



# Student Network Committee Report 2017

**Committee name:** Membership Outreach Committee

**2016-2017 Chair(s): (First name, last name, preferred email address)**

1. Sirikan Rojanasarot, [sirikan.rojanasarot@gmail.com](mailto:sirikan.rojanasarot@gmail.com)

**2016-2017 Members: (First name, last name, preferred email address)**

1. Jason Chao, [jason.chao14@gmail.com](mailto:jason.chao14@gmail.com)
2. Mohammad Alowairdhi, [mohammad\\_alowairdhi@hotmail.com](mailto:mohammad_alowairdhi@hotmail.com)
3. Michael Wong, [micmkwong@gmail.com](mailto:micmkwong@gmail.com)
4. Emily Patry, [patrye@my.uri.edu](mailto:patrye@my.uri.edu)

**Committee role description: (Can be copy and pasted from the [Student Committee Link](#))**

The purpose of Membership Outreach Committee is to maintain and grow ISPOR student membership. The specific goals of Outreach Committee include:

- (1) reaching out to potential institutions that might be interested in forming a new ISPOR student chapter.
- (2) reconnecting inactive student chapters with ISPOR.

## **REPORT SUMMARY**

**Committee members' role description:**

Each member of the Committee contacted 5-10 potential universities. At least two follow-up emails were sent if there was no reply.

**Projects: (List projects specific to your committee that were executed during the year)**

**Project 1: Reaching out to potential institutions regarding forming a new ISPOR student chapter.**

Tasks:

- An invitation letter was drafted and shared among members of the Committee and ISPOR staff.
- After the letter was edited and confirmed, members of the Committee sent an invitation email to potential universities listed in <https://docs.google.com/spreadsheets/d/1tZU1ctLRCRd4a6LF9rT-DIUlw2khv8D7muY-87fhLs8/edit?pli=1#gid=835420159> .
- The potential universities were contacted again after the first email if there was no response.

**Achievements & Deliverables Executed During 2016-2017:**

A total of 31 potential universities has been contacted and 7 universities have confirmed to establish a new student chapter.

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## **Timeline For Any Open/Ongoing Projects:**

Continue to use the lists and work with ISPOR staff to update it with new chapters. Work with ISPOR Staff to contact fee waiver applicants who indicated they

## **Challenges:**

Identifying a key person at potential universities whom Membership Outreach Committee should reach out to is challenging. The contact information of students from each potential university in our database might not be updated (e.g., students have graduated and no longer use their university's email). While we have sent an invitation letter to several emails, no reply was made due to the inactive emails.

## **Potential solutions:**

The members of the Committee could work closely with ISPOR staff in updating the contact information of recent graduates so that only current students or faculty members would be reached out. In addition, the beginning of each year should focus on finding new sources of contact in the event that no one from a particular school responds, most likely a faculty member who keeps track of students who are members of organizations. If there are no current ISPOR members, perhaps the school should be taken off the list so committee members can focus on more likely universities.

Lastly, some sort of guideline/protocol to follow would help, since it seemed like at the beginning of the year a few of us may have struggled with figuring out how to start, and this is the time of the year where people are more likely to be free to help with committees.

## **Recommendation to future committee members:**

Rather than only reaching out to universities via email, a formal invitation letter that includes information about the benefits of joining the organization should also be mailed the potential universities.

## **Google Doc Links (if any):**

1. The list of potential universities:  
<https://docs.google.com/spreadsheets/d/1tZU1ctLRCRd4a6LF9rTDIUlw2khv8D7muY-87fhLs8/edit?pli=1#gid=835420159>
2. Letter to Dean or DGS of potential universities:  
<https://docs.google.com/document/d/1-i5VdDszgLBG7gOZUmrIWjL3wUohIZ-Whl39ASxuBGA/edit>