ICPSR COUNCIL MEETING MINUTES
June 10-11, 2010

Council members present: Ann Wolpert (Chair), Catherine A. Fitch, Aletha C. Huston (Past Chair), Jeffrey Moon, Rogelio Saenz, Barbara Schneider, Lori M. Weber, and Christopher Zorn

ICPSR staff present: JD Alford, George Alter, Rita Bantom, Bryan Beecher, Dieter Burrell, Linda Detterman, Peter Granda, Lynette Hoelter, William Jacoby, Felicia LeClere, James McNally, JoAnne O'Rourke, Michelle Overholser, Amy Pienta, Michael Shove, and Mary Vardigan

Visitors present: Chris Greene and Arun Mathur (ICPSR staff), and ICPSR Summer Interns
International visitor: Hiroki Sato, Chairman of Social Science Japan Data Archive

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 Technology and Process Changes for Confidential and Sensitive Data presented by Bryan Beecher and ICPSR staff.

Alter reported on ICPSR's current membership: there are 691 members with an overall net increase of 16 members so far in FY 2010. ICPSR has surpassed its membership income forecast by $120K and is expecting another $65K. As a result of the recession, a drop in membership for next year is still expected.

Data download activity continues to be strong with over 500,000 datasets downloaded in 2010. Over 2100 Data-Driven Learning Guides (compared with 897 in FY09) were accessed this year through the Online Learning Center, which is led by Lynette Hoelter. Data-Driven Learning Guides are packages that an instructor can drop right into a course. They are designed around concepts taught in introductory courses in political science, economics, and sociology.

Alter presented the top ten studies (based on downloads) released since January 1, 2010; there are studies on this list from all of the ICPSR topical archives. The first on the list is the National Crime Victimization Survey for 2008, which is not surprising given the levels of download activity for the National Archive of Criminal Justice Data. Interestingly, the second on the list is the NCAA Division 1 Academic Progress Rate for 2009, which is part of a newly established topical archive at ICPSR.

Highlights of recent data releases include Global Views 2008: American Public Opinion; the Professional Worker Career Experience Survey, 2003-2004; and the Japanese General Social Survey, which has only been available since the 6th of May, but has 13 users already.

Alter gave a brief update on the budget for the current fiscal year. ICPSR is projecting a surplus between $300-500K. The source of the surplus is that ICPSR budgeted conservatively, expecting membership revenues to go down, but instead they increased by $100-200K. Indirect cost revenues were higher than expected and ICPSR received investment income of about $100K as well as an NIH challenge grant. The ICPSR staff continues to be extremely productive in submitting grant applications. SAMHDA was recently awarded a renewed competitive contract for $7.5 million over five years.

The budget for FY2011, which was to be presented to Council later in the day, is now projecting a shortfall of about $200K, reduced from the shortfall of $600K predicted in the March draft budget. This reduction is based on concerted efforts to reduce expenditures across all areas at ICPSR except personnel.

ICPSR has also created and redesigned several Web sites, including the Integrated Fertility Surveys Series, led by Felicia LeClere. This project has recently released a harmonized file that includes data from ten studies of fertility in the U.S. conducted from 1955 to 2002. Additional files and variables have been added to the Social Science Variables Database, which now includes about 1.5 million variables in total.

In the acquisitions area, there is a new Web form that allows users to suggest datasets that they want ICPSR to acquire. Content from the form is fed into the LEADS database, which tracks studies that ICPSR wants to acquire and archive. In addition, data depositors now receive an automated email message when their data are released.

In the communication and outreach area, ICPSR is very active, with a program of monthly webinars that average about 50 attendees per session. Since the March 2010 Council meeting, ICPSR has visited five campuses and exhibited at eight conferences.

In addition to the electronic newsletter series called "DataBytes" and the ICPSR Bulletin, ICPSR has launched a "Webinar by Request" service. If a campus is interested in having a presentation targeted for their faculty, staff, and students, ICPSR can customize a webinar to their needs.

The Official Representative (OR)/Designated Representative (DR) Customer Satisfaction Survey was recently completed. ICPSR is also planning a virtual meeting with the theme of a "Social Science Data Fair" for this fall. Every second year, ICPSR hosts a meeting of the ORs and is now proposing to hold a virtual meeting in alternate years.

