QIBA Process Committee Call  
Wednesday, June 28, 2017 at 3 PM CT  
Call Summary

Attendees:  
Kevin O’Donnell, MAsc (Co-Chair)  
Daniel Sullivan, MD (Co-Chair)  
Michael Boss, PhD  
Edward Jackson, PhD  
Joe Koudelik  
Cathy Elsinger, PhD  
Nicholas Petrick, PhD  
Susan Weinmann

RSNA Staff:  

Current Work

- Items on the Process Committee’s “Current work” list were reviewed and are located on the QIBA Wiki at: [http://qibawiki.rsna.org/index.php/Process_Coordinating_Committee](http://qibawiki.rsna.org/index.php/Process_Coordinating_Committee)
- Discussion on procedures for posting Profiles on the QIBA Wiki
  - Formally published versions of Profiles in a specific stage can be found at: [http://qibawiki.rsna.org/index.php/Profiles](http://qibawiki.rsna.org/index.php/Profiles)
  - Working Profile drafts to be posted on individual Biomarker Committee pages. If TF groups are working on profile documents, they need to keep them up to date on the Biomarker Committee page.
  - Overview of types of QIBA groups and their roles found at: [http://qibawiki.rsna.org/index.php/Committee_Procedures](http://qibawiki.rsna.org/index.php/Committee_Procedures)
  - A number of QIBA groups use tools other than the QIBA Wiki (Dropbox, Google Docs) to circulate working drafts of Profiles which is fine.
    - Periodically, (at least quarterly) an up-to-date draft should be posted to the Biomarker Committee Wiki page for those outside the committee who are trying to follow the work.
    - CC leaders to remind BC leaders to update the following on at least a quarterly basis (prior to quarterly CC calls):
      - Dashboard (update being developed by Mr. O’Donnell)
      - Wiki Pages
      - Confirmed moderator of next quarterly CC call

- Mr. O’Donnell to draft message to be distributed by RSNA staff

Public Comment Process

- Public comment submitter name & email address to be requested (but not required) on the public comment form to facilitate follow-up, where needed
- Page for posting Profile comment and resolution summaries to be created on QIBA Wiki
- After public comments are addressed and Wiki-posted, comment submitters to be notified and provided with the link to the QIBA Wiki Comment Resolutions page; this transparency is needed to demonstrate that all comments are useful and have been addressed by each BC
**QIBA Dashboard**

- Mr. O’Donnell shared his version of a streamlined Google-based QIBA dashboard
- Many aspects of Dr. Jackson’s modality dashboard incorporated
- Metrics of activity to be chosen
- Comprehensive side-by-side view of QIBA efforts to be displayed by tracking of the following varieties of deliverables tied to groundwork projects in QIBA dashboards to be included
  - Phantoms
  - Analysis software
  - QIDW data sets
  - Assessment manuscripts for groundwork
  - Publications by QIBA members

- Steering and CC Committees should continue to remind Biomarker Committee and other QIBA stakeholders that every Profile does not need to go through every stage to be declared successful
- Mr. O’Donnell to flesh-out his dashboard for discussion on future Process Committee calls
  - Input to be requested from CC leadership before rolling out to BC leaders; additional changes to an established QIBA process was proposed
  - Link to dashboard to be emailed & privileges to be updated to allow edits
  - Dr. Boss volunteered to try filling in an MR page

- Suggestion to add page of web-based tools used and recommended by QIBA members to QIBA wiki
- Statistical Assumption Testing Guidance to be reviewed with Dr. Obuchowski on next Process Committee call on July 12

**Next Call:** Wednesday, July 12, 2017 at 3 PM