

## QIBA Process Committee Call

Tuesday, September 17, 2019 at 3 PM CT

### Call Summary

#### Attendees:

Kevin O'Donnell, MASC (Chair)

Daniel Sullivan, MD (Vice chair)

Michael Boss, PhD

Alexander Guimaraes, MD, PhD

Nancy Obuchowski, PhD

Brian Zimmerman, PhD

#### RSNA Staff:

Joe Koudelik

Susan Stanfa

#### Executive Cmte (EC) Charter

- Discussion on strawman text, drafted by Mr. O'Donnell
- Text related to the Executive Cmte (EC) to be added to the [Committee Organization](#) Wiki page
- The intention is for the EC to have fewer members than the SC, resulting in a more efficient and agile group
  - This will streamline business and reduce the burden on the full SC
  - Monthly EC t-cons will replace the SC calls
  - SC will meet quarterly
    - Twice in-person, including during the summer QIBA Annual Meeting and winter RSNA Annual Meeting
    - Twice by t-con in between the f2f meetings
  - The EC will be responsible for handling administrative matters and urgent issues between the quarterly SC meetings, and will have decision-making ability for non-complex items
  - With the smaller EC group, ad hoc meetings will be more easily scheduled so that time-sensitive issues can be addressed more effectively
- The EC will be composed of: SC Chair and Vice-chair (QIBA Co-chairs as of Nov 1), a representative from each modality Coordinating Cmte, Process Cmte Chair, Sustainability Interest Group Chair, Metrology Cmte Chair, External Relations Liaison, NCI/QIN Liaison. SC members may choose to attend as guests
  - When individuals are not available to attend a meeting, alternate representatives may be designated to attend
  - Mr. O'Donnell to send a proposed motion to the SC, that the Multi-parametric Task Force be upgraded to the Metrology Cmte once its current tasks are completed; Dr. Guimaraes indicated support for this idea
  - After some deliberation, it was agreed that the NCI/QIN Liaison (Dr. Nordstrom) should remain an explicitly named member as proposed, as should the External Relations Liaison (Dr. Sullivan)
  - Designating an RSNA staff member as an official EC member was deemed appropriate
  - It was proposed that EC meeting discussion be based on topics that are universal across modalities
- To ensure alignment across modality QIBA Kiosk posters, it was suggested that poster content be discussed during the Oct. EC meeting
- The goal is that the SC meetings will be more efficient as a result of the smaller EC's support
  - It was cautioned that duplicate discussions during SC and EC meetings should be avoided
- Mr. O'Donnell to submit the change proposal draft to RSNA staff for EC review in October

## Onboarding Process

- Recently-drafted introductory stakeholder-specific pages were reviewed
- Standardized template used, stating the QIBA mission and its purpose, with stakeholder-targeted introduction text, i.e., information and perspective most relevant/engaging to the individual
- The specific stakeholder's role in QIBA was explained and key value/benefits of QIBA were listed
- While the introductory stakeholder pages are intended to be high-level, they will evolve over time to contain links to pages containing information related to specific QIBA concepts (e.g., checklists)
- The [Process Cmte QIBA Wiki page](#) contains a link to the [QIBA for Imaging vendors](#) Wiki page drafted by Mr. O'Donnell, which is being used as a template
- There was a brief overview of the [QIBA for Statisticians](#)
- Additional material for the previously-reviewed [QIBA for Technologists](#) stakeholder page was shared
- A few stakeholder pages still need to be drafted:
  - QIBA for Physicists (Dr. Jackson)
  - Analysis SW vendors/developers (Dr. Elsinger)
  - Researchers/clinical trialists/pharma (Dr. Zahlmann)
  - Core lab (Dr. Cole)

## Reminder:

- Please [RSVP for the Dec. 4 QIBA Working Meeting](#) during the 2019 RSNA Annual Meeting
- Please [sign up for the RSNA 2019 MTE Sessions](#) at the QIBA Kiosk:
  - Type in your name next to the presentation time slot that works for you (we encourage that each 30-minute time slot is filled by at least one committee member)
  - Simply close out of the document (there is no save button and changes will automatically save)

***NEW!*** Visit the QIBA Citations EndNote Library! Details can be found on the [QIBA Wiki Education](#)

**Next Process Cmte Call:** Tuesday, October 15, 2019