The Resource Center for Minority Data (RCMD) has been very productive in recent months. RCMD Director John Garcia and his staff have been traveling extensively, making presentations on the RCMD at conferences and universities. RCMD has recently developed a Data Deposit Brochure.

Nancy McGovern has been travelling to conduct Digital Preservation workshops and has also been active in developing policies for disaster planning and for the Trustworthy Repositories Audit and Certification (TRAC) review effort at ICPSR.

The Summer Program currently has 882 participants enrolled (with 495 paid enrollments) and is offering 62 courses. The Summer Program continues to hold the Hubert M. Blalock Lecture Series, offering opportunities for students to explore innovative topics. The program currently employs 91 faculty and 42 teaching assistants.

Alter also addressed an incident in March when some users received data without authorization. ICPSR contacted all those involved and steps are being taken to prevent this from happening again.

Plenary Session--Technology and Process Changes for Confidential and Sensitive Data

Bryan Beecher coordinated a plenary presentation on the topic "Technology and Process Changes for Confidential and Sensitive Data." He began by characterizing the current environment at ICPSR with respect to confidential data: ICPSR is handling more restricted-use data, but the system is still geared toward disseminating public-use data, and the underlying business rules for dissemination have not changed substantially in the last ten years.

ICPSR needs to move to a new model in which data are assumed to be confidential by default; in this model it is necessary to opt out of the secure environment for data that are public-use. ICPSR's business processes need to be changed to reflect this model and technology needs to be updated accordingly.

The requirements for this new system are that:

- The desktop computer is not to be trusted
- There can be no data "leakage" out of the secure environment
- Separate storage is necessary for (1) data known to be confidential (or for which the exact nature of the data – confidential or otherwise -- cannot be determined), and (2) public-use data
- Storage must be local to ICPSR

Priorities and the timetable for implementing the new model are as follows:

2010 Quarter 2
- Bring the secure data environment (SDE) into test mode using virtual desktop technology, partitioned storage, and a segmented, firewalled network; the Intranet will be moved inside the SDE
- Migrate ICPSR groups to SDE
- Deploy the restricted contracting system (RCS)
- Deploy a restricted-use data delivery alarm tool that looks at restricted-use downloads and sends notifications when such data are downloaded

<u>2010 Quarter 3</u>
- Revisit the archival storage model
- Revisit the identification system and user profiles
- Deploy a secure download system

<u>2010 Quarter 4</u>
- Deploy the Virtual Data Enclave (VDE)
- Make use of an "ethical hacker" to test system security (both technology and people)
- Revise legacy systems -- databases and former data library holdings

The new network will have three types of areas: Public, Semi-Private (Web-accessible content and shared content), and Private (archival storage and in-process data) and will take advantage of the University of Michigan's firewall service, which will control the gateways between different parts of the network. The plan is to break storage into two pieces, replacing the current Network Attached Storage (NAS) with two new storage components.

In terms of data management, the system will rely on the Virtualized Desktop Infrastructure being used by U-M central IT. The virtualized desktop looks just like a regular desktop and is based on VMware. In the virtualized environment, one can access secure data but cannot get to the Web and cannot use cut-and-paste functionality. USB ports and drives are disabled.

Questions were posed about not having cut-and-paste functionality when working with setup files. There will need to be some mechanism for data processors to cut and paste information into the secure data environment in order to get their work done. Another question pertained to how this system interacts with ICPSR's use of the cloud. The system in the cloud is strictly a delivery system; it is an automated fail-over system for disseminated content.

Download Design – Mary Vardigan, Chair

The charge for this task force was to come up with alternatives to the current Quick Download mechanism. It was thought that the Quick Download button, which is very prominent on the study home page, may encourage people to download data without understanding what they are getting (currently, over 50 percent of users in general use this method for downloading). Further, ICPSR should be encouraging exploration of the metadata about the study and the technical documentation before data are downloaded. In addition, the behavior of the Quick Download button produces a download of all files (in all formats – Stata, SPSS, SAS, and ASCII) associated with a collection, which artificially inflates usage and provides users with more files than they need. The task force solicited feedback from ORs and staff about download experiences and also plans to consult with the ICPSR OR on the University of Michigan campus to get user feedback on the solutions proposed.

