American Statistical Association  
Section on Teaching of Statistics in the Health Sciences  
Minutes of the February Executive Committee Meeting  
March 19, 2021

Attendees: Ann Brearley (Chair), Laila Poisson (Past Chair), Bob Oster (Treasurer), Carol Bigelow (Portal Co-Director), Heather Hoffman (Publicity Officer), Brandon George (Program Chair-Elect), Doug Landsittel (Portal Co-Director), Jaya Satagopan (Program Chair), Amy Nowacki (ASA Fellows Nominations Chair), John Doucette (Blog Editor), Jesse Troy (Secretary), Ed Gracely (Webmaster), Maria Ciarleglio (Past Program Chair)

Not in Attendance: Jose-Miguel Yamal (Council of Sections Representative), Travis Loux (Resource Review Editor), Tom Braun (Webinars), Jacqui Hicks (Chair-Elect)

CALL TO ORDER
Ann called the meeting to order at 1:00pm (Eastern).

REVIEW/APPROVAL OF February 2021 MINUTES
Motion: To approve the minutes of the February 15th, 2021 meeting as amended (to include Laila Poisson as Not in Attendance). The motion was made and seconded. The motion was approved.

TREASURY REPORT
- Bob reported that the section’s end-of-year balance for 2020 was $18,200. April 2021 will be the first report on this year’s monthly balances.
- Bob noted that our guaranteed income of dues and interest totals ~$3k per year. Expenses, including the mixer, are ~$5k per year. These figures have been relatively constant over the past 5-6 years. If we need to ask for donations, we will need $2-$3k per year starting next year to remain solvent.
- Bob also noted that ASA is still holding the $500 contribution from R Studio in reserve for us. This money can be used to fund the mixer, if it happens, at JSM next year.
- Doug asked the cost of the mixer. Laila said it averages about $4k each year, noting that cost depends partly on hotel costs in the city where the conference is held. Bob noted that one thing that can be done to reduce expenses is to have the executive committee membership chip in for breakfast the day of the meeting rather than order breakfast from the hotel. Laila said the tradition for the past few years has been for the chair to bring breakfast, which usually costs $75-$85 and there is usually food left over.

JSM UPDATE
- Ann will schedule the executive committee meeting (7am-8:30am) and mixer (6-8pm on the same day) for JSM this year, although it is currently unknown whether there will be an in-person meeting.
- Amy asked for a virtual option for the executive committee meeting for people who can’t travel to the meeting, if it is held in person. Ann will look into whether Wifi is available in the room where the meeting would be held.
- Jaya announced that there were no new contributed topic sessions since the last meeting and clarified that the format for this year has been changed as follows. All talks will be speed sessions with 10-12 minute talks. The window for abstract submission is March 14th-April 14th and authors are not required to register for the meeting when they submit the abstract (although they will be required to register if the abstract is accepted).
The authors who submit the abstracts select the section they are targeting (Maria indicated that authors can suggest up to 3 possible sections).

- Brandon reported no new proposals for the roundtable sessions since last month.

**PUBLICITY UPDATE**

- Heather reminded the committee that the spring webinar is scheduled for March 30th at 10am Eastern. There are 109 registrations so far. Laila will send a reminder about the webinar to the listserv.
- Heather noted that she is in process of organizing the request for the 2020 publications report. She will ask authors to submit publications from 2019 (if they did not already) through the first 6 months of 2021.

**BLOG UPDATE**

- Ann will send John a post for the blog, Welcome to the Spring!
- John posted a notice about the spring webinar on the blog.

**WEBSITE/YOUTUBE UPDATE**

- No updates from Ed

**WEBINARS UPDATE**

- Ann informed the committee that there will be a practice session for the spring webinar on Tuesday March 23rd.

**CAREER DEVELOPMENT UPDATE**

- Ann emailed the four people to gauge interest as discussed previously. Ada Youk responded and is very interested. Ann proposed that Ada be offered the position of Chair of the Career Development Committee. The meeting attendees agreed.

**PORTAL UPDATE**

- Doug and Carol will meet soon to discuss getting new datasets for the portal, possibly from different SIBS programs. In addition to new datasets, they will also ask people who are using the currently available datasets for a description of how they’re using the data.

**COUNCIL OF SECTIONS UPDATE**

- Jose-Miguel sent the following via email before the meeting:

> “There is a current request to provide input to the Committee on Ethics, so please do so if you have any input to share. Also, if you haven’t completed their 2020 annual questionnaire, please do so at your convenience. [https://community.amstat.org/councilofsections/annualquestionnaire](https://community.amstat.org/councilofsections/annualquestionnaire)

Also, April 22 is the deadline for the COS Service Awards. See here: [https://community.amstat.org/councilofsections/sectionawards/cosaward](https://community.amstat.org/councilofsections/sectionawards/cosaward)

- Laila noted the submission date for the COS awards is April 22nd. The Executive Committee can determine who is eligible for the award. This will be the first year the award is given to a TSHS committee member. There is no nomination required; we simply make the award, which recognizes outstanding service to the section specifically.
- Ann said that she will call a meeting of the Awards Committee (Ann, Laila, Jacque) to decide who to give the award to. The Executive Committee members can send nominations to Laila. The Awards Committee will figure out whether to solicit nominations from past Executive Committee members.
Ed asked how the COS award differs from the distinguished service award. Laila said the difference is in the scope of the recognition. The distinguished service award is for long-term service to both the section and ASA. The COS award is limited just to service to the section and might be more appropriate for people who are in the early phase of their career. Ed also asked if the recipient of a COS award could later receive the distinguished service award. The committee agreed this could happen.

FELLOWS NOMINATIONS UPDATE

- No updates from Amy

OTHER BUSINESS

- Jaya teaches introductory biostatistics to MPH students and recently designed an R tutorial targeted at non-statisticians (for example, sociology or psychology majors and medical students). Jaya offered to post a link to this tutorial. Laila suggested the blog would be an appropriate place.
- Carol is also developing a fully online course in R programming and will meet with Jaya to discuss synergies and where a good online home for the material might be.

ADJOURNMENT

- Ann adjourned the meeting at 1:50 PM (Eastern).

NEXT MEETING

- The next meeting is scheduled for April 16, 2021 at 1:00pm Eastern.