

ICPSR COUNCIL MEETING MINUTES

March 11-12, 2010

Council members present: Ann Wolpert (Chair), Francine Berman, G. Sayeed Choudhury, Paul N. Courant, Catherine A. Fitch, Aletha C. Huston (Past Chair), Jeffrey Moon, Gregory N. Price, Rogelio Saenz, Lori M. Weber, and Christopher Zorn

ICPSR staff present: JD Alford, George Alter, Rita Bantom, Bryan Beecher, Dieter Burrell, Timothy Bynum, Linda Detterman, Robbin Gonzalez, Peter Granda, Lynette Hoelter, William Jacoby, Nancy McGovern, James McNally, JoAnne O'Rourke, Michelle Overholser, Amy Pienta, and Mary Vardigan

Visitors present: Russel Hathaway, Abay Israel, and Daniel Meisler

Director's Report

After introductions of the new Council members, ICPSR Acting Director George Alter presented his Director's Report to Council. Alter reviewed the highlights of the upcoming meeting, which was to include a plenary discussion on the new Data.gov initiative.

Alter reported on ICPSR's current membership: there are 698 members with an overall net increase of 20 members so far in FY 2010. Membership revenues have surpassed the forecasted income by \$60K.

Alter presented information on download activity and expansion of the ICPSR collection. At this point in the fiscal year, downloads include 7,428 distinct studies; 191,208 total studies; 3,015,808 files; and 37,226 GB. Highlights of the top new releases include *SETUPS: Voting Behavior: The 2008 Election*, an instructional module, and the NCAA Division I Academic Progress Rate, 2009, ICPSR's first dataset released through the new NCAA-funded archive. Alter mentioned that there were 7,595 total studies in the ICPSR collection, with 200-400 studies added each year, and that the ICPSR Bibliography of Data-related Literature had 349,936 bibliographic searches so far in FY2010.

Alter showcased the Online Learning Center, which saw a large increase in use this fiscal year, with 1340 Data-Driven Learning Guides downloaded through January.

Alter reported that while the draft budget for 2011 forecasts a \$620K deficit, that projection is very conservative because it includes lower member dues revenues, no income from pending grant applications, no income on investments, and full charges for all expenses related to the new ICPSR Director search. The final budget to be presented in June will be much more favorable.

ICPSR is collaborating with two finalists in the National Science Foundation program on Sustainable Digital Data Preservation and Access Network Partners (DataNet):

- Terra Populus: A Global Population/Environment Data Network -- PI: Steven Ruggles (Minnesota Population Center)

- Sustainable Environment through Actionable Data -- PI: Margaret Hedstrom (School of Information, University of Michigan)

Alter updated the Council on the Summer Program activities for 2010. The Program recently hired a financial analyst, and enrollment as of March 5 was 192, ahead of the record 2008 enrollment at this point in the year.

In the area of communication and outreach, ICPSR continues to conduct monthly Webinars with an average of 50 attendees, and also is continuing its university and conference visits. The *Databytes* electronic newsletter is published quarterly and ICPSR is active in online social media with over 113 followers on Twitter and 209 fans on Facebook.

ICPSR's Digital Preservation unit is consulting with the Library of Congress to establish a national training program. The unit is also completing an ICPSR-wide Trustworthy Repository Audit and Certification (TRAC) review that will produce a self-assessment and a community model. Digital preservation management workshops are scheduled to take place at UIUC (April), IASSIST (June), and MIT (June).

In terms of Web site enhancements, the new Child Care and Early Education Research Connections site recently launched, the OpenID authentication mechanism was deployed on TeachingWithData.org, and new searching, tagging, and course content management features were deployed on the Summer Program portal.

In the technology area, a prototype metadata editor for the National Survey of Family Growth has been completed, as has a data harmonization tool for the International Fertility Survey Series. New system architecture is being designed for a secure data processing environment.

Alter informed the Council about collaboration between ICPSR and Thomson Reuters, owner of the ISI Web of Science and the EndNote bibliographic software. Web of Science will link publications to data using ICPSR's Bibliography of Data-related Literature. A "Dataset – ICPSR" button will send Web of Science users to ICPSR. Web of Science will feed candidate publications to ICPSR for possible inclusion in the Bibliography and, after consultation with ICPSR, EndNote will be adding a "Dataset" reference type.