The findings and recommendations of the group were the following:

1. Modify the Quick Download button to be a hover instead of a clickable object. The hover will display additional options: Documentation Only, SAS, SPSS, Stata, and More Options (this will link to the page enabling selection of specific files for download).
2. Add a warning about the number of datasets in a study because some ICPSR studies are so large in terms of the number of datasets included that downloading the entire study is cumbersome.
3. Change the nesting structure and naming conventions used in the zipped bundles for download to eliminate extra levels of folders and use the study number as the name of the zipped file.
4. Modify the study home page so that all the download clicks are tracked separately in Google Analytics to yield a clear picture of what users are selecting.
5. Give topical archives the option to hide the Quick Download button for their sites.
6. Make changes to passwords in terms of ambiguous characters.
7. Add a "back" link to the Terms of Use page that takes the user back to either the study home page or the study download page.

User IDs and Profiles – James McNally, Chair

In revisiting the content of the profiles and the required fields, the task force is looking at how to capture the most extensive amount of information possible without its being too burdensome to users. Some program officers want to see a lot of information on users, and some none at all for privacy reasons, so there are differing views on this. It was pointed out that it is important for ORs to have information about academic status (student, faculty, etc.) and department so that they can enlist campus users and departments to help them lobby to pay the ICPSR membership dues. These fields should be required.

Another issue that the task force is grappling with is the value of email verification. Some believe that the time involved in dealing with users for whom verification is problematic (spam filters sometimes block the automated email verification message) is outweighed by the need to have valid email addresses. There is a need to balance the cost of email verification against the risks of false identities.

The silver bullet to minimize effort but to maximize information in the profile might be using a system like Shibboleth single sign-on, but this system has not been taken up widely in the U.S. Another option is OpenID, which would permit an individual logging into the ICPSR site to use, for example, his or her Google login. ICPSR would capture the profile information associated with the Google account and then prompt the user for additional information that ICPSR needs to complete the ICPSR profile.

It was pointed out that each archive should be able to choose which fields are required on profiles. SAMHDA currently permits anonymous login, as required by the project sponsor SAMHSA.

Crossing the Boundaries – Michael Shove, Chair

The charge to this task force was to design processes and procedures for getting content into and out of the secure data environment. In terms of getting data into the secure area, the situation will be similar to what ICPSR has now, with the deposit form materials going directly into the secure holding area. Tools that processors need, such as the study tracking system and the metadata editor, will be available in this area behind the firewall.

After deposit, all content will be inventoried and recorded in the system. Processors will tag files according to specific file-level attributes (for example, "public-use data," "confidential data") and each file will have a designation. The task force has come up with over 30 file attributes and is still working on this.

The process for getting data out of the SDE will involve a manager's review of all files and his/her approval of them for turnover. The manager will have a tool to determine whether all files are tagged properly. Related to this, a new tool has been developed using the SAS compare file command that will scan a public-use file and its restricted-use counterpart to report on differences case by case and variable by variable. This tool will be incorporated into the new system at some point in the future.

Archival Storage – Robbin Gonzalez, Chair

This task force created rules for storing three kinds of content:

- Public-use – Six copies, two in Ann Arbor, four anywhere in the world
- Confidential data (or unknown status) – Six copies, two in Ann Arbor, four anywhere in the world but encrypted
- Direct identifier data (enclave only) – Rules to be determined

Introduction of ICPSR Summer Interns

Summer Internship Program Manager Abayomi Israel introduced the six undergraduate interns spending the summer at ICPSR. This year, throughout the program, each intern will receive direct guidance from two mentors: (1) an experienced ICPSR Research Assistant or Associate who will serve as a processing mentor, and (2) a director of one of ICPSR's topical archives or projects who will serve as a research mentor of faculty status with expertise in the intern's major field of study. Interns will also attend the Summer Program in Quantitative Methods.

The following students are participating in the Summer 2010 program:

