

UNDSMHS Research Committee
Wednesday, Feb. 28, 2024
Virtual Zoom Meeting

Present: Jamie Foster, Sandeep Singhal, Shawnda Schroeder, Erika Johnson, Masfique Mehedi, Sarah Sletten, Motoki Takaku, Katie Shahwan, Mikhail Golovko
Absent: Colin Combs, Collette Adamsen, Andrew Williams

Agenda Item	Summary	Action/Follow-up
Call meeting to order	Dr. Foster called the meeting to order at 2:02pm.	
Approval of minutes from Jan. 24, 2023	January minutes were reviewed.	<ul style="list-style-type: none"> Schroeder moved to approved the January minutes and Golovko seconded. The motion to approve was unanimously approved by the attending members.
<p>Frank Low Research Day</p> <ul style="list-style-type: none"> Discuss request from graduate students regarding format. Review survey results. Approve a template for abstract submissions. Approve a rubric or rubrics for reviewing abstracts. Discuss judging of selected posters/presentations. Call for abstracts and due date for submission. 	<ul style="list-style-type: none"> Foster: Grad student request for different format will not be done at this year's FLRD. Could think about it for future years. Schroeder: we're past the point of doing it for this year, but we should let them know we'll look into an alternative format for next year. Foster: I sent out a template for abstract submissions. We'll also need one for case reports. Shahwan: I'll work on a template and grading rubric for case reports and send out to the group. The group reviewed the abstract template. Abstracts will be submitted via Qualtrics. Schroeder: the only issue I have is for OT students. Most of them do case presentations on specific models, but do not do their own research. So their presentations do not fit in this template. Mehedi: I don't think a template is needed. We could just give them a word limit Schroeder: it makes it harder for reviewers if we don't use a template. Mehedi: as a reviewer, I can get the value of an abstract just by reading it. Schroeder: not all of the submissions will have a method or results, so not all submissions will fit in this template. 	<ul style="list-style-type: none"> Call for abstracts and rubric will be sent out in the next couple of days. Shahwan to put together template and rubric for case reports. Schroeder to gather information on poster template and where to print. Mehedi and Takaku to start looking for reviewers.

- Foster: maybe what Dr. Shahwan comes up with would fit better for OT students. We can also let them know to only include methods if applicable.
- Shahwan: does anyone have an example of an OT submission from a previous year?
- Foster: I can find some examples to send you.
- Mehedi: how can we simplify this for students?
- Foster: the intention of the abstract review is to bring the numbers down since we don't have enough judges. I'll include some qualifying language in the templates to help students complete them.
- Schroder: we're planning to make the rubric public, so we just need to make sure the abstract matches the rubric. When we send the information out, do we let them know how to complete the poster or templates for that? I could provide some language for that. UND has a template they can use for that.
- Foster: that's a good idea to include. I'm also going to include language in the call for abstracts to encourage in-person posters. Do you have the information on where they can get posters printed on campus?
- Schroeder: I can gather that language.
- Foster: we should get everything ready to send out in the next couple of days.
- Foster: I'll work with Nikki to get the abstracts uploaded onto the website. I was thinking of April 1 as a deadline for receiving abstracts. I would like to put Masfique and Motoki in charge of finding reviewers.
- Johnson: the library volunteered to put all the abstracts into a document. Do we want that due on April 1 or after the event?
- Foster: I can coordinate this with you once we receive all the abstracts.
- Johnson: last year we asked if they want their work included in scholarly commons. Will that be asked this year?
- Foster: yes, that will be included.
- Johnson: if you send us the list of those, we can pull the correct abstracts for the document.
- Sletten: did the website get updated?

	<ul style="list-style-type: none"> • Foster: yes, it has been updated. Take a look and let me know if anything is missing. • Mehedi: can we judge abstracts on a rolling basis? What is our strategy for how many judges per abstract? • Foster: last year abstracts could receive a max of 25 points. I picked a score and all those above would be judged. If only one abstract per category passed, I would lower the score so others could be included. Does anyone have any suggestions on how to do it this year? Once the abstracts have all been received, I can export the spreadsheet. We could start judging on a rolling basis. Maybe we could start halfway through March. I personally like to wait until they all come in, but not everyone has to do this. • Foster: we'll also send out instructions on how to view the virtual presentations. Virtual presenters will send links to their personal Zoom rooms that the judges will use. 	
Announcements		
Adjournment	Meeting was adjourned at 2:38pm.	