Council Minutes --- March 8-9, 2007

**Council present:** Darren Davis, Charles Franklin, Michael Goodchild, Michael Haines, Kathleen Mullan Harris, Paula Lackie, Sam Myers, Jim Oberly, Ruth Peterson (Chair), Matthew Snipp

**ICPSR staff present:** Rita Bantom, Bryan Beecher, Dieter Burrell, Linda Detterman, Peter Granda, Bree Gunter, Myron Gutmann, Hank Heitowit, Peter Joftis, Felicia LeClere, Nancy McGovern, James McNally, Mary Morris, Asmat Noori, JoAnne O'Rourke, Amy Pienta, Mary Vardigan, Cole Whiteman

**Visitors present:** Kevin Schurer, UK Data Archive, Council of European Social Science Data Archives (CESSDA) representative; Hans Jorgen Marker, Danish Data Archives, observer

The minutes from the October 2006 Council meeting were approved unanimously.

Director's Report

Staffing and Budget

ICPSR Director Myron Gutmann reported on the status of three positions. The Associate Director and the Summer Program Director positions have been offered, and we are awaiting the candidates' decisions. The Summer Program Manager position was posted March 2.

University of Michigan payments to ICPSR for CIC fees will continue for FY2008 (summer 2007). This practice is expected to change for FY2009 (summer 2008). Gutmann reviewed the remaining FY2007 budget details during the Budget Report.

Membership and Summer Program

The following points were made regarding membership activities:

* Forty new members have joined ICPSR so far in FY2007, with two dropped memberships, bringing the total membership to 591 institutions.
* ICPSR has presented at 13 conferences since October, with 8 more planned through June.
* Denise DeGarmo from Southern Illinois University will be the visiting OR for summer 2007 and will focus on international relations topics.
* Sixteen papers were submitted for the Undergraduate Paper Award, and the Committee is meeting to determine the three winners next week.
* The 2007 OR Meeting program has been finalized, and the website will be available during the new website rollout in mid March. New features to the program include a roundtable discussion session and a poster session for ICPSR projects.

Information on the new ICPSR Online Learning Center and related instructional materials was presented in a plenary session.

The Summer Program is on track for another record enrollment and has recruited three new instructors this year. There are six new short workshops, ranging in topic from the American Community Survey to Spatial Analysis.

Collection Delivery and Computing

The new ICPSR website will be launched in mid-March. It offers several new features, including a rotating panel that highlights a specific topical archive or research project site, and a notification service that alerts users when studies in serial collections of interest become available. As a next step, the Web team will be testing the Google search engine, which is being explored to eliminate the 500 search results limit, improve searching by date, and install a single search technology across all ICPSR pages.

Footprints, the User Support tracking system, continues to log about 166 requests per month and has retained a stable pattern of types of requests over time. The ICPSR Bibliography has received more than one million hits in the first half of FY2007 and has had a link added directly to the home page, which should further increase hits and searches.

New servers have been installed since October, and network attached storage has been deployed. Staff are currently working on replacing 15,000 backup tapes that have been stored on old media; staff hope to have the project completed by December.

The new online data deposit form is now available and is a first step in a series of actions to simplify and improve metadata development. Staff are also currently working on converting legacy metadata to an Oracle-based system, eliminating duplicate metadata systems, and mapping to OAIS (the standard for digital preservation).

The tracking system now identifies more than 15 milestones in the processing system. The ICPSR pipeline process has reduced 57 manual steps to 14. Managers may now view the status of any study in the system, and reports are generated that identify studies that are "stuck" or more than 180 days old. Staff are working to diminish this backlog and reorganize submissions that are not classified as full studies. Staff continue to emphasize effective preservation techniques, and are planning to complete a review of the automation process by June 30, 2008.

Collection Development and Funding

So far for FY2007, 380 studies and 786 files have been released. Some studies that have been released since October include:

* National Fertility Survey, 1975
* Treatment Episode Dataset, 2005
* Ethno-Methodological Study of the Subculture of Prison Inmate Sexuality in the U.S., 2004-05
* Afrobarometer: Round II Lesotho, 2003
* Post-U.S. Elections Survey: France, Germany, U.S., 2004

The recently funded Integrated Fertility Survey Series project will begin in April and results of the Collaborative Psychiatric Epidemiology Surveys project will be available in June. ICPSR has also joined with the Survey Research Operations group at ISR to create a joint database design for variable-level metadata. Myron Gutmann's research project on the U.S. Great Plains was also renewed.

