

**QIBA Process Committee Call**  
Tuesday, July 10, 2018 at 3 PM CT  
Call Summary

**Attendees:**

*Kevin O'Donnell, MASC (Co-Chair)*  
Cathy Elsinger, PhD  
Edward Jackson, PhD

Nancy Obuchowski, PhD  
Eric Perlman, MD

Nicholas Petrick, PhD  
Brian Zimmerman, PhD

**RSNA Staff:**

Fiona Miller  
Susan Stanfa

**Guidance for QIBA Profile Authors Drafting Statistical Assumption and Composite Performance Assessment Procedures**

- The latest draft of this document is located on the QIBA Wiki at:  
[http://qibawiki.rsna.org/index.php/Assessment\\_Procedure\\_Guidance](http://qibawiki.rsna.org/index.php/Assessment_Procedure_Guidance)
- Final comments were submitted by Drs. Petrick and Obuchowski
- Mr. O'Donnell to finish tidying up and post by the end of the week

**QIBA Procedures**

- Discussion by QIBA leadership regarding QIBA procedures occurred during the May 2018 QIBA Annual Meeting
- Mr. O'Donnell reviewed proposed QIBA [meeting procedure](#) updates currently under consideration
  - QIBA rosters are posted on each [group's committee page](#) on the QIBA Wiki; staff tracks attendance internally to determine voter eligibility as necessary
  - Mr. O'Donnell proposed a new roster template for introduction to staff
    - The new roster facilitates logging attendance and automates determination of quorum and voter eligibility
- Voting procedure
  - As currently documented:
    - Chairs accept motions, seconds, discussion and then call for a vote
    - Secretariat records the motion, the tally of those against/abstaining/in-favor, and details of negative votes in the notes
  - The following clarifications and modifications to the voting procedure were proposed:
    - Most committee work does not require a vote
    - At the discretion of committee chairs, decisions can be put to a vote during meetings; this also facilitates recording key decisions in the notes
    - In the simplest form of vote, the Chair calls for objections, then abstentions and for the secretariat to note those names
      - The remainder of those present with voting privileges can safely be assumed to have voted in favor
    - **Note** that people who dial-in but do not join the online component of the WebEx need to identify themselves in order for their vote to be recorded (especially when participants call in after roll has already been taken and discussion is underway)

- If eligibility and quorum cannot be determined on-the-spot during the meeting (current t-con attendance is entered into tally only *after* a call has ended), vote results will be ratified after the t-con and entered into the notes by the Secretariat
- Email ballot
  - Substantive decisions (e.g., whether a Profile should advance to the next stage) are put to a ballot, which allows more deliberation on the subject material than a vote during a t-con
  - A BC may initiate an email ballot on a Profile by approving a motion to do so
    - Alternatively, Chairs may initiate email ballots at their own discretion after assuring appropriate discussion and review by the committee
    - For the situation of multiple chairs, a simple majority of the chairs must approve the action (in the case of two co-chairs this means both approve)
    - Note that CC oversight ballots are procedurally triggered by ratification of the BC approval so a motion is not needed for the CC ballot
  - Additional discussion is needed regarding the proposal that the Secretariat emails the ballot notification to all BC members (regardless of voting eligibility)
    - In other SDOs, members with voting privileges respond to the ballot and members without voting privileges take the email as informative
    - If significant numbers of ineligible voters were to respond, it would be inefficient for staff to compile responses (in some cases committees have 200+ members but fewer than 10% are eligible to vote)
    - It may be more efficient to list only eligible voters in a dropdown menu of an email ballot and send a separate notification to all BC members, but the link to the email ballot sent only to eligible voters
- Voting privileges
  - Voting privileges are currently based on participation (which focuses primarily on teleconferences)
  - Discussion on whether f2f meetings should count toward voting eligibility
    - Due to limited resources, physical f2f meeting attendance is controlled (e.g., QIBA 2018 Annual Meeting invitation list was limited to ~60 members) so some interested members are excluded
    - One proposal is to activate WebEx sessions during the plenary and/or breakout sessions allowing remote participation
      - Note there is not enough staff to be present to take attendance and notes during all breakout sessions
      - It was suggested that in breakouts where the usual RSNA staff is not available, Breakout group members take attendance and designate a scribe (especially since there should be notes from any committee meeting regardless of voting privileges)
    - Another proposal is to provide credit to those who attend f2f meetings, but to not penalize those who cannot attend
      - It's not clear how this would be executed in the voting privileges algorithm

- Discussion on when voting privileges are lost
  - Originally privileges were lost upon missing three consecutive meetings
  - This was revised to be lost upon missing two consecutive meetings
  - The current form of that is you are ineligible if (including the current meeting) you have attended only one of the last three meetings (i.e. this one), and you are eligible if you have attended two out of the last three
  - QIBA members who have short term conflicts quickly lose eligibility
  - It would be more accommodating and reasonable to extend the period of time within which calls are allowed to be missed before voting privileges are removed
  - The Process Cmte will submit a proposal to revise to two out of four for voting eligibility
  
- Discussion regarding counting a casting of a ballot as attendance/participation
  - The goal of having voting privileges is to verify that those who are voting have been engaged in discussions about the action addressed by the vote; receiving a ballot and returning it does not satisfy this goal
  - If returning the ballot counted toward eligibility, that eligibility would potentially result in the committee member being allowed to vote at the next 2 or three events (tcons or ballots) which might be unrelated to the expertise/context gained by reviewing the ballot document
  - A counter-argument was made that counting a ballot as participation provides credit for the preparation (e.g., reading the Profile) required to cast a ballot, and that this demonstrates a degree of participation and understanding at least equivalent to joining a single teleconference
    - The assumption is made that those who cast ballots have prepared for the occasion, just as those who attend t-cons have paid attention to the discussion during the call, thus it should count toward future voting eligibility
    - Discussion on whether there should be consequences for a QIBA member with voter eligibility who does not cast a ballot
  
- Process Cmte to create a proposal to be considered during the September Steering Cmte call

**Next Call:** Tuesday, August 21, 2018 at 3 PM CT [due to July 24 and August 7 schedule conflicts]