**Division of Materials Research (DMR)**

**COV Agenda**

# Where Materials Begin & Society Benefits

**Location**: Embassy Suites
**Address:** 1900 Diagonal Road Alexandria, VA 22314

**Date**: September 11 – 13, 2019
**Time**: **7:30 am - 6:00 pm**

WEDNESDAY, SEPTEMBER 11 – (Embassy Suites – Virginia Salon Meeting Room)

7:30 am Morning Refreshment

8:00 am Welcome & Introduce COV Chair

Linda Sapochak, Division Director, DMR

Melissa Hines, Chair DMR COV

8:10 am Overview of COI Policies

 Tomasz Durakiewicz, Staff Associate, Mathematical and Physical Sciences

8:25 am Charge to the Committee of Visitors

 Anne Kinney, Assistant Director, Mathematical and Physical Sciences

8:35 am Overview of Division

 Linda Sapochak, Division Director, DMR

9:50 am Staff Environment & Activities

 Velma Lawson, Program Support Manager, DMR

10:05 am COV Chair Explains Agenda and Tasks

10:15 am Coffee Break

10:30 am Program Review

 COV assembles into 6 breakout groups in breakout rooms

 Introduction to Programs by Program Directors

12:30 pm Working Lunch (Review Jackets and Ask Questions)

 Administrative Team - Meeting w/COV Chair and Group Co-Chairs

**Division of Materials Research (DMR)**

**COV Agenda**

1:30 pm COV Review Jackets

3:30 pm Coffee Break

3:45 pm Finish Reading and Taking Notes on Sections 1 – 3

4:30 pm Chair Meets with Committee to Discuss Progress

 Any issues with sections 1-3, possible recommendations: Questions Melissa

should pose to the COV

5:30 pm Reception (Cash Bar – Embassy Suites)

6:00 pm Dinner (COV only @ Embassy Suites)

 **DAY2**

**THURSDAY, SEPTEMBER 12 – (Embassy Suites)**

8:00 am Morning Refreshment

8:30 am COV returns to breakout groups to prepare the reports on Sections 1-3

Combine individual templates into 1 report for each program

10:30 am Coffee Break

10:45 am Breakout Groups Complete Draft Reports

12:00 pm Working Lunch (Discuss progress and introduce part 4 questions (Melissa))

1:00 pm Continue Lunch Discussion and Split into Breakouts to Work on Part 4

3:00 pm Coffee Break

3:30 pm Re-convene to Consolidate Answers on Part 4

 Melissa should have complete rough draft to look over by COB

6:00 pm Dinner (On Your Own)

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**COV Agenda**

 **DAY3**

**FRIDAY, SEPTEMBER 13 – (National Science Foundation Room E2020)**

8:00 am Morning Refreshment

8:30 am Finalize Report and Prepare Final Recommendation/Findings Presentation

10:00 am Coffee Break

10:15 am Continue Finalizing Report and Preparing Final Recommendation/Findings

 Presentation (COV Members)

10:15 am Meet to go over draft, assign tasks, decide what to ask DMR

Management and Krystle Wilson (COV Chair Melissa Hines) – **RM C9080**

12:00 pm Working Lunch (Prepare for Briefing the AD)

1:00 pm Meeting with Anne Kinney

2:00 pm Close