

Council Minutes October 16-17, 2008

Council members present: Michael Haines, Aletha Huston (Chair), Thomas LaVeist, Jeffrey Moon, Samuel Myers (via telephone), Lori Weber, Ann Wolpert, and Christopher Zorn

ICPSR staff present: JD Alford, George Alter, Rita Bantom, Bryan Beecher, Linda Detterman, Peter Granda, Myron Gutmann, William Jacoby, Peter Joftis, Stacey Kubitz, Felicia LeClere, Nancy McGovern, James McNally, Mary Morris, JoAnne O'Rourke, Michelle Overholser, Amy Pienta, Deborah Schild, Michael Shove, Mary Vardigan, and Cole Whiteman

Visitors present: Deborah Mitchell, Australian Social Science Data Archive, and Kevin Schürer, UK Data Archive

Director's Report

Myron Gutmann updated the Council on activities and accomplishments since the June meeting.

Kudos

- The *ICPSR Bulletin* has gone 100 percent electronic.
- The Web site for the Research Connections Child Care project was named an outstanding site for reference information by the American Library Association.
- ICPSR won a Bronze Breastfeeding-Friendly Employer Award from the Washtenaw County Breastfeeding Coalition.

Budget

ICPSR ended FY 2008 with \$653,491 in revenue over expenditures. The higher than expected revenue was largely due to a change in the Summer Program's business model that led to collecting most of the Summer Program fees before the fiscal year ended. The favorable position at the end of the year reflects the summer 2007 payment from the Provost and approximately 90 percent of summer 2008 fees; the Summer Program is still expecting the last 10 percent of the 2008 fees (payments from the University of Michigan) and a final summer 2007 payment.

FY 2009 is off to a good start with new grants and continuation of existing ones. ICPSR is conservative in the sense that it does not project revenue from grants until staff is certain they will be awarded. ICPSR now has \$3.9 million in reserves, or \$4.2 million including the amount that ISR owes ICPSR for a loan for the Perry II addition. Council suggested that for the March meeting it will begin to think about a forward-looking strategy with respect to what the priorities should be when there are funds remaining at the end of the fiscal year.

Summer Program

The Summer Program was a great success: The Program had another record number of students, the curriculum was innovative, and the caliber of students was high, even though tuition increased for 2008. There was a decline in the number of four- and eight-week Summer Program participants, probably because of the increase in tuition.

The Business Office tracks the Summer Program finances on a calendar year basis because the Program bridges two fiscal years. There are a few issues related to the Program that should inform fee setting for 2009: incentives for eight-week students, resolution on the issue of the MIP payments made to some member institutions, and improved compensation for faculty.

Membership and Outreach

ICPSR has 16 new members since July 1, 2008, bringing us to a total of 663 members. ICPSR has exhibited at ten conferences since June 2008 and has three conferences scheduled between now and the end of 2008. We are launching the ICPSR Webinar Series (first: An Introduction to the OLC) and are planning several presentations and posters to get the word out about this new service.

OR Meeting 2009

ICPSR has a good start on the OR meeting, which will be a little different from previous years. The OR meeting will have three main tracks: (1) demos of ICPSR data tools; (2) presentations of information from the topical archives and from ICPSR research projects; and (3) a demonstration of ICPSR teaching products. It will be a highly interactive meeting with WIFI available and presentations shaped to ensure interaction.

ICPSR's Mission and Strategy for Education

ICPSR has four new National Science Foundation education-related grants: (1) Course, Curriculum and Laboratory Improvement (CCLI); (2) Quantitative Social Science Digital Library (QSSDL), a National Science Digital Library (NSDL) Pathways program; (3) CI-TEAM Collaborative Tagging for Instruction (with the University of Chicago); and (4) Ethics in Education (with the University of Michigan Medical School), a three-year project to redevelop podcasts for teaching ethics. An Educational Resources unit has been created within ICPSR Collection Development and Lynette Hoelter will be leading the new unit.