Plenary Session-- Data.gov: Challenges and Opportunities

There were three presentations related to this topic.

Role of Government Data at ICPSR by Peter Granda, Director, ICPSR General Archive

Granda explained that there are differences between data collected and processed by the ICPSR Topical Archives (NACJD, NACDA, and SAMHDA) and data collected and processed by the General Archive, which is funded by member dues. Historically, there has been no specific collection development policy for government data. Rather, data were acquired based on member requests, with the Current Population Surveys always in high demand.

Historically, a small annual budget of \$10-20K was earmarked for ICPSR to purchase government data, but this figure has dropped recently as more data become freely available. One staff member usually is assigned to monitor government sites and to perform acquisition and processing tasks. Data processing includes creating metadata records and ancillary files to assist users (e.g., setup files) but making no changes to raw data files.

ICPSR has acquired Census data regularly since the 1960's and the number of files and bytes has grown exponentially with every new Census. In fact, this is the main reason for the rapid growth in the numbers of data files archived and disseminated by ICPSR (the 2000 Census increased the number of files that ICPSR holds by a factor of 10).

ICPSR has developed a close collaboration with the Bureau over the years in making data available to the academic research community. Starting in the 1980's, ICPSR sought outside funding (NSF, NICHD) to deal with Census data and entered into Cooperative Agreements with the Bureau to facilitate distribution and use of Census data. The Cooperative Agreements allow for data to be made available at no cost to member institutions without any rights to redistribute or resell. In addition, joint annual summer workshops offering training on the new Census data products were held in 1991-1994 and 2001-2004. These courses were attended by Census Bureau staff, researchers, and ICPSR Official Representatives, who learned how to provide assistance to faculty and students on their campuses.

Currently, the ICPSR Government Data Coordinating Committee is responsible for evaluation of government data (aggregate and microdata) to establish a set of priorities for acquisition and dissemination, recommendations for data processing, distribution of processing between General Archive and Topical Archives, and development of automated utilities to facilitate processing and to increase the number of value-added products (e.g., setup files) for specific government data series.

Data.gov Overview by Timothy Bynum, Director, National Archive of Criminal Justice Data (NACJD)

Bynum reported that the foundation for Data.gov is the Memorandum on Transparency and Open Government issued early in the Obama Administration, formally launched in May 2009, and implemented via the Open Government Directive of December 9, 2009. This legislation called for each agency to identify and publish within 45 days of the effective date at least three high-value datasets, in an open format, that were not previously available.

The key principles of Data.gov are to increase access to government data (close to source), to provide direct access to data underlying reports, to promote responsibility for high data quality, to allow greater public participation, and to facilitate development of third-party tools to encourage data use.

Data.gov has three catalogs -- Raw Data, Tools, and Geodata -- which Bynum demonstrated to Council and staff.

NACJD was contacted by the Bureau of Justice Statistics (BJS) to process and make available four new datasets under Data.gov. Staff are still learning what this means for ICPSR in regards to the volume of new studies required for Data.gov and the relationship between that Web site and the government data

sites that ICPSR maintains. ICPSR staff will continue to monitor the situation and will report to Council as new developments occur.

Government Data Opportunities and Challenges by Amy Pienta, ICPSR Director of Acquisitions

Pienta informed Council and staff that Data.gov may actually provide several opportunities. ICPSR could, for instance, facilitate Data.gov requirements for the clients we serve. Another possibility is to harvest and/or use metadata from Data.gov to enhance the ways people discover ICPSR studies. Creating union catalog entries for specific Data.gov collections is another possible direction.

ICPSR may have an opportunity to use Data.gov to find data collections to add to our holdings and may one day be able to automatically repurpose/repackage government data.

Data mashups occur when multiple sources of data are combined for a new purpose, and there may be an opportunity to combine ICPSR and Data.gov holdings, although additional resources would be necessary to develop such an initiative.

