

Scientific Education Council Meeting Minutes

Date Wednesday, January 10, 2024

Time 2 pm CT

IN ATTENDANCE	
Scherezade K. Mama, DrPH (Chair)	Jacob Meyer, PhD
Kellie Cooper	Erica Soltero, PhD
Stephanie Goldstein, PhD	Lindsay Bullock, CAE (staff)

**quorum = 5, excluding staff*

REGRETS	
Mei-Wei Chang, PhD, FSBM	Jessica LaRose, PhD
Jessica Gorzelitz, PhD	Heather J. Leach, PhD

Minutes

MOTION: Dr. Meyer moved to approve the minutes from the November Scientific Education Council meeting. Dr. Soltero seconded. The motion carried.

Webinar Proposal Updates

Dr. Soltero has updated the shared proposal document since the last call and this “final” version has been shared with SIG Committee Chair Dr. Robert Newton, in advance of the February 13 SIG Committee meeting. Dr. Soltero will join that call to present and hear SIG chair feedback. Following that call, the council can consider any changes during its February 14 call, with a version then going to the Board on March 13. Pending Board approval, the new webinars plan would be rolled out in April.

Membership Survey

Dr. Goldstein and Ms. Cooper shared a summary of the member training needs survey results. The summary includes a ranked order of the most popular topic areas as well as more specific content needs in those areas and the ideal training format identified for each. For the majority of topics, members indicated interest in intermediate/advanced training delivered via a webinar series or single webinar; a few featured interest in Annual Meeting pre-conference courses. There was virtually no interest in beginner content or in panels/symposia.

The top five topics were:

1. Advanced Research and Statistical Methods
2. Health Disparities and Equity Research
3. Digital Tools
4. Translational Research and Implementation and Dissemination Science
5. Grant Writing and Management

ACTION: Dr. Goldstein and Ms. Cooper will create a document noting only the top topics for webinars, which will be shared with the Board in March and can then later be shared with SIG chairs for webinar planning. The document should include ideal training levels and subtopics.

ACTION: Dr. Mama will share a rough version of the summary with SBM President-Elect Dr. Ellen Beckjord and SBM 2025 Annual Meeting Planning Committee Chair Dr. Madalina Sucala, so they can use the results to inform their planning, including invited speakers.

2024 Strategic Charge

Dr. Mama shared the most recent action plan for the council's Board-approved strategic charge. The council determined that it does not want to plan or have special space held for 2025 Annual Meeting pre-conference courses on special topics from the member survey. Instead, they will share topics via the SBM call for abstracts, with SIG chairs, and with Planning Committee. This will allow abstract submitters and reviewers to plan and accept content based on member needs. The July call for abstracts will also happen after the approval of any 2024-25 webinars, allowing the council to update a list based on any topics needed but NOT covered in approved webinars. The council further discussed if any peer organizations should be involved. They determined that after topics are solidified, the list can be shared with Advocacy Council Chair Dr. Roger Figueroa, Organizational Partnerships Committee Chair Dr. Kristin Schneider, and the leaders of the International Society of Behavioral Medicine (ISBM) and the Behavioral Medicine Research Council (BMRC), for possible co-planning and co-promotion. Dr. Mama can also attend a meeting of the ISBM and BMRC leaders during the 2024 SBM Annual Meeting.

ACTION: Dr. Mama will update the file and circulate it to the council before the January 31 plan deadline. Her updates will include adding steps for sharing the ideal webinar topic info with the Board and SIG chairs, sharing the training needs summary with the 2025 Annual Meeting planners, and sharing information with peer organizations.

ACTION: Ms. Bullock will include Dr. Mama on the SBM-ISBM-BMRC meeting invitation.

Meet the Funders Networking Session

Dr. Mama shared plans for the 2024 Annual Meeting Meet the Funders Networking Session, which has been selected as presidential and will take place March 15 at 3 p.m. ET. The event will feature program officers from NIH, ACS, AICR, AHRQ, and PCORI. The council discussed the ideal format for the event, determining funders should each get 1 minute to introduce themselves. A slide will also display each funder complete with program officer name and photo. They will then disperse throughout the room and the nearby hallway, holding up signs with their entity so attendees can find them (the council can use existing SBM dry-erase paddles). Attendees will be able to move about freely to ask questions and talk to the funders.

ACTION: Dr. Mama will confirm the list of funders who will attend and will provide them with basic instructions, including about the 1-minute introduction, things they may want to talk about, that they can then talk in a small group or take 1-on-1 questions in a line, and that they should try not to let one person dominate the time.

ACTION: On the February call, council members can sign up to volunteer during the session or to pick up the paddles from the SBM registration desk staff.

2024 Annual Meeting Poster Mentoring

Dr. Mama reviewed the need for about 20 mentors for student posters during the 2024 Annual

Meeting. Similar to last year, council members are asked to invite fellows to serve. A list of fellows and contact information as well as an outreach email template are included in the call materials and the shared folder.

ACTION: All council members will sign up to contact at least five fellows as soon as possible, securing about five fellows each by the end of January. Sign ups and fellow responses should be noted on the shared spreadsheet.

Call Timing

Members on the call indicated this same call time will work for them in February. The council can consider a new time if needed following the 2024 Annual Meeting.

ACTION: Ms. Bullock will find possible times for the council to meet during the 2024 Annual Meeting, avoiding the lunch break and breakfast roundtable timeslot due to logistics and competing SIG sessions, and looking for times when no council members are presenting.

The meeting adjourned at 2:58 p.m. CT.

Minutes respectfully submitted by L. Bullock on January 10, 2024.