Making Content Easy to Find

In the June meeting, Council and staff discussed how ICPSR might add persistent identifiers for its data so that people can consistently get to the data. ICPSR has created Digital Object Identifiers (DOIs) for over 7,000 ICPSR studies.

ICPSR is also continuing to work on making the Bibliography easier to work with and has created an enhanced service for the Child Care project that enables individuals who don't have university affiliations to access full text of publications. ICPSR has also added a citation export facility and will soon have this in place for data citations. Another interesting project we are pursuing involves search engine optimization and linking from online communities to relevant ICPSR content (example: we added a Wikipedia link to the National Crime Victimization Survey).

Enhancing Dissemination of Confidential Data (early 2009)

JoAnne O'Rourke and others are leading our first staff training in the area of confidentiality protection. They are working on modular restricted-use data agreements with language preapproved by the University of Michigan counsel and an automated tracking system for restricted-use contracts. Other new projects in this area include a secure Survey Documentation and Analysis (SDA) system for online data analysis and a Citrix Secure Processing Environment pilot project, which will be ready for testing within the next few months.

Building the Collection

Several new studies have been released since the last Council meeting. A sample of these includes

- SHARE Israel 2005-2006 (NACDA)
- Midlife Development in the US (MIDUS II): Milwaukee African-American Sample
- Introduction of Television to the US Media Market, 1946-60 (Data-PASS)
- Child Care and Development Fund Administrative Data, 2005 (Child Care)
- Family and Child Experiences Survey (FACES 1997, 2000, and 2003)
- Investigation and Prosecution of Homicide Cases in the US, 1995-2000: Federal Involvement (NACJD)
- NCVS 2006 (NACJD)
- National Incident-Based Reporting System, 1997, 1998, 1999, 2006, 2007 (NACJD)
- Add Health 1994-2002 (DSDR)
- India Human Development Survey, 2005 (DSDR)
- Time, Love & Cash in Couples with Children
- Asia Europe Survey: A Multinational Comparative Study in 18 Countries
- Growth of American Families, 1955 & 1960
- National Fertility Survey, 1970
- Health Behavior in School-Aged Children, 2001-2002
- Guns and Colonists, 1773-1775
- Party Strength in the US: 1872-1996.

Digital Preservation Activities

The first Digital Preservation Management Workshop was held at ICPSR the week of October 20, 2008, preceded by seven core workshop presentations co-hosted by the University of Michigan School of Information. ICPSR has met with Thorny Staples, University of Virginia, to learn about how to implement Fedora in the ICPSR setting. ICPSR has deployed a working LOCKSS pilot network and most importantly concluded the legacy storage project that involved reading old tapes and moving paper files to the Iron Mountain storage facility.

In recent months, ICPSR has made progress in streamlining our management of metadata. We have developed a Web-based Metadata Editor that permits metadata entry and review and have also migrated flat metadata files into Oracle. This has enabled us to be more consistent and to enforce controlled vocabularies.

Staff News

ICPSR has continued to improve international communications. We have developed policies and procedures for announcing staff news, launched a bi-weekly email to all ICPSR staff providing updates on the internal communication progress, and are in the process of launching a Staff Feedback Network (similar to an ombudsman program). We are also developing supervisor training and staff orientation programs.

Another big project involves developing transparent career paths for employees in Collection Development. The staff is working on writing position descriptions for University of Michigan titles that are specific to the work that ICPSR does. Next we will discuss with staff how they can develop skills and competencies to move up the job ladder.