New tools may be developed as a result of Data.gov. The site is already attracting start-up businesses seeking to profit from the data and information made available by the government. ICPSR has a “Wish List” of tools it could use: tools to extract metadata from PDF files, tools for format conversion, analysis tools, and tools for standardization of metadata (DDI) across government agencies.

A strategic opportunity exists for ICPSR to consult with Data.gov on several topics, including metadata standards, citation standards for data, data provenance, and preservation.

As ICPSR continues to explore Data.gov, there may be concerns that multiple versions of the data are available, and it will be important to monitor usage to determine if users will continue to download data from ICPSR when it is available elsewhere via these means or other similar sites.

Staff reported that Data.gov’s Data Use Policy states that data accessed through Data.gov does not, and should not, include controls over its end use. This is very different from the ICPSR Terms of Use, which state that any intentional identification or disclosure of a research subject violates the promise of confidentiality given to the providers of the information. Users of the data also agree not to redistribute data or other materials without the written agreement of ICPSR.

The presentations concluded with a recommendation from staff for ICPSR to proceed with caution since so much of Data.gov is still unclear, such as:

- What long-term commitment Data.gov makes to preserve data
- What the user base for the data will be
- Whether and/or how government agencies will comply
- Whether the site will be a primary source for government data versus a pointer to data elsewhere
- What the long-term funding for Data.gov will be

A brief discussion followed focusing on the questions: Should ICPSR continue to make significant investments in distributing government data collections? Should ICPSR reconsider its Terms of Use? Should ICPSR examine Data.gov in the hopes of enhancing services?

Council members responded that the presentation was one of importance and that staff will need to continue to evaluate this initiative and to make further recommendations as ICPSR plans strategically for the future.

Budget and Policy Committee

Council: Ann Wolpert (Chair), Catherine A. Fitch, Aletha C. Huston, Gregory N. Price, Christopher Zorn

Staff: JD Alford, George Alter, Rita Bantom, Linda Detterman, William Jacoby

I. Strategic Plan

In order to finish all of the agenda items, the Strategic Plan Report was minimal. Staff recommended that new Council members read the narrative in the briefing book for an overview of ICPSR's Strategic Plan and its five Strategic Directions.

II. Financial and Administrative Issues

A. Personnel

The order of agenda items was altered slightly so that the FY 2011 budget discussion could flow into the discussion of the Membership Project budget. Staff presented a personnel report providing data on ICPSR's overall staffing profile plus current open and recently closed positions. Council asked how the staffing profile compares to the applicant pool with respect to race and gender and indicated that without knowing the profile of the applicant pool, it is difficult to glean real information from this portion of the report. Staff agreed that this information would be helpful, but reported that these data are not accurately captured in the University's current system.

B. FY 2010 Year End Financial Projection

Staff reported that ICPSR is projecting to end FY 2010 with a surplus of \$500K, which will bring the fund balance to approximately \$4M. Increases in membership revenue, indirect cost revenue, and investment income, as well as vacant positions are the primary drivers behind this surplus.

C. FY 2011 Draft Budget

The FY 2011 draft budget presented by staff report showed that ICPSR would end FY 2011 with a deficit of \$620K. Staff stressed that this was a first draft and work would continue to build a final budget with a more favorable outcome. Per ICPSR's tradition, conservative decisions were made in areas where more information is needed. Draft budget assumptions include the following:

- Membership revenue is budgeted at \$3M, which is \$200-300K less than the FY 2010 amount. Staff projected this lower revenue based on the fact that historically, a recession's impact on membership was greatest two to three years after the recession itself. ICPSR plans to invoice member institutions earlier this year (April – May), and the information received from the early invoicing may allow staff to reevaluate this conservative projection for the final version of the budget.
- This draft of the budget does not include any revenue from investment income. Investment income is split into two areas: the University Investment Pool (UIP) and the quasi-endowments. While returns on UIP have been negligible for FY 2010, quasi-endowment returns have been stronger than anticipated this year. Staff will continue to monitor these returns to determine if any revenue should be included in the FY 2011 budget.
- Staff has budgeted \$130K for the search, recruitment, and relocation of a new ICPSR Director. In the coming months, staff will have a better idea of the actual cost for these activities and how many expenses will actually fall within FY 2011.
- Also included in this draft of the budget are nine months (assuming a September 1, 2010, start date) of the new Director's salary and benefits expenses.
- Finally, ICPSR is always very conservative about the inclusion of any pending proposals into the budget. There are currently several submitted proposals that are in the review process.