Two proposals currently under review are the NACDA competing continuation (NIA) and the Liaoning Multi-Generational Panel Dataset (NICHD).

Roper Center Update

Gutmann reported that the Roper Center Board is considering moving the Center from the University of Connecticut to another institution. Council discussed the possibility of Roper becoming a publicly available, free resource, and noted that European archive involvement should also be explored due to Roper's heavy focus on international content.

Budget Report

Staff presented an overview of the FY2007 financial forecast, the FY2008 budget, and the current status of ICPSR reserves.

Staff noted that the FY2007 forecast is very close to budget. The budget planned for $155K revenue in excess of expenses on a budget of $14.2 million, and the forecast shows $131K revenue in excess of expenses. This will raise ICPSR reserves to approximately $2.8 million, which does not include an additional $340K that ISR still owes to ICPSR as part of the Perry II financing.

Staff presented a FY2008 budget that plans for $18K of expense in excess of revenue. While the overall organization goal is to build reserves, this budget reflects several organizational priorities such as the transition costs associated with changes in key leadership positions, diversity activities, technology development, instructional materials, and strategic planning.

Major sources of revenue in FY2008 will be member fees ($3.1 million), educational fees ($1.2 million), sponsored projects ($4.2 million direct, $2.2 million indirect), computing recharge ($1 million), and $311k in other revenues. While ICPSR has enjoyed strong revenue growth from grants and contracts through the 2000's, FY2008 will feature relatively flat growth due to the end of several sponsored projects and the uncertain federal budget.

Council suggested that ICPSR set up contingency funds so that the organization will be able to retain key staff during gaps in "soft money." Staff replied that contingency planning was already part of the existing budget process and that several accounts (sabbatical, reserves) are used precisely for the purpose of bridging these gaps.

Plenary on Instructional Materials

Linda Detterman and Lynette Hoelter updated Council on the status of the instructional materials project. This project came out of the ICPSR-staffed New Product Development subcommittee over a year ago. Last year Detterman conducted research with teaching faculty to determine instructor needs and wants. Although no single teaching tool or approach was identified, three key attributes for instructional materials were consistently mentioned. These include the ability to quickly locate data that are relevant, easy to work with, and foolproof; the ability to customize materials to the instructor's teaching approach; and the ability to incorporate teaching materials into the instructor's syllabus.

With that in mind, staff conceptualized an Online Learning Center (OLC), which would be housed on the ICPSR website and populated with instructional materials, including subject matter tutorials that identify relevant, usable datasets, search and data tools, teaching modules, collaborative tools, and faculty depository and feedback mechanisms. Staff are currently focusing on the development of subject matter tutorials; this involves matching major discipline and methods topics to ICPSR datasets that will demonstrate the topics through interactive data analysis.

Hoelter described the strategy used in the development of a sociology tutorial. First, seven introductory-level sociology textbooks were identified and reviewed, a list of main topics appearing in all or most of the textbooks was prepared, and concepts within those main topics that could be examined using quantitative data were identified. Then, once a concept was identified, a learning guide was prepared. The learning guide includes a number of sections, including goal/learning objective, concept, ICPSR dataset, application (SDA), interpretation, summary, bibliography, and related datasets. Hoelter demonstrated the learning guide for a particular sociology concept.

Now that a strategy has been formulated for developing subject matter tutorials and a template is in place for data-driven learning guides, future steps include preparing learning guides for the other sociology concepts, developing concept lists for methodology and political science, and preparing learning guides for each of those concepts. These activities will continue this spring and throughout the summer and include faculty field testing to determine if this approach and these products are indeed relevant to instructors. If the testing is successful, the Online Learning Center will be previewed by the ORs during their October 2007 meeting and made available to the public in summer 2008.

Council asked about marketing plans, evaluation tools, expanding the project for mid-to-upper level courses, and funding and staffing. Staff indicated those issues will be addressed once the product is fully developed and tested.

Budget and Policy Committee

**Council:**Michael Haines, Kathleen Mullan Harris, Sam Myers, Ruth Peterson (Chair)

**Staff:** JD Alford, Rita Bantom, Myron Gutmann

FY2007 Year End Projection

ICPSR staff projected that the organization would close FY2007 with a surplus of $130K, which is very near the original budget of $155K. Staff noted that inconsistencies in how the University and ISR close the fiscal year from year to year and upcoming equipment purchases (Google search applicance) may affect ICPSR's year-end amount.