Funding

Since June ICPSR has been successful in competing for the following grants:

- Child Care Project Renewal
- NSF CI-TEAM (Collaborative Tagging for Instruction – Gutmann and Jacoby)
- NSF Ethics in Education (Gutmann and Hoelter – UM Medical School)
- NSF CCLI – Instructional Materials and Evaluation (Alter with W. Frey – UM Population Studies Center)
- NSF NSDL – Instructional Materials Pathway (Alter with W. Frey – UM Population Studies Center)
- NHANES Enhancements (McNally – NIA)

Proposals that are still pending:

- Historical Demography Training (Gutmann – NICHD)
- Epidemiology of Functional Status in Elderly Hispanics (McNally – NIA)
- Archiving the Longitudinal Assessment of Cognition in Adults (McNally – NIA)
- American Infantrymen in Vietnam (LeClere – NICHD)
- NACJD Renewals (Maxwell – OJP)
- Confidentiality and Contextual Data (Witkowski – NICHD)
- Confidentiality and Contextual Data (Witkowski – NSF)

Plenary 1: Strategic Plan Implementation

As requested at the June Council meeting, Director Myron Gutmann led a discussion about implementing ICPSR's Strategic Plan. A draft implementation plan was distributed to Council and staff for review.

Gutmann noted that for each of the five strategic directions ICPSR has begun to:

- Define action steps
- Establish metrics
- Set targets
- Develop initiatives to help meet the metrics and targets

Next steps will include the following activities:

- Integrate the Strategic Plan into the 2008 Annual Report
- Create a Strategic Plan Web page
- Release the plan to the public and promote it
- Develop periodic progress reports on plan implementation

Gutmann asked for Council's advice on how best to integrate progress reports into Council meetings. He also asked for ideas on how we might engage the community – staff, members, users, and sponsors -- in the plan.

A question was raised regarding the extent to which the staff has undertaken tasks embraced by the plan and whether the plan is broadly in place. Staff responded that the progress so far reflects activities that are already ongoing. Council noted the importance of involving all staff in the plan so that they internalize it and understand how their work relates to the strategic directions. Also noted was that the first two strategic directions, which relate to expanding ICPSR's influence and to building its community, may not lend themselves to quantitative metrics and targets in the same way that the other directions do. The implementation plan is very detailed and may be more effective as a working document for staff. Council can help the most at a higher level, given its knowledge of the external landscape. Council can also help staff to gauge what ICPSR can reasonably do and what it can't do.

In terms of reporting on progress during Council meetings, Council advised that ICPSR not drop the strategic directions into the existing committee structure but instead try to think more broadly and to ask different questions. Currently, the academic world is largely concerned with the three "T"s – international, interdisciplinary, and inter-institutional – and these directions should be part of our perspective. ICPSR may need to change the committee structure to better reflect the plan, but should not follow it lockstep.

It is also important to understand and to report to Council on what ICPSR is not doing and why, particularly if we discover problems in some areas and are unable to move forward. Council can provide advice when they identify roadblocks to progress.

Themes emerging from the discussion include the following:

- Staff needs to hear the message of the plan and to buy into it. ICPSR needs a good internal process for this.
- The plan needs to be infused into the whole Council meeting. ICPSR might try asking each staff person who creates materials for the Council briefing book to add language about how the activities described fit or do not fit into the plan (looking across all directions). If in the future the committees do not seem to be working in terms of the plan, we will take steps to change the committee structure to be more effective.
- An overview of accomplishments related to the plan should be part of a plenary or the Budget and Policy committee meeting each time Council meets. This overview should summarize notable achievements since the last meeting and highlight what is not getting done and why.
- Staff and Council should continue to evaluate the plan and to communicate about events and trends in the larger world that may need to be reflected in the plan as it evolves over time. As we gain more experience with the plan, staff should let Council know how they can be most helpful in assisting with plan implementation.