III. Governance Issues

A. Membership Project Budget

Staff briefly summarized the narrative and display found in the briefing book regarding the Membership Project budget. The goals were to provide Council with better information on how membership revenue is distributed and to start a process in which development of a budget related to membership funds is done in a manner similar to how the Topical Archives develop their budgets.

Council was happy with the progress made and looked forward to seeing the display with updated numbers at the June meeting.

B. Plan for Effective Financial Management for the Summer Program

Council had asked ICPSR staff for information on new Summer Program financial procedures. Staff reported that a new position —Financial Analyst – was created and filled. This position will be responsible for all of Summer Program's financial monitoring and reporting, and thus these activities will no longer need to be carried out by Program staff who are not financial specialists and whose attention is occupied by other aspects of Program administration. The analyst will also help develop an ongoing financial monitoring system that will ensure that financial information is continuously available rather than only at the end of the Program.

C. Data-PASS Memorandum of Understanding

ICPSR staff requested Council approval of the Data Preservation Alliance for the Social Sciences (Data-PASS) agreement. Data-PASS is a collaborative project, begun under the Library of Congress's National Digital Information Infrastructure and Preservation Program (NDIIPP), that involves several U.S. data archives in an effort to rescue and archive at-risk data. After a brief discussion, the committee voted to recommend approval of the agreement to the full Council. The agreement was approved by Council during the committee report session. The Chair excused herself from the discussion and voting.

D. ICPSR 50th Anniversary

ICPSR is approaching its 50th anniversary and needs to start planning the activities that will help celebrate this milestone. Staff asked for volunteers from Council this spring to help provide guidance.

The ISR Development Office has also suggested that this would be an appropriate time for a fund-raising campaign. However, previous attempts to solicit donations have not been successful. During the discussion, ideas outside of direct solicitation to donors, such as fundraising dinners held at major conferences, were considered.

E. Managing the ICPSR Brand

Staff presented Council with two recent examples of requests for participation in projects that depend upon ICPSR's reputation and brand. These examples, "The ICPSR Summer Program in China" and the Sociometrics Corporation's free three-month trial subscriptions, were discussed.

Most of the discussion revolved around using ICPSR's membership information as a marketing tool for third parties. Staff and Council agreed that any announcement from ICPSR on these types of opportunities will imply ICPSR endorsement.

F. ISR Thompson Street Addition

This agenda item was presented during the full Council earlier.

IV. Projects

A. Grant Applications Submitted since October

Details on recent proposal submissions were included in the briefing book.

Collection Development Committee

Council: Lori M. Weber (Chair), Francine Berman, G. Sayeed Choudhury, Paul N. Courant, Jeffrey Moon, Rogelio Saenz
Staff: Timothy Bynum, John Garcia, Peter Granda, Amy Pienta
Guest: Abay Israel

I. Strategic Plan

In reporting on ICPSR's accomplishments with respect to Strategic Plan objectives, Peter Granda described ICPSR's activities surrounding online restricted contracts. The development of this system is well under way. Another accomplishment was that the Detroit Areas Studies are now available through ICPSR through a specialized Web site. Finally, he mentioned the upcoming review of the Collection Development Policy.

II. Report on NACJD Data

Timothy Bynum discussed the structure of NACJD, how it is funded, and the three NACJD courses that will be part of the 2010 ICPSR Summer Program. He also explained the new National Institute of Justice (NIJ) requirements for PIs of grant-funded data collections to archive their data with NACJD. The last 10 percent of funding is withheld until data are deposited with NACJD, and this new requirement has led to an influx of data and a backlog.

Council questioned the value of saving everything that PIs collect, suggesting that not all scientific data are worth preserving. Council also discussed the idea of limited use preservation – keeping something until ICPSR determines if there is use/demand for it.

