**American Statistical Association**

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

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

**November 21, 2019**

Attendees: Amy Nowacki (Chair), 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), Jaya Satagopan (Program Chair-Elect-Elect), Carol Bigelow (Portal Representative), Heather Hoffman (Publicity Officer-Elect)

Unable to attend: Laila Poisson (Chair-Elect), Jeff Szychowski (Past Chair), Jose-Miguel Yamal (Council of Sections Representative), Ed Gracely (Webmaster)

**CALL TO ORDER**

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

**REVIEW/APPROVAL OF OCTOBER 2019 MINUTES**

* *Motion: To approve the minutes of the October 24 meeting. The motion was made and seconded. The motion was approved.*

**JSM 2020 (Philadelphia, PA)**

* Topic contributed sessions – Maria noted that we have one confirmed topic contributed session. This is the session that was originally submitted as an invited session to the competition but was ultimately not selected for an invited slot. We may have a second topic contributed session on student engagement in statistics courses, which will be submitted by Brandon George.
* We have 3 topic contributed session slots.
* The deadline for submitting proposals for topic contributed sessions is December 10.
* Abstracts for regular contributed presentations can be submitted beginning on December 3. The deadline for submitting these abstracts is February 4.
* The deadline for submission of abstracts for roundtable discussions is also February 4.
* Maria will send out an email to section members reminding them of the abstract submission deadlines.

**TSHS FELLOW NOMINATION(S)**

* Team 1:
	+ Nominee: Felicity Enders
	+ Nominators: Heather Bush and Jeff Syzchowski
* Team 2:
	+ Nominee: Bob Oster
	+ Nominators: Amy Nowacki and Laila Poisson
* Amy noted that both teams are in the process of putting together the nomination packets. Both teams received lists of potential letter writers. The potential letter writers will be contacted, and the teams hope to hear back from the potential letter writers by the middle of December.

**PUBLICITY PLAN FOR 2020 TSHS AWARDS**

* Young Investigator and Outstanding Teaching
* Nominations for these awards are due in on May 15, 2020.
* We will send out the same announcements for these awards that we sent out last year, making sure to first update the name and contact information of the Awards Committee Chair.

**TREASURY REPORT and 2020 BUDGET**

* Bob provided a brief treasurer’s report. He first noted that the current treasury balance is $15,961.23. He then said that the amounts remaining to be paid include $500 for the Young Investigator Award, $250 for the Outstanding Teaching Award, $100 for the Best Contributed Presentation Award, and $100 for the honorarium for the fall webinar, which sum up to $950. He will follow up with ASA on the section award forms that he submitted and will follow up with Amy regarding the details from the webinar presenter that we will need in order to process her honorarium.
* Bob noted that he submitted the 2020 TSHS budget to ASA prior to the October 31 deadline.

**ASA 2020 ELECTIONS**

* The candidate slate for TSHS Chair-Elect for 2021 was submitted to ASA.
* The candidates for this position are Heather Hoffman and Jacqui Milton.
* Laila previously sent an email to all section members reminding them to submit names of potential nominees to her.

**FALL TSHS WEBINAR**

* This took place on November 20 at 2:00 pm (Eastern).
* The presenters were Erin Blankenship and Ella Burnham, both of the University of Nebraska – Lincoln. The title will be “Lessons Learned: Revising an Online Introductory Course”.
* A total of 146 individuals registered for the webinar; of these, 44 attended. Some of those who registered may have done so to get the link to the webinar, if they were unable to attend.
* The webinar received positive reviews.

**WINTER TSHS WEBINAR**

* This will take place on January 30, 2020 at 2:00 pm (Eastern).
* The presenter willbe Tom Braun, of the University of Michigan. The title will be “Biostatistics for Public Health Students: What Benefits Does a Flipped Classroom Have?”.
* A registration link will be sent to section members soon.

**FUTURE TSHS WEBINARS**

* A potential spring webinar may be presented by Ann.
* It was suggested that Bob and Felicity consider presenting a webinar late next year.

**SECTION ANNUAL REPORT QUESTIONNAIRE FOR 2019**

* Amy will complete and submit this questionnaire. She will let us know if she needs any input from the executive committee.
* The deadline for submission of this report is December 31, 2019.

**COUNCIL OF SECTIONS REPORT**

* No report other than for Amy to complete the annual TSHS report.

**TSHS PORTAL UPDATE**

* Carol contacted 5 other sections about (their potential use of) the portal. She is waiting to hear back from them.
* Ann noted that there is a new portal submission from Ed. She will send this out to portal committee members to review.

**OTHER BUSINESS**

* John will send out a reminder about submissions for the Fall TSHS newsletter/blog.

**NEXT MEETING**

* The next TSHS executive committee meeting will take place on December 19, 2019 at 1:00 PM (Eastern).

**ADJOURNMENT**

* Amy adjourned the meeting at 12:35 PM (Eastern).