- **Galen Deiz, Pomona College –** Assigned to ICPSR General Archive (Rukiya Wideman – Processing Mentor, John Garcia – Research Mentor). Galen is an Economics and Philosophy double major graduating in May 2011 with intentions of attending graduate school in Sustainable Development or Natural Resource Economics.
- **Darys Kriegel, University of Iowa** – Assigned to DSDR (Russel Hathaway – Processing Mentor, Lynette Hoelter – Research Mentor). Darys is a Sociology major graduating in May 2011. After graduation, he plans to pursue a doctorate in Sociology and ultimately establish a career as a university professor and researcher.
- **Stephanie Jaczkowski, Central Michigan University** – Assigned to ICPSR General Archive (Alison Stroud – Processing Mentor, Bill Jacoby – Research Mentor). Stephanie is a Political Science, Integrative Public Relations and Law, and Economics triple major graduating in 2012 with an interest in pursuing a joint J.D. and Masters in Public Policy.
- **Monique Kelly, Johnson C. Smith University** – Assigned to NACJD, BJS (Johanna Bleckman – Processing Mentor, JoAnne McFarland O'Rourke – Research Mentor). Monique is a Psychology major with a minor in Sociology, graduating in May 2012. Following her undergraduate studies, she plans to pursue a doctorate in Social, Behavioral, Counseling or Developmental Psychology.
- **Krissia Martinez, University of California at Santa Cruz** – Assigned to RCMD (Abayomi Israel – Processing Mentor, John Garcia – Research Mentor). Krissia is a Legal Studies and Latin American Studies double major graduating in June 2011. After graduation, Krissia plans to pursue a doctorate in a social science discipline and will use the ICPSR Summer Internship experience to fine-tune her focus.
- **Tommaso Pavone, University of Michigan** – Assigned to NACJD, NIJ (Justin Noble – Processing Mentor, Tim Bynum – Research Mentor). Tom is a Public Policy major and Political Science minor graduating in May 2011. Post graduation, he plans to pursue doctorate studies in Political Science and would like to remain in academia by becoming a university professor.

Budget and Policy Committee

Council: Ann Wolpert (Chair), Catherine A. Fitch, Aletha C. Huston, Thomas LaVeist, Barbara Schneider, Christopher Zorn
Staff: JD Alford, George Alter, Rita Bantom, Bryan Beecher, Linda Detterman

I. Strategic Plan Update

The Budget and Policy committee started the meeting with a discussion ICPSR's recent Strategic Plan progress. The written report in the Council binder summarized the activities taking place in each of the five Strategic Directions. Most of the discussion during the committee meeting revolved around the "Challenges/Constraints" portion of the report.

One of the challenges is that the Director of Administration position has been vacant for several months. ICPSR is currently interviewing finalists for the position.

Another challenge/constraint is the recent growth of ICPSR's staff. As noted in the written report, ICPSR has added more than ten full-time positions since September 2009 and finding work space for staff is becoming an issue.

II.   Financial and Administrative Issues

A. FY 2010 Year End Financial Projection

ICPSR expects to end Fiscal Year 2010 with a surplus of $300-500K. Increases in total membership revenue and investment income were partially responsible for this favorable result. Staff also explained to committee members that a large portion of this surplus was the result of the timing of sponsored project invoice payments and the vacancies in the Director and Assistant Director positions.

B. FY 2011 Proposed Budget

Staff presented a Fiscal Year 2011 budget with an overall deficit of $211K, an improvement of $400K from the draft budget presented at the March Council meeting. The discussion included a summary of the changes made to the FY11 budget since March:

- The start date for the ICPSR Director was changed from September 2010 to January 2011. This removed four months of salary expenses and also affected effort distribution of the Acting Director. This reduced the deficit by $110K.
- ICPSR budgeted $80K for the search firm hired to assist with recruitment of the new ICPSR Director. Due to the timing of invoices, $56K was moved from FY11 to FY10.
- Revenue in the form of DDI membership fees was not included in the first draft of the budget. This was corrected and increased ICPSR's revenue by $70K.
- Indirect cost revenue increased by $112K. The largest source of this increase was receiving the award for the SAMHDA project.
- Membership-funded expenses were reduced by $441K. A portion of this change was from the ICPSR Director start-date change and Director's search mentioned above. The rest stemmed from cuts made by Membership project managers to help bring the Membership budget in line. These cuts included reducing travel and hosting expenses, publications, exhibit rental, and general supplies. Reductions were also made by not filling open positions and eliminating originally budgeted temporary positions.

Staff emphasized that many of these changes are temporary and will help with the deficit in FY 2011 but not beyond. This led to a conversation on how staff plan to resolve issues with the Membership budget using short-, medium-, and long-term solutions. The short-term cuts have been included in the proposed budget. They basically included anything outside of current staff salaries. Planning for medium- and long-term solutions has begun but outcomes are not

expected to affect FY 2011. Medium-term solutions include changes to staffing that will make ICPSR more efficient and stabilize salary costs. Long-term solutions focus on obtaining sponsored funding for projects now funded by ICPSR membership dues revenue.

