

QIBA Process Committee Call
Tuesday, December 4, 2018 at 3 PM CT
Draft Call Summary

Attendees:

Kevin O'Donnell, MASC (Co-Chair)

Daniel Sullivan, MD (Co-Chair)

Edward Jackson, PhD

Chaya Moskowitz, PhD

Nancy Obuchowski, PhD

Eric Perlman, MD

Nicholas Petrick, PhD

RSNA Staff:

Joe Koudelik

Susan Stanfa

QIBA Procedures Change Proposals (CP)

The following meeting procedure updates are currently under consideration; a quorum is 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 four.”
 - MOTION APPROVED: Mr. O’Donnell moved, seconded by Dr. Petrick, to approve Change Proposal 1. Hearing no objections or abstentions, the motion was carried.
 - The next step is to bring the change proposal on an upcoming QIBA Steering Cmte call

- **CP-SC-002:** Various “modifications to committee procedures,” were intended to adjust policies and clarify intentions
 - Most of the proposed items are clarifications rather than changes to existing policy
 - Modifications were made to wording
 - MOTION APPROVED: Mr. O’Donnell moved, seconded by Dr. Sullivan, to approve Change Proposal 2. Hearing no objections or abstentions, the motion was carried.

- **CP-SC-003:** “Who gets notified re email ballots?” is still being drafted for later discussion
 - The intent is to distribute ballots beyond voting members as an informational item, while ensuring only votes from those with voting privileges are counted
 - The current procedure is that only those with voting privileges receive the ballot and are allowed to provide feedback
 - Three options were presented:
 - There was significant support for Option B which does not require that comments be solicited from ineligible voters, nor non-voters to be notified of the vote underway
 - With options A and C, ineligible voters are solicited for comments
 - It was pointed out that if feedback is solicited, regardless of voting eligibility, the meaning of having voting privileges may be diluted
 - Ineligible voters (due to inactivity) might submit comments about issues that have already been resolved and addressing these comments would require additional time/effort from QIBA Co-Chairs and hinder Profile progress
 - This could translate into a “continuous resolution loop”
 - For an efficient BC co-chair response, it was suggested that commenters could be referred to the open/closed issues Profile section before submitting comments

- Attendance requirements would be relaxed through the approval of CP-SC-001, which should result in an increase in number of eligible voters facilitating quorum during t-cons
 - Members may request their attendance information (i.e., voting eligibility) from staff at giba@rsna.org
 - The Process Cmte was requested to choose two of the three options before presenting the CP to the Steering Cmte
 - Option C was deemed more practical than A, as it would not require QIBA members to look into whether they were eligible to vote because the ballot would be sent only to eligible voters
 - Ineligible voters would simply be notified of the Profile vote/release (no feedback would be requested)
 - ACTION: Mr. O'Donnell to refine Option C and bring the updated proposal back to the Process Cmte for approval during the December 18 t-con
- **CP-SC-004:** "Don't count email ballots as participation:" voting privileges to continue to be based upon t-con participation
 - Email ballots deemed a separate category from t-con participation/attendance and will not count toward attendance/participation
 - ACTION: Mr. O'Donnell to bring to the Process Cmte for vote to discard CP-SC-004 during the December 18 t-con
- **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
 - Several options were proposed and a final recommendation must be made by the Process Cmte prior to presenting it to the SC for approval
 - Option A: Leave as is (count T-cons, F2F meetings towards attendance)
 - Option B: Do not count f2f for those who participate
 - Option C: Activate Webex for all BC breakouts - it was noted that limited staff, space and financial resources are the constraining factors for the large number of BCs
 - Option D: Create a participation formula that somehow credits F2F attendees without penalizing F2F absence:
 - Because such a formula was unable to be identified, this option will be discarded
 - Option E: don't hold BC meetings at "closed" F2F events. It was agreed that excluding F2F meetings as participation would not justify complete discontinuation of these productive breakout sessions.

Next Steps

- Discussion to continue on CPs not yet approved by the Process Cmte during the December 18 t-con
- Change Proposal CP-SC-001 to be brought to an upcoming SC meeting for final approval

Next Call: Tuesday, December 18, 2018 at 3 PM CT (*new schedule of 1st & 3rd Tuesdays is in effect*)