III. Review of the Collection Development Policy

The new areas of emphasis for ICPSR's Collection Development Policy were presented to committee. The committee endorsed the new areas of emphasis.

One consideration the committee raised was what kind of commitment ICPSR might make to geospatial data. ICPSR is positioned to be able to develop more routine processes for handling geospatial data. These kinds of data might be emphasized in the future and will be discussed when the policy is revised. A possible research question came from this discussion. The committee was very interested in the data that social scientists are collecting from the Internet and social communities that exist on the Internet. The research question understanding/evaluating the extent to which embedded social tags can serve as metadata for ICPSR's purposes.

IV. LEADS Database Update

Amy Pienta reviewed the various ways that the LEADS database was being used to seed acquisition activities. The database contains entries for all NSF and NIH grants that involve collecting social science data.

V. Relationships to Other Data Producers

The committee considered the question of whether ICPSR should be in the business of selling data on behalf of other data producers (proprietary data).

The committee discussed the idea that one of ICPSR's strengths has been that it is good at developing alternative business models. As such, the basic idea was encouraged. One of the reasons that this is a good idea is that it serves the membership – especially when the price for the data is good (less than the member would pay otherwise). ICPSR should offer data producers the ability to provide long-term access (or preservation) to the data as one part of this. The committee favored the idea that if revenue were generated from ICPSR's promotion of Sociometrics subscriptions (Sociometrics is offering revenue sharing with ICPSR from new subscriptions that result from ICPSR's publicity of Sociometrics collections), then it would be best if it were refunded to the membership.

Other Updates

John Garcia provided an overview of the new brochure published by the Resource Center for Minority Data (RCMD), titled "Generating Good Science: Data Sharing and Depositing Your Studies with an Archive." Garcia also discussed the status of various RCMD projects for acquiring minority data, the long list of data he would like to acquire, and the difficulties he has encountered in pursuing these potential acquisitions.

The committee was interested in whether there was a behavioral economics experiment to be done here, specifically, what (how much money?) would motivate a researcher to deposit data for archiving.

Membership and Marketing Committee

Council: Jeffrey Moon (Chair), Catherine A. Fitch, Gregory N. Price
Staff: Linda Detterman, Russel Hathaway, Daniel Meisler

I. Strategic Plan Progress

Staff updated Council on the progress made toward accomplishing objectives of the Strategic Plan related to Membership and Marketing. Staff has launched an "Innovation Watch" for the purposes of gathering competitive intelligence about others in the ICPSR space. This project seeks to acquire information about data to bring in, technologies of interest, and other organizations that could be seen as competitors. ICPSR is struggling with finding the time to perform the environmental scans and research necessary for this project and whether staff can support this activity is still being determined.

ICPSR, with input from its Official Representatives, is enhancing the on-demand utilization reports available to member institutions. These enhanced tools will also enable ICPSR to analyze utilization internally for the purposes of better understanding how our data users use our resources such that we can evolve popular resources and identify low-use resources to retire.

ICPSR expects to conduct primary research across its member institutions in the spring of 2010. The research will likely be an omnibus of topics including satisfaction with our services as well as unmet needs and desires for data resource enhancements. A report on the results may be available for the June 2010 Council meeting.

II. Membership and Utilization Activity

Membership continues to show growth this fiscal year, and membership drops are running about average. Receipt of membership dues is running slightly behind previous fiscal years; however, ICPSR has already surpassed its estimated membership revenue forecast. The staff continues to forecast membership conservatively for FY2011 since historically drops in memberships have occurred in the second and third years following recessionary periods. Utilization (dataset downloads) are running ahead of previous fiscal years; ICPSR believes the increased downloads may be a result of the “Quick Download” feature that was launched with the new Web site in late August.

III. OR Meeting 2009

The 2009 OR Meeting review was presented to Council. Not surprisingly, the virtual meeting reached far more attendees than past in-person, onsite meetings. ICPSR made significant inroads with attendees from academic departments but participation by international constituents was down. While attendees provided high satisfaction ratings for the meeting overall, they missed the networking opportunities that in-person meetings encourage. The 2009 meeting finished about \$10,000 under budget.