The Council voted on and passed the proposed FY 2011 budget during the committee reports session.

C. Personnel

As noted earlier, one of the challenges facing ICPSR is the rapid rate of growth in staffing. Staff shared an updated Staffing Profile report that helped illustrate the numerous recent hires and open positions.

III. Governance Issues

A. ICPSR Brand Policy

To address an action item from the March Council meeting, ICPSR staff presented a report titled, "ICPSR Brand Policy Guidelines." This was in response to outside requests to use the ICPSR membership list for purposes of creating awareness of other organizations' data resources. It was quickly explained that "brand policy" refers to how the brand is represented overall (logo use, color palettes…). Instead, ICPSR is being asked to endorse, either directly or implicitly, another brand. After much discussion, staff and Council members agreed that this item should be referred to as "Brand Endorsement" from now on.

Questions regarding the University of Michigan's role in this issue came up during discussion. Staff agreed to pursue legal advice starting with Anna Schork, Assistant Director of ISR. Further discussions will continue at the October Council meeting.

B. Redesign of Data Management Procedures and Infrastructure

This topic was discussed in detail during the earlier plenary session. Council thanked staff for the prompt response to the unauthorized release of restricted-use data.

Collection Development Committee

Council: Lori M. Weber (Chair), Jeffrey Moon, Rogelio Saenz
Staff: Peter Granda, JoAnne McFarland O'Rourke, Amy Pienta
Guest: Arun Mathur

I.   Strategic Plan Update

Staff updated the Committee on Strategic Plan activities regarding Directions 1 (Leadership) and 3 (Broadened Collections). Staff informed the committee that ICPSR was actively continuing its emphasis on strengthening international outreach and partnerships. An example was a visit in March to the recently reorganized Swiss Foundation for Research in Social Sciences (FORS). Discussions with staff at FORS covered such topics as how ICPSR provided data services to its members, internal workflows, use of DDI, working with both official statistical data and qualitative data, and ICPSR's new educational initiatives.

Ongoing activities to broaden the data holdings included exploring new areas of cooperation with ISR and other organizations to increase the availability of data in newer areas of research. Specifically, an initial meeting was held with an official from the Women's Sports Federation, which has an interest in creating a university-based research center to make data resources on this topic more available to the research community.

Amy Pienta also discussed a possible partnership with the University of Wisconsin – Milwaukee to establish an archive focused on group dynamics data, which is also expected to have a strong video component. A conference call will be scheduled to discuss possible funding opportunities to create such an archive and whether ICPSR could play a role in this endeavor.

II.   Recent Activities of the Substance Abuse and Mental Health Data Archive (SAMHDA)

The Director of SAMHDA, JoAnne McFarland O'Rourke, described the recent award of a $7.5 million, five-year contract for the renewal of this archive. The award continues the core functions of the archive, which are to provide immediate and reliable access to substance abuse and mental health research data from a centralized location. The project makes data available in a variety of formats, including online data analysis, and ensures that the identities of respondents in data collections distributed by the archive are protected, including conducting disclosure analyses. The award also covers the provision of user support and training about the project through various mechanisms, including workshops and presentations at professional conferences.

New work approved under the renewal includes (1) developing mechanisms for distributing restricted-use data files, such as analysis through a Web portal; (2) online analysis through Secure SDA (Survey Documentation and Analysis) without the option for microdata download; (3) distribution of restricted-use data; (4) more formal reporting; and (5) strict adherence to government Web site best practices and regulations, and greater coordination with agency staff.

JoAnne also described enhancements to SDA that would use XML markup to control the display of tables and the metadata about each table in more efficient ways to address previous problems with cutting and pasting tables from SDA into other applications. The Committee also discussed the ongoing development of Secure SDA, which was described as functioning like "middleware" between the public and restricted data. JoAnne also reported that SAMHDA would, for the first time, process and distribute data from the Drug Abuse Warning Network (DAWN) to the public.

III.   Update on Data.gov with Regard to Some Recent NCHS Health Data Initiatives

Peter Granda reported on a recent public forum organized by the Institute of Medicine (IOM) and the Department of Health and Human Services (HHS) entitled "The Community Health Data Forum: Harnessing the Power of Information to Improve Health (the Forum)." The purpose of the forum was to further ongoing efforts of innovators using community-level health data to empower individuals and communities to make informed choices about their health.

