

QIBA Process Committee Call
Tuesday, October 16, 2018 at 3 PM CT
Call Summary

Attendees:

Kevin O'Donnell, MASC (Co-Chair)
Alexander Guimaraes, MD, PhD

Chaya Moskowitz, PhD
Eric Perlman, MD

Nicholas Petrick, PhD

RSNA Staff:

Fiona Miller
Joe Koudelik
Susan Stanfa

QIBA Procedures Change Proposals (CP)

- The following meeting procedure updates are currently under consideration; quorum needed for Process Cmte consensus approval on the following change proposals before they can be brought to the QIBA Steering Cmte (SC)
 - CP-SC-001: “Relax voting privilege requirements to two out of the last four”
 - Modification to QIBA Wiki [Voting Privileges page](#): “A member has voting privileges if, including the current meeting, they have attended two out of the last ~~three~~ **four**.”
 - CP-SC-002: Various “modifications to [committee procedures](#),” intended to adjust policies and clarify intentions
 - CP-SC-003: “Who gets notified re email ballots?” still being drafted for later discussion
 - CP-SC-004: “Don’t count ballots as participation:” voting privileges to continue to be based upon t-con participation
 - CP-SC-005: “Counting face-to-face meetings as participation:” voting privileges to continue to be based only upon participation in t-cons
 - The face-to-face QIBA Annual Meeting has a limited invitation list which would unfairly skew voting eligibility
 - It was noted that limited RSNA staff coverage, space and AV resources for the breakout sessions at the RSNA and QIBA annual meetings could not support the ~19 Biomarker committees. Several options were proposed, and a final recommendation must be made by the Process Cmte prior to presenting to the SC for approval
- As quorum was not met, consensus was not attained
- Process Cmte discussion to continue in early November with recommendations to be considered by the SC during their Nov 28th SC F2F at the RSNA annual meeting (all CPs to be presented at one time)
- Discussion regarding the intended and appropriate usage of formal “Change Proposal” documents
 - Comparison and rationale to similar Change Proposals used by IHE provided
 - Suggestion to detail proposed changes and their rationale in the meeting notes
 - The change proposal process is not applicable to Profiles, as they are fluid documents requiring frequent updates before achieving a particular level of maturity
 - Mr. O’Donnell to develop a QIBA Wiki page focusing on Change Proposals
 - Dr. Guimaraes indicated that “progress” should take priority over “process” to maintain committee momentum

Other Discussion

- Automating the testing of scanner features and performance would not be a universal process across modalities, e.g., more artifacts in MRI than in CT
- Q/A regarding image quality from conformance sites requires more discussion
- In efforts to coordinate with other QIBA groups and avoid schedule conflicts, Process Cmte calls will be fixed to 1st & 3rd Tuesdays as opposed to merely alternating

Next Call: Tuesday, November 6, 2018 at 3 PM CT (*new schedule goes into effect*)