Plenary 2: International Session

Kevin Schürer provided an overview of social science data archive initiatives in Europe. He announced that CESSDA will be disbanded and replaced by a new entity with a legal status that will be ratified by the European Commission later this year. He observed that at present CESSDA operates as a club, a group of members with common interests. The new entity will be legally accountable, tied to funders in member states, centrally funded, and require high-level

ministerial approval to join. The purpose of the change is to establish a research infrastructure for the social sciences that is not possible in the current voluntary arrangement. The obligations of members will include adherence to designated standards, exchange of protocols, and metadata exchange. The blueprint for the organization will be available in early 2009, CESSDA will be disbanded on March 31 of 2010, and the new entity is expected to be in place in early 2010. The new entity will be centrally organized, but allow for decentralized action. A focus of the new entity will be the development of middleware, e.g., DDI 3.0 at an international level for the benefit of national members. It will be possible for organizations outside of Europe, e.g., ICPSR, to participate in the initiatives of the new entity, something that has been more difficult or impossible for CESSDA to enable.

In Australia, Deborah Mitchell has recently taken over the Australian Social Science Data Archive (ASSDA), formerly ASPRI. As in the EU, this recent reorganization represents a change in legal status and funding priorities to establish a research infrastructure for social science with a view towards enhanced international collaboration. The data archive formerly had no director. To get moving quickly, she adopted Nesstar for data documentation and dissemination. In the last year, the archive has felt the need for large collective decisions (coordinated among states in Australia rather than nations, as in Europe) to produce a centralized, rationalized infrastructure. They are moving towards top-down decisions about standards compliance and towards clearer expectations about outputs and outcomes. They want to reinvent their data archive without reinventing the wheel, so they see international collaboration as essential. The Technology Alliance that ICPSR, the UK Data Archive, and Australia convened just before the ICPSR Council meeting is an excellent starting point.

In addition, Schürer and Gutmann mentioned that there is an International Data Forum project being organized by Peter Elias in the UK to enable international data availability. Myron Gutmann has been part of the group that is discussing this possible future activity.

When asked to comment on the inaugural Data Archives Technology Alliance meeting, Mary Vardigan noted the broadening of the international social science data community that is working together to share tools and characterized the discussions as energetic and productive. As a result of the tools meeting, the group will sponsor an inventory of current tools to be reported on at IASSIST and a statement for funders about goals of the initiative, which will be helpful in seeking seed funding.

It was noted that the tools initiative reflects Ann Wolpert's three I's: interdisciplinary, inter-institutional, and international. There was a brief discussion of the need to balance competition, i.e., retaining a competitive edge as individual organizations, and collaboration, which positions us to take advantage of current trends and successes in technological developments. In response to the concern about remaining competitive while collaborating, Kevin Schürer emphasized that no single organization has the resources to proceed alone and collective work is the best use of membership funds; that individual organizations cannot be islands as we all think about training, careers, and expertise; that it is important to retain a user perspective to provide "paths through the jungle" as changes occur; and that it would be a strength rather than a threat for ICPSR to strengthen its role as an international player. Deborah Mitchell noted that participating in these

kinds of international collaborations and demonstrating the ability to pull together new and globally-oriented data will be seen as strengths by funders. Council members observed that keeping benefits for ICPSR members in mind as the tools initiative proceeds will be important and that the initiative reflects the need to be responsive to changes.

Budget and Policy Committee

Council members present: Michael Haines, Aletha Huston (Chair), Jeffrey Moon, Ann Wolpert
ICPSR staff present: JD Alford, Rita Bantom, Myron Gutmann, Stacey Kubitz

Financial and Administrative Issues

FY2008 Year End Results

Staff reported that the organization closed fiscal year 2008 with a \$653K surplus, due to realigning Summer Program revenues as well as higher membership dues revenue and more sponsored project funding.

2008 Summer Program Financial Results

Although the 2008 Summer Program expenses will continue to be recorded until the end of the calendar year, the organization is forecasting a net gain of \$7K after the membership dues transfer.

Allocation of Indirect Costs from Research Projects

The committee reviewed the document that Myron Gutmann drafted in February 2008 that outlined the rationale for the current policy for allocating indirect costs from research projects and stressed the need for revising that policy. Staff members have participated in discussions to determine the best allocation method. By the March 2009 meeting, staff will have a revised policy prepared and included in the draft 2010 budget.

