

QIBA Process Committee Call

Thursday, May 30, 2019 at 3 PM CT

Call Summary

Attendees:

Kevin O'Donnell, MASC (Chair)

Daniel Sullivan, MD (Vice Chair)

Michael Boss, PhD

Feroze Mohamed, PhD

Nancy Obuchowski, PhD

RSNA Staff:

Joe Koudelik

Susan Stanfa

Review of QIBA Wiki Committee Pages

- Groups with outdated working Profile drafts (fMRI, MSK, DCE, DSC, ASL, FDG-PET, SPECT Tc99m, US-SWS and VBF BCs) were identified and Co-chairs will be contacted to request more recent documents
- RSNA staff to submit a list of MRE t-con dates to Dr. Boss
- Discussion regarding how to indicate dissolved groups (e.g., PDF-MRI BC)
- It was requested that RSNA staff add placeholders/dates of BC calls on the MRE BC Wiki page; the date of calls shows activity even if reviewed/approved call summaries are not available
- AIUM admin staff to be reminded to post VBF BC call summaries and the current Profile on the Wiki for reference

Comment Resolutions Wiki Page

- The [Comment Resolutions page](#) was created to provide access to comment submitters re: how their feedback was addressed, i.e., incorporated into the subsequent draft
- Instructions are provided re: classifying comments: accepted, rejected, resolved, under discussion
- Once all public comments are addressed and the document is in its terminal stage, BC Co-Chairs to submit the document to staff for posting on the QIBA Wiki
- BCs are not expected to continually repost in-progress resolution documents
- A Google-based public [comment resolution spreadsheet template](#) was created and was linked to the [public comment process](#) QIBA Wiki page

Committee Sunset Process QIBA Wiki page

- Review of the [Committee Sunset Process QIBA Wiki page](#) continued, along with discussions on process and procedures
- Clarification was sought on the next steps of the DTI TF reactivation process
 - It was noted that this group was never elevated to a BC after the PDF-MRI BC was dissolved; thereby it was also dissolved
 - Consensus was that a new DTI BC proposal needs to be formally submitted for SC approval
- Committee sunset process is included as a topic in the Process Cmte report for the June f2f QIBA Annual Meeting
- The SC would approve the reactivation of a BC or reallocate resources across modality CCs (each CC would then balance the meeting load/resources among their BCs on a quarterly basis)
- RSNA staff input needed regarding the frequency of BC/TF calls to inform CC decisions related to resource allocation

Welcome New QIBA Profile Authors Wiki Page

- Reminder to update the dashboard will be added to this page
- "How to develop a Profile" guidance to be emailed to Profile authors for feedback; they will also be asked to update the dashboard

Next Call: Tuesday, June 18, 2019 at 3 PM CT