



Scientific and Technical Advisory Committee (STAC) Executive Board (EB) Call

July 30, 2015

STAC Members Attendance

The STAC Bylaws state that any member who misses two consecutive meetings (and is not represented by a designated alternate) will be contacted concerning his/her absence. There are currently two gubernatorial members that have missed two consecutive meetings. Both of those members are suspected to have underlying reasons for their absence, which were discussed on the call, and Kirk Havens (STAC-VIMS) will seek to obtain more information.

ACTION: Havens will take the necessary actions required regarding the absence of two gubernatorial STAC members at two consecutive STAC quarterly meetings.

2016 Quarterly Meeting Dates and Chesapeake Bay Program (CBP) Reviews Update

STAC staff, Renee Kelly (CRC) proposed dates for the 2016 quarterly meetings. The dates suggested were based on the academic calendars of many participating STAC members, the CBP calendar, and federal holidays. The dates proposed for approval on the call were: March 15-16, June 7-8, September 6-7, and December 6-7. After review and discussion, the dates were approved with the exception of September. EB members suggested the September dates should avoid the Labor Day holiday. The suggested replacement dates were September 13-14 and were approved by the EB.

DECISION: The EB approved the 2016 quarterly meeting dates. The dates for the 2016 quarterly meetings are March 15-16, June 7-8, September 13-14, and December 6-7.

After discussing the meeting dates, Havens requested an update on the CBP reviews. STAC Coordinator, Natalie Gardner (CRC) informed the EB that STAC should expect the Chesapeake Bay Criteria Addendum review request during the last week of July or the first week in August per Peter Tango (USGS-CBPO).

STAC Report Template/Guidelines

STAC staff created a standardized report template/guidelines for all FY15 activities (workshops and reviews) in order to expedite future reports. The guidelines were first presented at the June quarterly meeting. Although the committee reviewed and discussed these documents, there was no official approval received. The EB discussed these documents during the call and provided suggestions. One member suggested to remove the requirement that all table and figure rows and columns should be evenly distributed. Another member suggested additional emphasis on the purpose/goal of a report's executive summary. EB members approved the use of the STAC report template/guidelines, with the exception of the revisions above. Gardner will incorporate the revisions and use the documents for all future STAC reports.

DECISION: The EB approved the use of the STAC report template/guidelines. Send additional comments regarding the standardized report format/guidelines to Gardner at (gardnern@si.edu).

Upcoming STAC Member Vacancies

In September, STAC will have three (3) members up for reappointment (Carl Hershner (VIMS), Charles Bott (HRSD), and Gene Yagow (VT)), two (2) members rotating off STAC (Christopher Pyke (USGBC) and Glenn Moglen (VT)), and a new Chair Elect/Vice Chair. The three at-large members up for reappointment have confirmed their willingness to serve a second term. STAC members will have the opportunity to vote whether or not they support reappointing these members. Havens also discussed the status of the Vice Chair vacancy. Brian Benham (VT) was nominated to fill the Vice Chair vacancy. Havens will request a unanimous vote for this position at the September retreat.

In addition, STAC staff called for nominations from STAC members to fill the upcoming member vacancies. STAC members were asked to review the current STAC expertise document and contact colleagues or acquaintances who would be willing and able to serve on the committee and who possess the background and expertise relevant to STAC's current and future work. STAC members provided contact information and confirmation for three nominees: Dr. Adil Gordej (VT), Dr. Steve Newbold (EPA), and Dr. Amy Collick (USDA-ARS). Havens announced that STAC staff requested that elections be held prior to the STAC retreat/meeting to avoid disrupting the full agenda. STAC staff reviewed the bylaws and found no language preventing STAC from holding the elections outside of a meeting. Havens and EB members agreed that it would be best to hold elections prior to the retreat. STAC staff will distribute election materials requesting a vote for two vacancies and three member reappointments. STAC staff will include: a brief rationale from the nominating STAC members, CV's, and a summary of current STAC expertise.

ACTION: Havens will update STAC on the Vice Chair status once a confirmation is received from Benham.

ACTION: STAC staff will prepare and distribute election materials in mid-early August. STAC staff will request a vote for two vacancies and three member reappointments. STAC staff will include: a brief rationale from the nominating STAC member, CV's, and a summary of current STAC expertise.

Revised Protocols for Workshops and Request for Proposals (RFPs)

The STAC *ad hoc* group tasked with revising the workshop protocols and proposal evaluation process held a call on July 16th. The group provided input on the protocols following the June quarterly meeting discussion. STAC staff finalized their revisions, including modified language to clarify the 90-day workshop report deadline. The group also reviewed a draft scoring rubric for proposal evaluation developed by Marjy Friedrichs (VIMS). The new scheme for proposal evaluation will resemble a National Science Foundation (NSF) style where proposals are scored

based on a few science-driven criteria. A timeline of the amended RFP process was presented and approved by the *ad hoc* group.

The EB was presented the revised protocols for workshops and RFP's, a timeline, and the scoring rubric. EB members provided feedback regarding revisions to the documents. The revisions mentioned on the call were: 1) linking the language regarding STAC priorities to their definition in the scoring rubric, and further defining "appropriateness" in item five of the rubric, allowing STAC members the opportunity to make a strong case for their proposal outside of the priorities decided in the RFP, 2) clarifying language in the protocols regarding travel funding, and 3) STAC staff will now perform the initial review and the entire STAC will be the review committee. STAC staff requested that all additional comments be sent to Rachel Dixon (CRC).

ACTION: STAC staff will revise the scoring rubric, workshop protocols, and RFP's in accordance with the EB suggestions.

ACTION: Send any further comments regarding the workshop documents to Dixon at (dixonra@si.edu). Dixon will incorporate edits and provide them to the STAC workshop *ad hoc* group.

September 8 – 9 Retreat/Meeting

STAC staff updated the EB on the retreat location and announced the results of the date change requested via a doodle poll. The dates will remain on September 8-9. Lisa Wainger (UMCES) reviewed the draft agenda with the EB. After a brief discussion, the EB requested changes including agenda times, descriptions, and the content of certain agenda items. Members suggested adding time for the approval and discussion of workshop documents following the announcements. Members also suggested combining the separate presentations of Rich Batiuk (EPA), Mike Slattery (USFW-CBPO), and Peyton Robertson (NOAA-CBPO) into a panel discussion regarding their thoughts on "STAC's Role in supporting Chesapeake Bay Program Office Needs." Additionally, Havens approved moving the full climate change discussion to the December quarterly meeting, but requested that the new CBP Climate Change Coordinator, Zoe Johnson (NOAA-CBPO), remain on the agenda. The EB also discussed adding the STAC-STAR roles during workplan development and allow time to discuss the framework for the review process. Finally, Wainger asked that any EB member with an interest in facilitating a breakout group discussion should contact her, otherwise she will be asking for volunteers. STAC staff will work with Wainger to make revisions in accordance with the suggestions made by the EB. Any additional comments/suggestions should be sent to Wainger and Kelly.

ACTION: Lisa Wainger (UMCES) and STAC staff will revise the retreat agenda based on the EB suggestions. Please send any additional comments to Wainger (wainger@umces.edu) and Kelly at (kellyr@si.edu).

ACTION: Any EB member with an interest in facilitating a breakout group discussion should contact Wainger at (wainger@umces.edu). Wainger may ask for volunteers, if needed.

ACTION: Havens and Wainger will continue an offline discussion regarding the structure of the STAC/STAR discussion for the September retreat agenda.