Personnel

Staff updated the committee on senior recruitment efforts.

Governance Issues

ISR External Review

Gutmann provided the committee with a summary of the ISR external and internal reviews. The committee briefly discussed the report and was pleased to hear the favorable comments from both review committees.

Greening the Council Meetings

The committee reviewed staff's recommendation for "greening" the Council meetings. After some discussion of the options, the committee will recommend to the full Council the following:
1) Hold the June 2009 meeting virtually using an appropriate Web tool. Council and staff can evaluate whether to continue holding June meetings in this manner if the outcome is successful.

2) Allow Council members to determine their individual preferences for how they receive the briefing materials. Some may choose to have only their committee materials available in hardcopy when they arrive. Others may prefer to use the online version only. Council members should communicate their preferences to Michelle Overholser.

Committee on Diversity – Charge and Composition

A document outlining the charge, membership, budget, and duration for a New Advisory Committee for Diversity Activities was discussed. Myron Gutmann will identify specific ICPSR staff members to participate. Because this would not be considered a formal sixth committee, the question of how and when the group would report progress to the full Council needs to be addressed.

Succession Planning

The committee heard about planning for activities when Myron Gutmann's term ends in 2011. Two documents were included in the briefing book and were discussed briefly.

Projects

Archive Technologies Alliance Project

Topic was discussed during a plenary session.

University of Michigan Data Stewardship Project

Myron Gutmann communicated that he will lead efforts to use funds provided by the University to draft a report about creating an Office of Data Stewardship. He will collaborate with George Alter, Margaret Hedstrom from the School of Information, and Margaret Levenstein from the ISR Survey Research Center and the Michigan Census Research Data Center.

Responding to the Council's Request for Information about Competition

Discussion was postponed until March 2009.

Grant Applications Submitted since June

The Committee was provided with copies of recently submitted proposals.

Collection Development Committee

Council members present: Lori Weber (Acting Chair), Thomas LaVeist, Christopher Zorn
ICPSR staff present: George Alter, Peter Granda, Peter Joftis, Felicia LeClere, Michael Shove
Visitor: Kevin Schürer

Processing Workflow

The Processing Workflow Committee (PWC) was formed in March 2008 for the purpose of providing oversight in the processing of objects for preservation and dissemination by ICPSR. Headed by Michael Shove, who prepared the report for Council, the Committee has begun to prepare procedures that processing staff would use for: 1) intake, temporary storage, and final disposition of physical materials; 2) accurate and complete transfer of electronic collection materials (data and documentation) from removable media to an ICPSR secure network location; 3) accurate and complete digitization of paper documents in a way that meets archival standards;

4) defining deposited research collection materials in terms of Submission Information Packages (SIPs), Archival Information Packages (AIPs), and Dissemination Information Packages (DIPs), which conform to standards established by the Open Archival Information System (OAIS); and 5) modifying the ICPSR Study Tracking System to obtain the current status of any given study in ICPSR's holdings.

Creating and documenting all processing workflows will allow ICPSR to have its policies reviewed by audit and certification groups and possibly seek certification as a "trusted digital repository." Such certification would benefit the organization in competing for research grants, partnering with others in new proposals, and working with other archives to raise standards for everyone. Kevin Schürer indicated that the UK Data Archive has similar documents on their data and documentation processing operations, driven from their archival preservation responsibilities, and would share them with ICPSR.

Members of the Collection Development Committee emphasized the importance of this work as a way of linking the specific details of data processing with the larger workflows of the organization as a whole. This will benefit both staff and data producers who will eventually be able to track the progress of individual studies as they move through the processing pipeline.

