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COMPLETE

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Page 1: Committee Report Overview

**Q1**

**Membership Outreach**

Choose your Committee from the dropdown

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**Q2**

2019-2020 Committee Chair(s) - (First name, Last name, Preferred Email in event of contact after graduation)

Mona, Nili, mn0044@mix.wvu.edu

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**Q3**

2019-2020 Committee Members (First name, Last name, Preferred Email in event of contact after graduation)

Gauri, Desai, desaig@duq.edu  
Robert, Schultz, rschul26@uic.edu  
Faiza, Fayyaz, faiza.fayyaz23@gmail.com  
Pallavi, Savant, savantpallavi.ps@gmail.com

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Page 2: Report Summary

## Q4

Committee Goals Established For The Year (Summarize each project with bullet points that break down the task)

Goal 1) Grow and develop the Adopt-A-Chapter Mentor/Mentee program.

- Prepare needed materials (e.g. flyers, guidelines) to invite chapters to participate in Adopt-A-Chapter program
- Inviting all student chapters to participate in the program
- Send targeted emails to new chapters inviting them
- Prepare a short survey for signing up for the program
- Matching mentor and mentee chapters
- Informing mentors and mentees about their matched chapters
- Collecting agreements between mentee and mentor chapters
- Provide support to mentors/mentees
- Prepare a survey measuring the effectiveness of the program

Goal 2) Maintain and grow ISPOR student membership within chapters through periodic outreach to new chapters.

- Reach out to new chapters by sending welcome letter, 6-month and 11-month e-mails
- Update the excel sheet upon receiving notification of new chapter formation.
- Update the excel spreadsheet after sending out emails to new chapters.
- Prepare welcome and 6-month cover letter emails for sending out to new chapter Presidents.
- Collaborate with current ISPOR chapter presidents of awarded Outstanding Chapter universities in 2018-2019 to obtain feedback on member engagement guidelines

Goal 3) Prepare targeted flyers to communicate the brand/benefits of ISPOR concentrations.

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## Q5

Achievements of Goals & Deliverables Executed During 2019-2020 (Note: This will be used for a blurb in the last issue of the Student Newsletter before the new Committees take over.)

### Goal 1:

- 34 ISPOR student chapters participated in Adopt-A-Chapter
- Prepare new guidelines for Adopt-A-Chapter
- Prepare flyers inviting chapters to participate in Adopt-A-Chapter
- Send email to more than 100 student leaders to participate in Adopt-A-Chapter
- Send targeted emails to more than 30 new or inactive chapters to invite them to participate in Adopt-A-Chapter
- 41 chapters signed up in Adopt-A-Chapter
- 19 pairs of mentor and mentee chapters were matched
- 16 pairs of mentor and mentee sent their agreement document
- 25 mentee or mentee chapters participated in the final survey

### Goal 2:

- Send 32 email to new chapters for sending guidelines
- Prepare cover letters of 6-month and 11-month to reach out to new chapters
- Update welcome, 6-month, and 11-month guidelines for new chapters
- Prepare 4 new flyers for promoting ISPOR membership benefits (1: general, 1: pharmacy, 1: PhD, or MS. in HEOR, 1: Public Health)

### Health)

- Having regular monthly meeting with the ISPOR Student Network President and ISPOR staff
- Getting feedback form ISPOR Student Network Faculty Advisors and Outstanding ISPOR Student Chapter presidents about guidelines and flyers

### Goal 3:

- One new general flyer
- One new flyer for Pharmacy student
- One new flyer for Public Health students
- One new flyer for PhD or Master students of HEOR

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## Q6

Committee Members' Roles (Do you break down the projects to have specific members of the Committee work on them? Separate roles by hitting Enter for another line)

- Mona Nili: Chair of committee, Coordinating all committee activities,
  - Gauri Desai: Reaching-out to new chapters
  - Robert Schultz: Adopt-A-Chapter program
  - Faiza Fayyaz: Social media communication
  - Pallavi Savant: Promotional activities
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## Q7

### Timeline For Any Open/Ongoing Projects

Start adopt-a-chapter sign up by August

Reach out to new chapter in regular time periods of welcome, 6-month, and 11-month

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## Q8

### Biggest Challenges during the year? (Note: This may be used as part of a blurb for the Student Newsletter)

In the Adopt-A-Chapter program, there were some chapters who signed up as mentor chapters while they did not have enough experience for being a mentor chapter. Some chapters participated in the program without getting permission from their faculty advisors. Six chapters did not send the collaboration agreement and did not reply to our follow-up email.

In reaching out to new chapters, the biggest challenge was sending email in a regular timely manner (1-month, 6-month, and 11-month) based on the establishment date of the chapter..

In preparing new flyers, preparing targeted flyers was challenging.

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## Q9

### Solutions/Suggestions For Overcoming Challenges (Note: This may be used as part of a blurb for the Student Newsletter)

In the Adopt-A-Chapter program, we suggest preparing a list of potential mentor chapters before starting the program. In addition, it is important to have the signature of faculty advisors on the agreement paper. We suggest to get ISPOR staff for reaching out to those chapters who did not reply to our follow-up emails.

In reaching out to new chapters, the excel sheet of new chapters can help reaching out to new chapters in a regular timely manner (1-month, 6-month, and 11-month).

In preparing new flyers, we suggest that committee members get help from members of other disciplines in preparing flyers.

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## Q10

### Recommendations for Future Committee Members (Note: This may be used as part of a blurb for the Student Newsletter)

Reach out to inactive chapters

Develop a program for research collaboration between chapters

Matching mentee and mentor chapters based on time zone

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## Q11

Does your Committee have any files saved outside of the Student Network Committees Folder. If yes, please transfer ownership of the drive to studentnetwork@ispor.org. If you have any questions about this email us.

We uploaded all the files in our shared drive.

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