friday November 18, 2022 1-2pm Eastern on Zoom.

Jacqui adjourned the meeting at 1:49pm Eastern.
The following are descriptions of the invited paper sessions for JSM 2023.

Historically, training programs in biostatistics have excelled at preparing students with the mathematical and computational skills to enter the workforce as collaborative biostatisticians. However, their success at providing students with the 'softer' skills necessary for collaborative team science is less obvious. The tendency to assume that students will pick up those skills as they go, or on the job, has been questioned, with more and more programs and schools acknowledging that formal training in communication for collaboration should accompany existing formal training in technical skills. This session will focus on recent innovative curricular work on the topic of preparing biostatistics students for collaborative science. In this session, presenters will describe several innovative courses and teaching methodologies including: 1) a course that brings undergraduate and graduate students into the collaborative experience first as observers and then as active collaborators, 2) teaching organizational skills to students to set them up for successful teamwork, 3) development of a realistic team project that aims to enhance communication and collaboration skills, 4) teaching scientific report writing through critical evaluation and revision, and 5) teaching 'soft skills' for collaboration including communication techniques for avoiding misunderstandings and addressing ethical issues. Biostatistics curricula are constantly changing and evolving as the science changes. Finding space in crowded curricula for the 'soft skills' can be challenging as more technical skills are added but is arguably equally important as staying on top of the science. This session will promote discussion of the oft-forgotten skills that tend to be left out and promote sharing of innovative ways these skills have been brought into educational programs. The speakers come from a range of different program sizes, so educators from a wide range of program types will find something relevant in this session. List of invited speakers: Samantha Robinson, University of Arkansas, Fayetteville, sewrob@uark.edu, Presentation Title: 'Inviting Students to the Table: Observational Learning of Collaborative Consulting'  Christina Mehta, Emory University, christina.mehta@emory.edu, 'Where Are My Files?: Teaching Organizational Skills to Students.'  Andrea Lane, Duke University, andrea.lane@duke.edu, Presentation Title: 'Developing an effective team project to reflect the collaborative experience'  Laila Poisson, Henry Ford Health, LPOISSO1@hfhs.org, Presentation Title: 'Statistical report writing: Discovery and practice in the classroom'  Jeffrey D. Dawson, Univ. of Iowa College of Public Health, jeffrey-dawson@uiowa.edu, Presentation Title: 'Teaching Soft Skills to Future Statisticians'  

Teaching Communication Skills to Biostatistics Students Across Different Contexts
Biostatistics graduate programs undoubtedly do an excellent job exposing students to a wide array of statistical tools, from mathematical underpinnings of statistics to the interpretation of applied analyses. Many programs stop here and assume that if a student can interpret results in the classroom, they can effectively take that knowledge and translate it to other audiences. However, the ability to communicate statistical content clearly and effectively is not necessarily one that all students can 'pick up' without formal training. Additionally, audience matters, and
best practices for communicating statistics can differ across contexts, for example, when working on a research team versus teaching in a classroom setting. This session will present several examples of the different ways that communication skills are explicitly being taught in biostatistical curricula. This session will include presentations on courses that cover a wide range of types of communication skills that set students up for success in the real world across different contexts. The courses to be discussed include courses that: 1) incorporate writing for both technical and non-technical audiences, 2) integrate learning about biology with written and oral communication skills for masters-level biostatistics students, 3) teach pedagogy specifically for classroom instruction of biostatistics, and 4) implement strategies for teaching writing in large courses. A discussant will round out the session, pulling the common threads together and contrasting the varying approaches for teaching communication skills. In the current era of 'fake news,' training future biostatisticians in the art of communication is of the utmost importance. We all know that it is easy to 'lie with statistics' whether intentionally or not. Nobody would argue that communication shouldn't be taught, but it can be challenging to fit it into already crowded curricula. As educators we need to be explicit about the value of communication across different contexts, and this session will provide concrete examples of how we can educate our students in these necessary skills. This session will have a wide appeal to the vast statistics, biostatistics/health statistics and data science education community. List of invited speakers: Amanda Ellis, University of Kentucky, amanda.ellis@uky.edu, Presentation Title: 'Strategies for infusing both technical and non-technical writing skills into graduate biostatistics curriculum' Jesse D. Troy, Duke University, Department of Biostatistics and Bioinformatics, jesse.troy@duke.edu, Presentation Title: 'A Course in Biology and Communication Skills for Master of Biostatistics Students' Matt Zawistowski, University of Michigan School of Public Health, mattz@umich.edu, Presentation Title: 'Who teaches the teachers? Designing a pedagogy course for biostatisticians' John McGready, Johns Hopkins Bloomberg School, Department of Biostatistics, jmcgrea1@jhu.edu, Presentation Title: 'Implementing Writing Exercises with Feedback into a 400-person, 8-Week Intermediate Biostatistics Course' Discussant: Charlotte Bolch, Midwestern University, cbolch@midwestern.edu