American Statistical Association  
Section on Teaching of Statistics in the Health Sciences  
Minutes of the August 2016 Executive Committee Meeting  
Chicago, Illinois  
August 3, 2016

Attendees: Felicity Enders (Chair), Jose-Miguel Yamal (Chair-Elect), Heather Bush (Past Chair), Amy Nowacki (Program Chair), Wenyaw Chen (Program Chair-Elect), Bob Oster (Secretary/Treasurer), Ann Brearley (Publications Officer), Ed Gracely (Newsletter Editor, Webmaster), Laila Poisson (Book Review Editor, incoming Newsletter Editor), Carol Bigelow (Council of Sections Representative), Kendra Schmid (Program Chair-Elect-Elect) Jackie Milton (Mentoring Committee Member), Constantine Daskalakis (Mentoring Committee Member)

Unable to attend: Jeff Szychowski (Chair-Elect-Elect), Jodi Lapidus (Mentoring Committee Member), Steve Grambow (Mentoring Committee Member)

Felicity called the meeting to order at 7:05 AM (Central).

TREASURER’S REPORT

Bob presented the Treasurer’s report. He noted that the balance through July 28 was $8,760.81, which included income (dues and ASA interest allocation) of $1,453.82 and expenses of $254.01 (Outstanding Teaching Award and bank charges). This year’s mixer was paid for through the use of a $5,000 donation from Stata Corporation; these funds are held in a separate account and are not included in our section account. Expenses already approved by the executive committee (EC) but not yet paid include $100.00 for the best contributed paper award, $500.00 for the Innovation Challenge Award, First Place, and $250.00 for the Innovation Challenge Award, Honorable Mention. Bob said that the projected balance as of December 31 would be approximately $8,051.63. He then noted that he would be putting together a 2017 budget for the section, and that this would be due into ASA by October 31.

COUNCIL OF SECTIONS REPORT

Carol presented the Council of Sections (COS) report. She briefly discussed a summary of the report of the COS Chair, and noted that there is an emphasis on promoting increased collaboration with other ASA sections and interest groups. She also mentioned that ASA is putting together a development/fundraising toolkit for ASA sections and interest groups, and that the ASA Board of Directors is developing a new strategic plan that will be circulated in the fall. She then noted from the COS Treasurer’s report that all sections are solvent and that the vast majority are in good financial health, that sections are not in the business of making money, and that section balances should be no larger than $20,000-$30,000. Carol then said that section budgets are due into ASA by October 31. She then described how invited and topic contributed sessions are allocated among the sections, noting that for JSM 2017, TSHS is allocated one invited session and three topic contributed sessions. TSHS can compete for additional invited sessions.

PLANS FOR TSHS BUSINESS MEETING AND MIXER
Felicity mentioned that Carol would present the two Innovation Challenge awards and that Heather would present the Outstanding Teaching Award. She then said that she and Laila would ask publishers, such as CRC Press and Springer, to donate textbooks for door prizes.

**REVIEW OF TSHS OFFICER LIST**

The EC reviewed the TSHS Officer List. It was noted that Ed’s term as webmaster ends in December 2017, but that he can be reappointed for successive terms.

It was also noted that Ann’s term as publications officer ends in December 2018; she was appointed during a previous EC conference call to complete the remainder of Bob’s term which ends in December 2016 and for a full two-year term which would take place during 2017-2018.

**REPORT FROM THE TSHS MENTORING COMMITTEE**

Constantine reported on behalf of the mentoring committee. He first noted that he sent e-mails to several potential mentors and received a good response from them. He then noted that the greatest need is for more mentees. Two mentees were matched with mentors. He then emphasized that we need to reach out section members (regarding the availability of mentoring) and need to promote mentoring well before the beginning of future JSMS. Constantine then mentioned that mentees are expected to be at the Assistant Professor or Instructor level. Members of the EC suggested that this committee look at the JSM attendee list for potential mentees. Members of the EC also suggested that another TSHS member be added to this committee.

**SURVEY OF TSHS MEMBERSHIP**

Felicity asked if the EC would be interested in doing a survey of the TSHS membership during the fall. She also asked who (on the EC) would be in charge of this. She noted that it would be helpful to know how many TSHS members attend JSM and how many attend TSHS activities at JSM. It was then stated that Rick Peterson at the ASA could provide a list of TSHS members who attended this year’s JSM.

**RELATIONSHIP BETWEEN TSHS AND THE PORTAL COMMITTEE**

Felicity stated that a vote is needed from the TSHS Portal Committee to formalize the relationship between the Portal effort and TSHS. The Portal Committee is expected to promote how the portal would be helpful to section members, and should try to promote this as a benefit of section membership.

*Motion: The Portal Committee will report to the TSHS Executive Committee and the Portal Committee will designate a representative to the TSHS Executive Committee. Felicity made the motion and Amy seconded. The motion was approved.*

**IDEAS FOR BENEFITS TO TSHS MEMBERS**

Ideas that were discussed include the following.

- A notice (via e-mail) that a new issue of the TSHS newsletter is available.
- Leave the TSHS website open to the public, but make discussion and posted items available only to section members.
- Online teaching, such as videoconferences, WebEx conferences, and webinars.
- Offering assistance with promotion packages.
- Mentoring - this would be organized by the TSHS Mentoring Committee. (Constantine noted that for this program to be successful, it would need to be promoted and that firm commitments would need to be obtained from the mentees.)
- A one-day short course on training and teaching (statistics) in the health sciences.

Motion: The TSHS Mentoring Committee will designate a liaison to the TSHS Executive Committee. Felicity made the motion and Carol seconded. The motion was approved.

ADJOURNMENT

Felicity adjourned the meeting at 8:15 AM (Central).