This initiative seeks to bring together data experts and applications developers from both the public and private sectors. One goal is to develop a data warehouse that will contain and continually update a series of standardized health indicators that would be available to the general population. Another goal is to provide direct access to health-related datasets. As part of this second goal, the Community Health Data Initiative Web page provides direct links to datasets from the National Center for Health Statistics that are housed at ICPSR.

IV.   Other Discussion

The discussion of this initiative led to a broader investigation of one of the newer areas of the Collection Development Policy: mixed-methods data. Amy Pienta reported that the LEADS database is now being systematically searched to identify possible datasets that might be a good fit for ICPSR. All candidate datasets have at least one qualitative component.

The Committee wanted more information on mixed-methods data and asked staff to distribute a list of such studies for the October Council meeting. This request was formulated into an Action Item and presented to the full Council during the Committee's report.

With the assistance of visitor Professor Hiroki Sato, Chairman of Social Science Japan Data Archive, the Committee discussed the East Asian Social Survey project, an international comparative survey conducted in multiple countries and regions in East Asia. Amy was asked to investigate whether these data were available for archiving at ICPSR.

Membership and Marketing Committee

Council: Jeffrey Moon (Chair) and Thomas LaVeist
Staff: Linda Detterman, Felicia LeClere, Arun Mathur, Chris Greene

I.   Strategic Plan Progress

Staff updated Council on the progress of the Strategic Plan for Membership and Marketing. Innovation Watch has been put on hold until Fall 2010 due to limited resources to gather and analyze competitive intelligence information. Staff will revisit the process in September.

ICPSR would like to gather knowledge about what users might like to consume from the ICPSR Web site including datasets, tools, and other resources. Primary research has been conducted with ORs. That survey was geared toward satisfaction and profiling the membership, but included some questions that staff will use to conduct still more research among data users. Current plans are to launch this research in the summer or fall of 2010.

In addition, a Data User Review Board, consisting of representatives from member institutions, will be established to brainstorm for additional resource ideas. The establishment of the Review Board will follow the gathering of research from data users/the data community.

II.   Membership, Utilization Activity, and Outreach

Membership continues to show net positive growth this fiscal year although membership drops are running slightly above average. Receipt of membership dues is running slightly behind previous fiscal years, but ICPSR has already surpassed its estimated membership revenue forecast. Utilization (dataset downloads) is running ahead of previous fiscal years; note that ICPSR believes the increased downloads are largely a result of the "Quick Download" feature that was launched with the new Web site in late August 2009. The Unique Users count (the count of active downloaders) is similar to past years and unaffected by the quick download feature.

ICPSR exhibited at six conferences since March 2010 with five conferences scheduled through October. Staff conducted workshops at five member campuses since March and is tentatively scheduled to conduct four to five more this summer. Membership launched an outreach product called "Webinar by Request," whereby institutions can request their own customized, live webinar.

ICPSR is traveling to Brockport, NY, in June with the goal to establish a SUNY federation for membership in ICPSR. Council suggested that the National Association for Equal Opportunity in Higher Education (NAFEO) be contacted for the potential of developing a federation through that organization. Staff will forward a request to the Resource Center for Minority Data (RCMD) to begin investigating this potential.

III.   2011 Membership/Conferences Budget Implications

As a result of the significant budget deficit predicted in the membership area during FY11, the Membership and Marketing budget was cut by $46,700 and the Conferences budget by $51,000. As a result, Membership and Marketing will focus largely on electronic outreach and reduce its printing and design activities. ICPSR will attend only one conference, American Sociological Association (ASA), but will reserve spaces for FY12 as is typical. Membership income (receipts) will be evaluated in December 2010 to identify the potential for reinstatement of some budget items.

IV.   Fall 2010 Data Community Virtual Meeting

ICPSR is planning to host a Virtual Social Science Data Fair in the fall of 2010. It is expected to be three days in length consisting of three to four webcasts per day. The content will provide introduction to other data sources beyond ICPSR, datasets, and teaching resources. Council suggested several sources that staff should investigate as they put together the program. Staff are scheduled to meet on the content/program in mid-June. The target audience for this social science data fair will be the general social science data community including ICPSR ORs and DRs.

