

## QIBA Process Committee

June 3, 2015 at 3:00 PM CT

Call Summary

### Attendees:

Kevin O'Donnell, MASC (Chair)

Daniel Sullivan, MD (co-chair)

Edward Jackson, PhD

Lisa Karam, PhD

Feroze Mohamed, PhD

Nancy Obuchowski, PhD

Eric Perlman, MD

### Staff:

Joe Koudelik

Susan Weinmann

### General Discussion (Mr. O'Donnell)

- QIBA Organizational Structure, Procedures and Committee Responsibilities Document
  - There will be a re-designation of the Process Committee from a “Coordinating Committee” to “service committee”, since this doesn't share a similar structure nor process with the modality-based CCs
  - The Process Service Cmte may share this QIBA structural level with the Metrology Cmte and possibly the QIDW Oversight Cmte – Dr Sullivan to follow up with Linda Bresolin re the dual QIDW relationship and reporting structure to QIBA and RIC
  - Definition of biomarker committees was discussed, e.g., do all Profile Writing Task Forces elevate to a BC level, or might BCs oversee multiple Profiles (as being done within the PDF and CT BCs)? Preference, at present, is that one BC could be responsible for writing more than one Profile.
  - The temptation to expand the number of Profile writing efforts (whether as BCs or TFs) was tempered due to limited RSNA and volunteer resources
  - Decision and Voting Responsibilities of BCs and CCs:
    - BCs use consensus-based decision-making (current practice)
    - CCs use formal vote (voting privilege rules are applied only to CCs)
- Profile Naming and Versioning Control
  - Mr. O'Donnell explained the Profile development stages which include:
    - Drafting stage
    - Publically reviewed stage
    - Technically confirmed stage
    - Clinically confirmed stage

- Change Tracking and File Naming:  
[http://qibawiki.rsna.org/index.php?title=Change Tracking and File Naming](http://qibawiki.rsna.org/index.php?title=Change_Tracking_and_File_Naming)  
(concisely describes development/publication stages)
- Each publication stage will have a distinct file naming scheme
- At the last Process Committee meeting, there was a suggestion to use a “change log”
  - In response, Mr. O’Donnell prepared a section on the Profile template where the Profile user can enter date, sections affected, and a rationale for the change
  - It would be used only for major changes made to a Profile later in the publication process, at the Technically Confirmed Stage and later
- The maximum number of voting members per CC was discussed. Dr. Sullivan suggested to see how the current limit of 15 maximum works over the next two quarters– if problematic, CCs may bring concerns to the Steering Committee for consideration

**Next Steps:**

- Mr. O’Donnell requested suggestions for “current work” section of the Process page on the QIBA wiki: [http://qibawiki.rsna.org/index.php?title=Process Coordinating Committee](http://qibawiki.rsna.org/index.php?title=Process_Coordinating_Committee):
  - Review/Improve criteria for Technically Confirmed / Clinically Confirmed
  - Sketch up publication process for an official doc (CC approval vote, send to RSNA Staff)
  - Propose change tracking process; details to be drafted and Wiki posted

**Next Call:** Wednesday, June 17th, 2015 at 3 PM CT (to include Profile template discussion)