Strategic Overview for FY2008

Key points of the goals and planning for FY2008 include: implications of recruiting efforts; solidifying process improvement, preservation, and automation; diversity goals for FY2008; instructional materials development; and strategic planning. Council recommended that diversity should not just be an individual priority but should be embedded within other priorities as well.

FY2008 Draft Budget

The preliminary version of the FY2008 budget shows a deficit of $18K. Factors contributing to this deficit include:

* Recruitment of new leadership
* OR meeting
* Diversity
* Strategic planning
* Flattening of sponsored revenue

Summer Program Fees for CIC Students

University of Michigan payments to ICPSR for CIC fees will continue for FY2008 (summer 2007). This practice is expected to change for FY2009 (summer 2008).

Strategic Plan Development

The discussion on the proposed strategic planning revolved primarily around the timeframe during which it would take place. Council and staff agreed that the timeline will be:

* Start the process just before the June Council meeting
* Provide draft document to Council at October meeting
* Finalize the plan by the time that "new" Council members attend in March 2008

This schedule will not only allow maximum exposure to current and in-coming Council members but also include participation from ICPSR's new generation of leadership.

Personnel Issues

Staff reported that ICPSR is in the process of filling or considering candidates for the following positions:

* Associate Director - An offer has been made.
* Summer Program Director - An offer has been made.
* Summer Program Manager - The position has been posted at the University of Michigan and is expected to be filled by the end of May.
* Diversity Leadership - ICPSR has included this position in the FY2008 budget with a start date of January 1, 2008. It is too early to disclose possible candidates or determine if the start date goal is attainable.

Nominating Committee

Council is to select two members to be added to the nominating committee to prepare a slate of candidates for the 2007 Council election.

Prizes Committee

This committee is charged with selecting candidates for the Warren Miller Award for Meritorious Service to the Social Sciences and the William Flanigan Award for Distinguished Service as an ICPSR Official Representative. The committee is composed of two Council members, a previous Miller Award winner, a previous Flanigan Award winner, and an ICPSR staff member. Newly constituted every October of even-numbered years, the committee includes the following members for 2007:

* Hal Winsborough, previous Miller Award recipient
* Ilona Einowski, previous Flanigan Award recipient
* Paula Lackie, Council representative
* Matt Snipp, Council representative
* Hank Heitowit, ICPSR staff representative

Collection Development Committee

**Council:** Darren Davis (Chair), Charles Franklin, Michael Goodchild, Paula Lackie, Matthew Snipp

**Staff:**Peter Granda, Peter Joftis, Felicia LeClere, James McNally

Visitors: Hans Jorgen Marker, Kevin Schurer

Demonstration of the New Online Deposit Form and User Feedback

The Committee recommended that the form allow direct uploading of DDI metadata and also include a procedure whereby repeat depositors could upload files without having to complete the form all over again. It was also suggested that staff investigate the feasibility of including a note field wherein the depositor could include the name of someone to whom an acknowledgment could be sent. The Committee felt that the act of deposit itself should be recognized and that this should be implemented through an automated process based on the information included in the Data Deposit Form.

Report on Data Depositor Recognition

The Committee asked staff to develop a compelling name for the award that is presented to the depositor. This would facilitate adding an endowment component in the future. The Committee also recommended that the review committee for the award be expanded to include faculty and that staff adjust the timeline so that the Council could examine the slate of nominees at the October meeting.

Copyright Policies Regarding Data Deposits

The Committee reviewed the text describing ICPSR copyright policies. While concluding that the language was acceptable, they made a recommendation about one clause in particular: "If applicable, the Institution Review Board (IRB) on my campus granted permission for the data collection effort underlying the file(s) being deposited." It was felt that this clause might suggest to the depositor that IRB approval was necessary for archiving and thereby discourage deposits. A revision to this statement should focus on the language of informed consent and that IRB approval for collecting the data also implies dissemination. Staff will provide new wording on this topic.

Status Report on Minority Data Resource Center

The Committee approved all steps taken so far to create and expand this activity, although there was still some feeling that the name of this new archive should be reconsidered. The Committee was very pleased that this initiative has such strong support from the leadership of ISR, particularly in terms of seeking a permanent Director. Committee members look forward to further updates on this project.