V.   Pricing Restructure for FY2013

Staff presented membership pricing alternatives for FY2013. It was recommended that the Carnegie structure be maintained for U.S. academic institutions. Committee members reviewed price increases of 3%, 5%, and 7% across all categories of membership except for institutions in developing countries, which will remain at $2,000 U.S. annually. The committee also reviewed pricing alternatives that split MA institutions into two categories (currently, there is only one category) based on the size of the BA population at those MA institutions.

In the end, the committee recommended a 5% increase across all categories (except developing countries) and maintaining only one MA category. The full Council voted on the motion and the price increase was approved. The increase will take effect on July 1, 2012 (FY2013).

VI.   Member Satisfaction Survey Results

Membership and Marketing conducted a membership satisfaction and feedback survey among ORs and DRs in May 2010. The response rate was 22% resulting in 155 completed surveys. Previous surveys were conducted in 2005 and 2008 using a similar questionnaire in SurveyMonkey. Similar surveys were also conducted in 1988 and 1998. A brief overview of the findings follows.

Most ORs work in the library (45%). Although the library is the dominant department, the OR population is diverse, requiring diverse approaches to promoting and educating about ICPSR. While the OR length of service (as an OR) shows a lengthening tenure, the real story is that we have many ORs who have served in this capacity for many years, but 54% have been an

OR for less than four years. ICPSR must remember that it needs to frequently remind and reeducate ORs about its services since OR tenure is low and turnover high.

The OR Meeting needs to focus its content on ICPSR and its projects and expertise areas. As one OR put it, "ICPSR should use the meeting to celebrate the consortium and the members who participate in it." It should also organize itself for good networking and consider pre-meeting workshops. A virtual meeting component is essential.

Satisfaction with ICPSR staff and services is high. Awareness of resources and tools is high also, but low usage statistics raise concern. ICPSR therefore needs to continue feeding awareness through its communications, webcasts, and campus visits when possible.

ORs (on behalf of their institutions) utilize/subscribe to many data resources. ORs cite international data and updated series data as improvements they would like to see. ICPSR should keep these resources in mind as it develops its data acquisition strategies each year.

ORs also would like to see an increasing percentage of the ICPSR collection retrofitted to accommodate current statistical software, xls/csv files for importing, and online analysis.

Preservation and Access Committee

Council: Francine Berman (Chair), G. Sayeed Choudhury, Paul N. Courant, Ann Wolpert
Staff: Bryan Beecher, Nancy McGovern, Elizabeth Moss, Mary Vardigan

As a result of absences, the Preservation and Access Committee did not meet face to face during the Council meeting. Committee materials were distributed via email for comment in advance of the meeting. All of the agenda items for the committee were for Council information only.

I.   Strategic Plan Update

The item on Strategic Plan progress highlighted the ways that the Preservation and Access agenda items relate to the Strategic Directions on leadership role and membership value.

II.   Participation in DataCite Project

This item focused on ICPSR's investigation of the DataCite project. DataCite is an international consortium whose goals are to establish easier access to scientific research data on the Internet and to increase the visibility of research data as citable contributions to the scientific record. ICPSR plans to participate in a June meeting of DataCite in order to make a decision about formally joining the DataCite consortium as a member organization.

III.   Participation in ORCID Project

ICPSR has joined the Open Researcher and Contributor ID initiative, which is a project to resolve author/contributor name ambiguity in scholarly research and to establish an open researcher identification system. A virtual ORCID meeting in which ICPSR participated was held in April.

IV.   Update on Thomson Reuters Project

ICPSR continues to collaborate with Thomson Reuters on a project to integrate references to ICPSR datasets into the Web of Science with the goal of linking articles to their underlying data. ICPSR has been testing an automated search that Thomson Reuters created to enable identification of candidate citations for the ICPSR Bibliography. It appears that only a third of the citations captured are relevant.

V.   Download Design Task Force Report

A task force reviewed ICPSR's download mechanisms with the goal of changing the Quick Download button to provide more targeted downloads (e.g., documentation only, SPSS only). A hover approach was recommended that will permit users to get only what they need and in the proper sequence, exploring the documentation first. Additional recommendations call for adding download alerts for large studies, changing the structure of zipped bundles, resolving ambiguity in passwords, and improving navigation from the Terms of Use page.

VI.   Draft Access Policy Framework

The TRAC review highlighted the need for additional transparency around policies and procedures related to access to ICPSR's data products. To fill this gap, the Dissemination Committee prepared a draft Access Policy Framework with links to lower-level policies and procedures, which was provided to the committee.

