**American Statistical Association**

**Section on Teaching of Statistics in the Health Sciences**

**Minutes of the September 2019 Executive Committee Meeting**

**September 26, 2019**

Attendees: Amy Nowacki (Chair), Laila Poisson (Chair-Elect), Ann Brearley (Chair-Elect-Elect and Publicity Officer), Jacqui Milton (Program Chair), Maria Ciarleglio (Program Chair-Elect), Bob Oster (Secretary/Treasurer), John Doucette (Communications Officer)

Unable to attend: Jeff Szychowski (Past Chair), Jose-Miguel Yamal (Council of Sections Representative), Jaya Satagopan (Program Chair-Elect-Elect), Ed Gracely (Webmaster), Carol Bigelow (Portal Representative)

**CALL TO ORDER**

* Amy called the meeting to order at 12:05 PM (Eastern).

**REVIEW/APPROVAL OF JUNE 2019 MINUTES**

* *Motion: To approve the minutes of the August 22 meeting. The motion was made and seconded. The motion was approved.*

**JSM**

* 2019: TSHS Best Contributed JSM Presentation Award – Erin Blankenship
	+ Jacqui reached out to notify Erin about her award and invited her to lead a TSHS webinar.
* JSM 2020 Invited Sessions
	+ Maria noted that TSHS is allocated one invited session, and that we have one proposal submitted for this session.
	+ A second proposal was submitted to the competition for a possible second invited session. Maria expects to hear back on this soon.
	+ The deadline for Topic Contributed session proposals is December 10.

**TSHS FELLOW NOMINATION PROCESS**

* We could follow the ad hoc process of 2019. The nomination submitted by Amy was the first nomination from TSHS in some time.
* Should we establish a Fellows Committee that organizes teams?
* How should we collect names? How many nominations can we support? How do we select candidates? Who should lead the process?
* Amy will send a notice to TSHS members via the ASA Community, requesting a reply before the next executive committee meeting. Members will be invited to suggest names of individuals that could be considered for nomination as an ASA Fellow, as well as to volunteer to working on a nomination packet.
* Amy will assist with coordinating the nominations and making sure that there is a team in place for each nominee.

**TREASURER’S REPORT**

* Bob will provide an updated treasurer’s report during the next executive committee meeting on October 24.

**ASA 2020 ELECTIONS**

* Candidates for TSHS Chair-Elect are due into ASA by November 15.
* Send Amy names of potential candidates for Chair-Elect.

**APPOINTMENTS NEEDED FOR 2020 CONSIST OF:**

* Program Chair-Elect (Jaya Satagopan)
* Secretary/Treasurer 2020-2021
* Publications Officer 2020-2021 (should be Publicity Officer)
* Amy will follow up on any other appointments that are needed.
* Bob noted that the term for Secretary/Treasurer was already extend to the end of 2020, so the next term for this position will begin in 2021.

**TSHS ANNUAL REPORT**

* Amy will put together the annual report, and will then send it in to ASA. This report is due on October 8.

**FALL TSHS WEBINAR**

* Ann will consider doing a webinar in the spring of 2020.
* Jacqui will ask Erin Blankenship if she would be interested in doing a webinar this fall.
* Laila also has an individual in mind that she will ask.

**TSHS HANDBOOK**

* No report.

**TSHS PORTAL REPORT**

* No report.

**COUNCIL OF SECTIONS REPORT**

* No report.

**OTHER BUSINESS**

* Bob briefly described a survey that will be sent to section members in October. The survey is on behalf of the Biostatistics, Epidemiology, and Research Design Special Interest Group (BERD SIG) of the Association for Clinical and Translational Science (ACTS). This is a survey of statistical competencies that are being taught to health science learners, specifically clinical and translational science learners, as a follow-up to prior work on statistical competencies for medical research learners. The results from this survey will form the basis for a paper that will be submitted to a special issue of the Journal of Clinical and Translational Science that is being edited by members of the BERD SIG. This survey will be distributed to members of statistical groups whose members may spend time teaching health science learners. One of these groups is of course TSHS. The survey is nearly finalized. The eventual manuscript will include several co-authors from the BERD SIG with some also being from TSHS.
* The title of the survey and manuscript is “Learning Gaps for Statistical Competencies for Clinical and Translational Science Learners”.
* The lead authors are Bob Oster, Felicity Enders, and Sally Thurston.
* Bob will provide further information upon request.

**NEXT MEETING**

* The next TSHS executive committee meeting will take place on October 24, 2019 at 1:00 PM (Eastern).

**ADJOURNMENT**

* Amy adjourned the meeting at 12:45 PM (Eastern).