Other Issues

The Committee also discussed the importance of dealing with data in formats that differ from those normally acquired at ICPSR. These included relational databases and geospatial vector data (shapefiles). The staff was urged to investigate the archival, processing, and dissemination aspects of these formats. Staff also need to assess the possibility of creating new versions of important files that could include geographic identifiers and/or provide shapefiles to accompany them. This initiative could begin as a pilot study, possibly a partnership with other institutions to investigate the possibilities of producing such files.

The Committee also suggested that staff consider new tools that would assist researchers in their ability to get statistical analyses done more efficiently. One purpose would allow researchers to search through longitudinal datasets for common questions and demographic variables. These searches could lead to the creation of new integrated datasets as well as presenting the results to the researcher who would then make the decision to use them or not. One example mentioned during the meeting was a tool that would extract all questions and data dealing with the topic "war" from the holdings of public opinion polls.

Both of these initiatives open up the question of creating new, unique datasets built upon the rich resources of the current holdings. Staff need to investigate the feasibility of doing so from both a resource and strategic perspective.

Membership and Marketing Committee

**Council:** Jim Oberly, Ruth Peterson

**Staff:** Linda Detterman, Bree Gunter, Mary Morris

Membership Activity and Utilization Report

The membership activity report lists 40 new members this year for a total of 591 members. To date, two members were dropped for nonpayment of FY2006 dues and two members have indicated they plan to discontinue membership for FY2008. Member utilization of ICPSR data is running about average.

Marketing and Membership Initiatives Updates

Linda Detterman reported that 16 undergraduate research papers were submitted by the January 31, 2007, deadline for the first annual ICPSR Undergraduate Research Paper Competition. Myron Gutmann recruited a panel of six judges who will provide ICPSR with the three winning papers the week of March 12, 2007. Student submitters will be notified of the winning papers the week of March 19, 2007, with awards distributed in early April.

An endowment campaign conducted in October 2006 resulted in 12 donors contributing over $6,800 to the Miller Scholars Fund.

Member retention and acquisition strategies will concentrate in four areas in 2007:

* Development of a media kit (electronic/printed prepared materials) including workshop materials to enable members/nonmembers to create awareness and encourage use of ICPSR resources on their campuses.
* Exploration of "webinar" technologies for the purposes of providing on-campus training on using ICPSR resources without the need to incur travel costs.
* Posting of Camtasia-produced tutorials to assist users in answering the most commonly experienced problems.
* Membership drive focused on recruitment of new members through existing and newly developed federations.

New product development progress is summarized in the plenary notes.

Detterman also reported that after analysis of the 2005 Carnegie Reclassification released last fall, no changes are recommended to ICPSR's current pricing structure. However, as the pricing structure is reviewed beginning in FY2009 for the FY2012 rates, the revised classifications should be incorporated into these discussions.

ICPSR has exhibited at 13 conferences since October 2006 and will exhibit at 8 more through June 2007.

OR Meeting Planning

The committee reported that planning for the OR Meeting is well under way with all program sessions scheduled and speakers confirmed. Registration will begin concurrently with the launch of the new website. New aspects of the 2007 meeting include:

* Alteration of the meeting schedule to Thursday-Saturday (per requests by ORs)
* Inclusion of OR Roundtables led by OR facilitators
* Concurrent session tracks with a librarian or faculty/researcher focus

The committee discussed the issue of relevancy of the OR Meeting to the changing membership and the changing OR role. It was agreed that an in-depth analysis of the meeting would be undertaken (including OR research results, participation numbers, and budget) to aid in discussions of future meetings' relevancy. This analysis will be discussed as part of the traditional OR Meeting review conducted in the March 2008 Membership and Marketing Committee meeting.

Preservation and Access Committee

**Council:** Paula Lackie (Chair), Michael Goodchild, Kathleen Mullan Harris

**Staff:** Bryan Beecher, Nancy McGovern, Mary Vardigan, Cole Whiteman

Disaster Recovery Plan for Digital Assets

The disaster planning initiative, the digital preservation framework, and the digital preservation plan all address the need expressed by the digital preservation community for organizations to be transparent and explicit about the long-term management of their digital assets and the commitment by ICPSR to comply with prevailing standards and practice of the digital preservation community. A gap analysis approach is being used for these documents to determine ICPSR's internal requirements for each, identify relevant external developments that could be adopted or adapted by ICPSR, and establish a sequence of actions needed to fill the gap between what exists and what is needed.