Update on Restricted Data Use Agreements

Staff presented plans to move from ICPSR's current paper-based system of processing restricted data use agreements to a streamlined system that would include the submission of all application materials electronically. This change would enhance data security and make use of auditing software, including passive scans of machines using restricted data, to establish standard procedures for the whole process.

The need to move to an automated system is necessitated by the coming acquisition of Add Health data and its large number of restricted data use agreements. Handling all of these agreements by hand will not be possible given available resources. Having an electronic system in place might also encourage other data producers to deposit their data.

The objective of this change is to replace the current system, which operates predominantly on the basis of trust, with one that includes more checks to enable ICPSR to validate that researchers are adhering to the conditions of data use that they agreed to in their contracts. Full implementation of this system should take 18-24 months. The Committee requested an update on progress at its June meeting.

Plan for Upgrading Collections into More Standardized File Formats

Staff distributed a list of popular studies that do not have setup files for statistical software and asked the Committee for recommendations and priorities for upgrading datasets. Staff has already produced setups for many studies and will update the corresponding metadata records.

The Committee asked staff to seek out setups from researchers or other users whenever possible. It was also suggested that low usage of studies without setups might indicate that adding them would provide a real benefit to users. The Committee asked the staff to check whether updating existing studies with new setups has actually increased usage.

The Committee felt that staff should concentrate on studies that are part of data series in addition to those that have shown a steady trajectory of downloads over an extended time period. A status report on this project will be supplied to the Committee at the March meeting.

Membership and Marketing Committee

Council members present: Thomas LaVeist (acting Chair), Jeffrey Moon, Samuel Myers (via telephone)

ICPSR staff present: Linda Detterman, Mary Morris, Michelle Overholser

Membership Report

Since July 1, 18 new members have joined ICPSR and three schools have dropped membership. Detterman noted that the impact of current economic conditions may affect the membership over the next few years. Committee members asked staff to review membership statistics during the 1990-1992 recession for an indication of what effect, if any, the national economy had on ICPSR membership. It was noted that ICPSR was a different organization with a different structure at that time as compared to today. Any attempts to draw parallels will need to recognize that. Committee members also asked staff to consider possible responses for dealing with potential member drops. ICPSR routinely works with members experiencing financial distress, as evidenced by our interactions with members impacted by Hurricane Katrina. Detterman also stated that given the type of new joins, many at the BA level with a fee of \$2,000, it is anticipated that institutions will go in and out of membership over the years.

Action Items: 1) Prepare a report on the potential impact of the current financial crises on membership using membership activity figures during previous recessions as a data source. 2) Prepare possible strategies for working with member institutions that might be severely impacted by the overall economic conditions.

Membership and Marketing Initiatives Updates

ICPSR is pursuing search engine optimization and linking strategies. The goal is to help potential users locate ICPSR without starting out at the ICPSR Web site. Populating Internet services and online communities with ICPSR content and links will facilitate users getting to our site. One strategy is to enter information and links referencing select ICPSR studies or series into online resources like Wikipedia and Delicious. Another effort is to ask ORs to provide links to ICPSR in their local and related professional environments, with ICPSR providing specifics on how to do this effectively. Finally, select staff will be asked to create meaningful content and links on blogs that are related to their areas of expertise. Previously ICPSR relied on libraries, faculty, and other traditional advertising means to help users discover ICPSR; populating Internet services and online communities with ICPSR content is a much more effective advertising tool for today's generation. Once users find ICPSR and the data they need, they can then contact their local ORs for help in working with the data.

Detterman reported that we are now sending welcoming information electronically to new members and new ORs/DRs and have added information on our Web site about trial memberships and how members can select/identify their OR. The Committee discussed how ICPSR identifies and markets to nonmembers downloading data. Detterman indicated that she

routinely looks at nonmember download activity to identify nonmember institutions. If there are frequent users at a nonmember academic institution, she visits the institution's Web site to find contact information and then typically provides ICPSR membership information to the dean and a few faculty in the library and academic departments. Committee members inquired about the possibility of including a pitch for membership in the MyData account verification message a user receives as an additional marketing tool.