ICPSR is planning for an onsite meeting in 2011; however, it will also broadcast sessions virtually. In addition, ICPSR is planning a three-day virtual meeting for the data community in the fall of 2010 with tentative plans to continue annual virtual meetings for the future.

IV. 2010/2011 Marketing Plan

Staff presented the 2010/2011 marketing plan. The plan covers areas including strategies for new member acquisition, member outreach, data user and member feedback, innovation watch, and external and internal communications. Challenges to implementing the plan were primarily the limited (staff) resources.

V. Conferences Attendance

Staff indicated that ICPSR and its projects had attended eight conferences (exhibiting) since the last Council meeting in October and had nine more planned through June 2010. Staff reported that a new initiative is under way whereby in addition to exhibiting at conferences, staff are attempting to visit member institutions near the conferences for the purposes of conducting on-campus workshops about ICPSR resources. This of course has led to a need to retrain exhibit staff, and this training is under way.

VI. New Business for June Council

Staff noted that discussion of 2013 member pricing will begin during the next Council meeting in June.

Preservation and Access Committee

Council: Francine Berman (Chair), G. Sayeed Choudhury, Paul N. Courant, Ann Wolpert

Staff: Bryan Beecher, Nancy McGovern, Elizabeth Moss, Karen Sullivan, Mary Vardigan

I. Strategic Plan Progress

Council reviewed the summary of Strategic Plan progress and discussed some of the accomplishments in greater detail. The point was raised that the organization needs to think about how it understands the boundaries and the scope of its mission given that “data” is viewed so broadly now and can mean many different things in the current environment. Council also advised that ICPSR needs to stay focused on strategic opportunities and partnerships in the next year – e.g., Data.gov -- as there are many relevant initiatives in the data archiving space. It is important to have a clear direction forward and to be proactive.

II. EAGER Grant

ICPSR received a two-year grant from NSF to put social science research data into the Fedora repository architecture system. The project, called Shared Digital Technologies for Data Curation, Preservation, and Access: A Proof of Concept has the following deliverables: (1) Fedora content models for social science data and documentation; (2) a toolkit to automate the ingestion of content into Fedora; and (3) useful Web services. Several Council members were interested in this project and asked to be apprised of progress. They viewed the content models as an important step on the way to interoperability among repositories.

III. ICPSR and the Cloud

ICPSR has several projects involving the cloud and is using it increasingly for production services. The organization also hosts a replica of its delivery system in the cloud. This serves as a warm back-up in the event of system failure. In addition, ICPSR is exploring cloud computing in two experimental projects:

- (1) ICPSR received a two-year National Institutes of Health (NIH) Challenge Grant to explore new methods for protecting and delivering confidential research data using the cloud. The aim of this grant is to build a customized data analysis system in a public cloud, secure it, make it available to researchers for the duration of their analyses, and then destroy the data. The plan also includes the use of ICPSR’s new electronic restricted contracting system to replace the current inefficient paper-based one.

- (2) ICPSR is participating in a pilot project for DuraCloud. Sponsored by DuraSpace, this project seeks to use the cloud as a mechanism for preserving content.

In addition, ICPSR has included cloud computing in its ongoing scan of technology developments relevant to digital preservation and will soon add a summary of those results to the online tutorial on digital preservation, part of the digital preservation management workshop. With this effort and the two funded projects, ICPSR is considering cloud computing from research, training, and practice perspectives that will inform decisions about how cloud computing gets incorporated into ICPSR policy and procedures.

Council pointed out that it is difficult to keep track of data in the cloud and to monitor compliance, and thus security of the cloud is not a given at this point in its evolution. Ultimately, data must be in a space characterized by high reliability rather than high performance, which is important to keep in mind. ICPSR will need to do a risk analysis to know whether the cloud solutions will work well for its intended purposes.