Staff provided a brief background for the disaster planning initiative and described the current status of disaster planning for ICPSR. The disaster planning group has gathered the majority of the data needed for the emergency contacts and management requirements for disaster planning and has identified key areas for further development. The document provided to Council is based on the first phase of work by the disaster planning group at ICPSR. It identifies seven common disaster planning documents with the development status of each and defines a set of principles for disaster planning for digital assets at ICPSR. There are three priorities for development: institutionalizing disaster planning as a program within ICPSR, establishing a business continuity program for institutional records in paper and digital form, and formalizing the disaster planning principles for digital assets into a more comprehensive document. The disaster planning group will continue working on these priorities.

During the discussion, Council raised the question of relying on other institutions, e.g., the San Diego Supercomputing Center (SDSC), to hold copies of ICPSR's digital assets. Council suggested that the University of Michigan should shoulder its storage responsibilities itself and not rely on organizations like SDSC that may not have the longevity that ICPSR has had. Staff defined the distinction between the University of Michigan's responsibility for the digital assets that result from the University's teaching and research mission and the digital preservation responsibility that has been assigned to and accepted by ICPSR for the social science digital assets in its collections. Partnering with organizations to achieve adequate redundancy of its digital assets reflects good practice within the digital preservation community and meets the requirements of the Archival Storage function of the Open Archival Information System (OAIS) standard. Staff assured Council that if SDSC or another storage partner ceases to operate, ICPSR would ensure that copies are relocated to another partner. ICSPR will also work with appropriate units within the University of Michigan to meet the full range of our business continuity requirements.

Based on the array and nuances of terms used in the discussion, e.g., backup, archival copy, business continuity, digital preservation, and OAIS, Council requested a glossary of digital preservation terms. The glossary is already being drafted to accompany the digital preservation policy documents and a draft glossary will be provided for the June Council meeting.

Digital Preservation Policy Framework and Digital Preservation Plan

The Digital Preservation Policy Framework will be a four- or five-page policy document with references to relevant lower-level policies, and the Digital Preservation Plan will be approximately 40 pages and provide action plans with measures for digital preservation developments at ICPSR over the next three years. Staff circulated an outline of the framework, which is in draft form ready to be circulated internally and will be ready for Council approval in June. There is an outline of the plan in place and a draft will be ready for Council to review in June. This policy development process includes the review and development of a network of lower-level policies and procedures that will integrate digital preservation practice into the operations of ICPSR.

Staff noted that the digital preservation documents reflect the results of the Digital Preservation Management Workshop: Short-Term Strategies for Long-Term Problems, a research project that was conducted while the Digital Preservation Officer at ICPSR was at Cornell. The online tutorial for the workshop, an international resource, will be transferred to ICPSR from Cornell. This will provide a service in itself and contribute to the development of an ICPSR digital preservation training program.

IT Developments

Staff reviewed six categories of IT developments that have occurred since the October Council meeting:

* *New ICPSR website:* The launch was largely covered in the general session presentation. The committee discussion reviewed the hardware and software upgrades that coincided with the launch.
* *New applications:* These include the automated deposit form that will consolidate acquisitions into a single entry point for deposits and an upgrade to SDA [Survey Documentation and Analysis] 3.0.
* *The legacy migration:* This pertains to migration of metadata from flat files to a relational database, which will enable increased automation of the processing workflow; of the operating system for ICPSR systems from Solaris to Linux, which will reduce the costs of hardware and systems maintenance; and of submission mechanisms to eliminate the use of anonymous FTP, which will improve the reliability of the deposit processes that relied on anonymous FTP.
* *Technology updates:* These are in the form of an update of Hermes (the program used to create versions of data files in the three major statistical package formats) to a more recent version of SPSS and to Linux, the addition of checksums to download manifests, the upgrade of Oracle to version 10g, the development of the OR Meeting 2007 website, and the Summer Program 2007 website.
* *Infrastructure updates:* These include the shift from lower density (DLT) to higher density (LTO-3) tapes for backup, resulting in a savings of hours in the time required to backup ICPSR systems, and the continuing deployment of the NAS [Network Access Server], resulting in faster access to networked files.
* *Sponsored projects:* New developments in this area includes the child care (CCEERC) content management website; the installation of the National Survey of Family Growth (NSFG) WEBDOCS v7, a document and image management software package; the QualAnon qualitative data anonymizer, a tool to identify and replace text strings; and the establishment of the IPUMS [Integrated Public Use Microdata Series] mirror site for the Minnesota Population Center at the University of Minnesota.