Action Item: Investigate the possibility of adding a membership pitch in the MyData account verification message to nonmembers.

Committee members questioned the appropriateness of including information about internal ICPSR communications on the committee agenda. The question was taken up during the Executive Session where the decision was made to include this topic, when appropriate, in the Director's Report on the Strategic Plan.

OR Meeting 2009

The OR meeting will feature two major changes, both requested by ORs. The first is that sessions will be more interactive. Since the Michigan Union now has WIFI, ORs will be able to bring their laptops and follow along when presenters are demonstrating tools, showcasing content, etc. The second major change is that the session will focus more exclusively on ICPSR. The program content will be tracked into three areas: ICPSR tools, ICPSR content, and ICPSR instructional use/content. An OR survey is in the field now, requesting feedback from ORs on the proposed agenda, topics, and content. Most of the session content should be in place by December.

OLC Launch Review

The Online Learning Center had a hard launch on September 30 with 30 Data-Driven Learning Guides available. Now the focus is on publicizing the resource. Avenues include attending and/or presenting at conferences, contacting listserv moderators to determine how to place announcements on relevant listservs, using the search engine optimization and linking strategies mentioned earlier, and conducting webinars. The first OLC webinar is scheduled for November 18, 2008.

Preservation and Access Committee

Council members present: Ann Wolpert

ICPSR staff present: Bryan Beecher, Nancy McGovern, Matthew Richardson, Mary Vardigan

Visitors: Kevin Schürer, Deborah Mitchell

Fedora

Staff summarized the useful visit ICPSR had from Thorny Staples of the Fedora Commons, and also described the limited amount of work that had been done so far at ICPSR. Schürer demonstrated a Fedora-backed Web site – the UKDA_store – and expressed some reservations about how well Fedora fits for social science data. Schürer took an action to grant access to the UKDA store to select staff, and to provide information about the data model the UKDA is using with Fedora. Schürer asked staff to plan a meeting between social science data archives and those who produce repository software and tools.

Digital Object Identifiers (DOIs)

Staff demonstrated the recent introduction of DOIs for ICPSR study-type objects. Schürer pointed out that some of ICPSR's DOI-tagged content actually belongs to others, and as a science experiment, Schürer volunteered to register DOIs for the UKDA versions to see how CrossRef would resolve the conflict. Wolpert mentioned that there is an emerging opportunity to create DOI-like identifiers for people so that one can uniquely refer to a researcher. Staff will investigate whether ICPSR can play a role in this effort.

Drupal

Staff summarized a five-year plan for fully adopting Drupal as a delivery mechanism for content. Council requested a progress report at the March 2009 meeting. Council also asked staff to present an inventory of key technologies, both open source and proprietary.

Social Science Variables Database

Staff demonstrated the initial deployment of our Social Science Variables Database technology on the Integrated Fertility Survey Series. Schürer mentioned that the Council of European Social Science Archives (CESSDA) was about to place a tender for a cross-site variable search specification. Wolpert commented that there is always a trade-off between taking the time to build good metadata and building a good search engine.

LOCKSS

There was no discussion. Council asked for a progress report at the March 2009 meeting.

Chronopolis

There was no discussion. Schürer and Mitchell agreed to look for space and equipment to host an "off-shore" copy of ICPSR's holdings at their respective locations.

ICPSR Warehouse

There was no discussion, but staff noted that the closing of the warehouse was the final step in a series of projects that resulted in approximately a \$250,000/year cost-savings for ICPSR. This news was well received.

Terms of Use

Staff noted that the new terms were simply a clarification and simplification of existing terms. Schürer suggested that the terms should require (not just request) researchers to cite data properly; staff accepted that suggestion, and took an action to update the language.