IV. Thomson Reuters Project – Citations for Datasets

ICPSR is entering into a partnership with Thomson Reuters to connect ICPSR datasets with publications in the Web of Science. Council saw a demo of the Thomson Reuters prototype displaying these linkages on its Web site. Another aspect of this initiative is to encourage good data citing practices through the use of a standard citation format. Council advised that ICPSR look beyond Thomson Reuters to other such relationships since the arrangement with Thomson Reuters is not exclusive and it is important to think broadly in this area.

The point was made that Web of Science users who follow links back to ICPSR datasets may have the expectation of getting the data free, which could be problematic for nonmembers. ICPSR should be aware that there will likely be business implications to the Thomson Reuters project.

Another question was posed regarding the appropriate level of granularity of data citations. ICPSR's current citations and DOIs are focused at the study level, but it may necessary to supplement them with more fine-grained citations.

Council also brought to the staff's attention the Open Researcher & Contributor ID (ORCID) initiative, an effort to establish an open, independent registry of unique identifiers linkable to an individual's research output. This is an important project to monitor and possibly participate in.

V. TRAC Review

In 2006, ICPSR took part in a test audit sponsored by a Center for Research Libraries (CRL)/Mellon Foundation project, which prompted the organization to increase its investment in digital preservation activities. ICPSR hired a Digital Preservation Officer to lead ICPSR's efforts to align with community standards and to make the organization's procedures and policies more transparent. Now ICPSR is undertaking an organization-wide Trustworthy Repositories Audit and Certification (TRAC) review. The Digital Preservation Officer has established an internal Drupal-based Web site to define and

trace ICPSR's response to the TRAC requirements for relevant ICPSR units and committees and is requesting that the groups document examples of compliance on the site by the end of April. It was noted that Council itself has accountability for two TRAC items:

- A1.2 Necessary succession, contingency, or escrow plans
- A4.5 Commitment to monitor and bridging gaps in funding

There will need to be a discussion of these commitments in the Budget and Policy Committee and later with the full Council since meeting TRAC requirements entails contractual obligations and expectations for continuity in funding. This will be on the agenda at a future meeting. ICPSR is out ahead of many organizations in documenting compliance with TRAC, and much of this information will ultimately be made public, contributing to ICPSR's leadership in the community.

VI. Update on Licenses for Data

The group discussed an update on assigning licenses to data. Council had previously suggested that ICPSR invite John Wilbanks of Creative Commons to campus for a discussion of access policies for social science data, as distinguished from other types of data. There are plans to host John Wilbanks in the fall of 2010.

VII. Update on Web Work – Converting All Sites to Java/JSP

Staff updated Council on the refreshing of its Web sites – work begun in 2009 that will be complete by Summer 2010. Council advised that ICPSR should use existing University of Michigan Web infrastructure and services as much as possible.

Other Items

Council was briefed on an ICPSR project to create new position descriptions for the archivist career path at the University of Michigan and about a national initiative called DPOE (Digital Preservation Outreach and Education) that ICPSR has contracted with the Library of Congress to help develop and launch to encourage good preservation practice by individuals and organizations.

Training and Instruction Committee

Council: Christopher Zorn (Chair), Aletha C. Huston, Rogelio Saenz, Lori M. Weber
Staff: Dieter Burrell, John Garcia, Lynette Hoelter, William Jacoby

I. Overview of 2010 Summer Program Curriculum

Summer Program staff presented an overview of the 2010 Summer Program curriculum. Staff are making new efforts in promotion, especially in marketing to underserved disciplines such as nursing, public health, public policy, and public administration.

II. Report on the Online Learning Center

Staff reported on activities of the Online Learning Center (OLC). Recent work includes making the learning modules more interactive and automating components of the creation of the modules. Staff are also in the process of obtaining the reactions of instructors who use the modules and should have more information soon. Staff members had attended several new conferences to promote the OLC.

III. Teaching With Data Project

Staff reported on recent activities with TeachingwithData.org (TwD). There is a planned survey in April of social science faculty to find out how to reframe TwD materials to match what instructors use and to understand how they think about our materials. Finally, staff are now considering how to include K-12 in the coverage of the project, as per the original National Science Foundation grant requirement. Staff noted that this was a considerable challenge and that they would keep Council informed.