This discussion of developments identified an action item for Collection Development to lead a review of the issues pertaining to the documentation and preservation of the methods (process objects) used to produce data.

Warm Backup Plan

Staff described the progress towards establishing a warm backup for the ICPSR website to provide the means for uninterrupted access, if an emergency occurs, to the services ICPSR provides through its website. At previous committee meetings, the language for an agreement with another organization to store and activate a server, as needed, was reviewed and accepted. The warm backup is scheduled to occur after the 2007 launch of the ICPSR website redesign, which coincided with a significant update to the hardware and software on which the website operated.

Shibboleth/Authentication Issues

Staff provided a brief update on Shibboleth (single sign-on middleware project) at ICPSR. One Council member and three members of the ICPSR staff visited Internet2, the developer of Shibboleth, on the Wednesday before the Council meeting. The discussion with the Internet2 staff suggested that the take-up by ICPSR member organizations of Shibboleth was occurring at a slow enough pace that implementing Shibboleth for ICPSR could continue to be explored and planned. The probable future direction for authentication is Shibboleth or something like it. ICPSR is committed to implementing Shibboleth and to addressing the implications for MyData services of moving to Shibboleth authentication. One aspect of the implementation of Shibboleth will be to determine and to reach agreement on the attributes about users that will be provided by member institutions. Staff will provide an update on the status of Shibboleth for the June meeting.

The Council discussion of the Shibboleth agenda item addressed the option for ICPSR to become a Shibboleth Service Provider, which would operate in parallel with ICPSR's current approach to authentication via MyData and authorization via IP address, and to become a Shibboleth Identity Provider, which would represent a new business activity at ICPSR. There was some consideration of including Shibboleth as a topic for the strategic planning process.

Training and Instruction Committee

**Council:** Charles Franklin (Chair), Michael Haines, Matthew Snipp

**Staff:** Dieter Burrell, Hank Heitowit

2007 Summer Program Update

Staff presented a brief overview of the upcoming 2007 Summer Program. Overall the Program curriculum will be similar to that of recent Programs, although five new three-to-five day workshops have been added on the following topics: Network Analysis; the American Community Survey; Spatial Analysis; Childcare and Early Education; the National Long-term Care Surveys; the Collaborative Psychiatric Epidemiology Surveys (CPES). Three new instructors were also added to the teaching staff.

Diversity Initiative Update

Staff presented a summary of diversity-related actions taken to enhance the 2007 Program. Ten scholars of color (17 percent) and 12 women (20 percent) will be part of the teaching staff of 60 total individuals. The course on Quantitative Research on Race and Ethnicity (initiated in 2006) will again be offered with Phillip Bowman leading a team of four co-instructors. The CPES workshop featuring surveys of African Americans, Latinos, and Asian Americans should attract increased participation by scholars and students with research interests on minority populations.

U-M CIC Reimbursement Update

Staff informed Council that recent discussions about University of Michigan tuition reimbursements for CIC students attending the Program have resulted in full reimbursements for 2006 and 2007. Negotiations are ongoing to determine future funding algorithms.

Online Learning Center Update

Staff summarized recent and planned activities to produce an Online Learning Center (OLC), which will feature a number of resources to enhance the teaching of methodology and data analysis in undergraduate settings.

Request for a Review of the Summer Program

The Council members on the Committee suggested that the organization implement a formal external/programmatic review of the entire ICPSR Summer Program to be staged across the 2007 to 2008 time period. Council strongly endorsed the review as an action item.

Open Session

Council and staff reviewed the following action items:

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| --- | --- | --- |
| **ACTION ITEM** | **DUE DATE** | **RESPONSIBLE PERSON** |
| Collection Development | | |
| Report on the copyright policy | June 2007 | Amy Pienta |
| Investigate and report on the state of the art with regard to archiving process objects such as PRA | June 2007 | Peter Granda and Nancy McGovern |
| Preservation and Access | | |
| Review and approve Preservation Policy Framework | June 2007 | Nancy McGovern |
| Draft a set of definitions of preservation terms | June 2007 | Nancy McGovern |
| Update on Shibboleth/authentication issues | June 2007 | Bryan Beecher |
| Training and Instruction | | |
| Formal external review | Fall 2007 and Spring 2008 | Myron Gutmann |