Training and Instruction

Council members present: Michael Haines (Chair); Aletha Huston; Lori Weber; Christopher Zorn
ICPSR staff present: Dieter Burrell; William Jacoby; Stacey Kubitz

The Committee meeting began with an overview of the 2008 Summer Program, including personnel (instructors, participants, and staff), curriculum (new courses and lectures), finances (the impact of the CIC changes), and diversity.

The Committee next discussed possible expansions of the Summer Program. Several possible “remote” locations were considered, including the University of Texas and the University of Washington. Committee members also suggested several additional academic disciplines to keep in mind for creating new course offerings and recruiting participants, such as empirical legal studies (both academic and practicing attorneys), public administration, and undergraduate-level methodology instructors from a variety of specific areas.

The Committee discussed at length the Member Institution Participation (MIP) stipends. A number of specific considerations were raised, including equity issues, the work involved for Official Representatives, problems in administration and disbursement of stipends, stipends for federated memberships, and the overall cost of the stipends to the Summer Program and to ICPSR more generally.

Next, the Committee discussed fees for the 2009 Summer Program. ICPSR staff had prepared several different fee structures for the Committee’s consideration. The general objective was to agree upon a structure that keeps fee increases as low as possible, but still generates enough revenue to keep the Summer Program operating without a deficit.

The Committee adjourned with two motions to be presented to the full Council, regarding elimination of the MIP stipends and a proposed fee structure. The Committee also considered proposing a Professional Development Award program, but deferred a specific motion until further discussion with the Council.

The report of the Training and Instruction Committee to the ICPSR Council began with a brief discussion of the 2008 Summer Program. The general conclusion was that the 2008 Program was a success, with record attendance levels and sufficient revenue, when including the membership dues transfer, to provide a small surplus over costs. The changes in the previous arrangement with CIC institutions had some impact, but it is expected to be short-lived. Faculty diversity increased in 2008, but there was a slight decline in the number of African-American participants.

The Council unanimously approved a motion to set fees for the 2009 Summer Program. For participants from ICPSR member institutions, fees were set at \$1,800 for five-day workshops, \$2,500 for single four-week session (with a \$200 discount for early payment), and \$4,000 for two four-week sessions (with a \$200 discount for early payment). Fees for participants from non-member institutions were set at \$4,000 for five-day workshops, \$6,000 for a single four-week session (with a \$200 discount for early payment), and \$11,000 for two four-week sessions (again, with a \$200 discount for early payment).

The Committee also recommended an increase in compensation for instructors in the four-week sessions of the Summer Program. This recommendation was approved unanimously.

Discussion turned to the Member Institution Participation (MIP) stipends, and considered the problems encountered in allocating the funds to participants. Particular attention was given to federated memberships and the need to take into consideration their special circumstances.

The Committee brought a motion to the floor proposing elimination of the MIP stipends. The motion passed unanimously.

The Committee brought a motion to the floor creating Professional Development Awards that would waive Summer Program fees for participants from large membership federations in the United States and Canada. A total of approximately \$30,000 would be allocated each year for the Awards. Each federation would rank-order up to two nominees for these Awards from their member institutions. ICPSR staff would select the Award recipients from the pool of nominees. The motion passed unanimously.

Open Session

Council indicated that it would like to serve as a sounding board for ICPSR, but that information on projects like the internal communications activities should not be included in the briefing book. In future meetings there will be updates on Strategic Plan implementation, and reports on internal communications would fall into this category.

The Council expressed congratulations to ICPSR for its successes in many areas: partnering with others to share information and tools, the launch of the Online Learning Center, progress on the 2009 OR meeting, implementation of DOIs, progress on the Social Science Variables Database, completing the warehouse project, and the record-setting 2008 Summer Program.

With respect to the 2009 OR meeting, the Council will meet on Wednesday, October 7, 2009, for one day before the OR meeting begins. The OR meeting will take place Thursday through Saturday morning, October 8-10, 2009.