IV. Summer Internships

Staff reported that, unfortunately, the Summer Internship proposal was not funded. However, ICPSR is going forward with a reconfigured internship experience that includes a significant research component to complement the existing elements of attending a Summer Program workshop and working with data processors on processing ICPSR studies.

V. Undergraduate Paper Competitions

Staff reported that participation in the three undergraduate paper competitions had been disappointing this year. So far, ICPSR had received only four entries for the Masters Level competition, six for the Undergraduate Level competition, and zero for the Minority Research competition. Staff members were currently working to expand and market these activities.

VI. Statistics Wiki Project

Staff reported that the Statistics Wiki project, initiated by the Society for Political Methodology of the American Political Science Association (APSA), has been funded. The wiki project will be hosted by ICPSR and planning is under way.

VII. Summer Program Scholarships

The committee discussed the scholarships that the Summer Program offers each year. Two main issues emerged: the question of potential foregone revenue and the question of equity across disciplines. Committee Council members will create a document on ideas and alternatives to the current scholarship system to be circulated among members before the June Council meeting.

VIII. Branding Issues and the Summer Program

The committee discussed branding issues and the Summer Program. The Program received an offer to co-sponsor a set of summer courses with Emerson Niou of Duke University to be held in Shanghai. The Committee supported the relationship but discussed two concerns: (1) the difficulty of administering a program far way from Ann Arbor and in a country with a substantially different set of rules, and (2) branding issues for non-Ann Arbor located course sites. Staff noted that for now, Professor Niou will oversee administration of the Shanghai courses. The Committee approved use of “in partnership with the ICPSR Summer Program” for now while further consultations with Niou are conducted. The Committee also recommended that Niou be invited to meet with the Summer Program Advisory Committee in October 2010.

Open Session

I. ICPSR Director Search Status

In the Friday executive session, Council discussed questions posed to them by ISR Director James Jackson at the opening executive session on Thursday. In response to Jackson’s questions, Council reported that they had revised the ICPSR Director job description, reviewed the steps of the search process, and recommended members for the search committee to be announced soon by Jackson. The search committee will include ICPSR staff, ICPSR Council members, and others. Council confirmed that the search committee and a search firm, to be hired by ISR, will work together on the search.

ICPSR staff asked when ISR would be providing the next update on the search process. Council urged James Jackson to make an announcement about the search committee soon and once the Chair is appointed, that person will be able to provide regular updates to staff. Council noted that ICPSR staff and senior management share a responsibility for communication and encouraged ICPSR to emphasize the importance of communication during the leadership transition.

II. Acknowledgments from Council

The new Chair of ICPSR Council, Ann Wolpert, was pleased to congratulate the ICPSR staff on behalf of Council for the quantity and quality of work accomplished since the October Council meeting. Council specifically applauded George Alter’s enthusiasm and vigor as Acting Director in moving ahead with projects and initiatives and in establishing a more effective system for staff advancement and promotion. She mentioned that Council appreciated and supported his role and was extremely pleased by the momentum of ICPSR. She noted that Council had observed and acknowledged the effort required during this transition period.

In particular, Council noted the hard work of Collection Development in adjusting the scope of ICPSR’s Collection Development Policy, of the Summer Program in rethinking and promoting this successful program, of Preservation and Access in providing unflagging leadership, of membership – a unique aspect of ICPSR, which has an established place within the University of Michigan and internationally – in providing a push to growth in a challenging economic time, to Finance for providing good numbers to review, to Instructional Resources and Development for their amazing updates on

distance education programs and tools, and to Michelle Overholser for supporting the meeting with wonderful food and hospitality. Council complimented Alter and the staff for keeping the momentum going and for pulling together, being aware of the energy required to do so. Alter thanked Council on behalf of ICPSR staff for their interest, for their productivity, and for their commitment to serving on Council.

Action Items for June Council Meeting

Budget and Policy Committee

To help safeguard ICPSR's reputation, Council has requested that staff draft a written policy on brand management.

Training and Instruction Committee

Staff need to present a tabular summary (number, financial components, recipients, institutions, etc.) of the Summer Program scholarships.