Council requested that the October agenda include an item on TRAC and its implications for Council.

VII.   Archival Storage Working Group Report

The Archival Storage Working Group prepared a report defining the types of objects required for Archival Information Packages and identifying file characteristics necessary to inform file-level preservation plans. The report included an inventory of file types and content for archival storage and the following recommendations:

1.   For all files, store six copies
   - Two copies stored locally, both unencrypted, one serving as a master copy
   - Four copies at non-U-M sites

2.   Determine archival storage needs based on the following file characteristics:

- Encryption – Does the file contain confidential information such that it requires encryption of copies stored offsite?
- U.S. only storage locations – Does the agreement under which the data are acquired dictate that files can only be stored in the U.S.?
- Quarantine – Does the file contain direct identifiers that could be linked to other data files in such a way to create disclosure risk?

Training and Instruction Committee

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

I.   Progress on Strategic Plan Objectives

A report was made showing that progress is being made on all aspects of Strategic Direction IV, Education Strength. Specifically, the recent focus has been on expanding the reach of the Summer Program in terms of new audiences and course offerings. Two new workshops are being offered, one on teaching quantitative methods to those doing Lesbian, Gay, Bisexual, Transgender (LGBT) research and another focused on using Census data for comparative research (Integrated Public Use Microdata Samples -- IPUMS). Mailings about the Summer Program were sent to individuals in disciplines not targeted previously, including nursing, public health, and public policy. In another effort to extend the potential audience for Summer Program courses, a "special" is being promoted through the American Educational Research Association (AERA) such that anyone who registers can do so at the ICPSR member rate.

II.   Enrollments for 2010

Approximately 700 students have registered to date (registration does not require immediate payment) and a rough guess is that 80 percent of that group will end up attending. Summer Program staff expects enrollment to continue to increase over the next couple of weeks.

III.   Updated Schedule for the 2010 ICPSR Summer Program

New course offerings this year are more conservative than in the past because of the economic situation. Many of the lower enrollment courses (so far) are new courses like the advanced (2nd) course on categorical data analysis, the introductory Stata course, and the one-week Bayesian course that has been moved to Ann Arbor this year. The introductory-level time series analysis course has high enrollment even though it is new. Courses that are full include Structural Equation Modeling, Panel Analysis in Stata, Multi-level Modeling, and Hierarchical Linear Models 1 and 2.

IV. Tabular Presentation of Scholarships Supporting Summer Program Participants, 2008 through 2010

The table requested at the March 2010 Council meeting was presented and it was noted that scholarships were awarded by the Society for Political Methodology between the time the table was created and this meeting. The funding and administration of awards were reviewed:

- Clogg and Clubb scholarships are both paid for and administered by ICPSR
- Miller scholarships are paid from endowment but administered by ICPSR
- Box-Steffensmeier and Garcia scholarships are paid for by ICPSR but administered by the Society for Political Methodology

The discussion that followed touched on the following areas:

1. *Expanding the disciplinary coverage of the scholarships (and individuals who may be in interdisciplinary departments).* Staff provided clarification that the disciplinary focus comes in primarily in advertising to the Sociology and American Political Science Association (APSA) methodology section mailing lists and that broadening the advertising would increase an already heavy burden on the selection team, which is currently Jacoby, Heitowit, and Burrell. The current requirement to have an endorsement from a member of the professional association methodology section is one way of keeping the pool smaller.

2. *The goals of the scholarships.* The goals were initially to keep the names of prominent scholars known and to honor students in the disciplines in which these scholars had the greatest impact. Another goal was to bring as many people to the Summer Program as possible.

3. *Whether the scholarships could/should be a way of expanding the disciplinary basis of the Summer Program.*

4. *Burden on the selection committee.* Council members expressed concern over the burden on the current selection committee and the suggestion was made to create a committee – possibly from those on the Summer Program Advisory Committee and current/former Council members – to help in the future.

5. *Earlier application deadline for scholarships.* A "pilot test" for 2011 was proposed that would set an earlier application deadline for the scholarships (April 1 rather than April 30); advertise the scholarships as "tuition waiver scholarships" (unnamed) through the Society for Research on Educational Effectiveness and the Society for Research on Child Development; continue the requirement of endorsement by an association member; and change the review structure to include a vetting committee of three to four members of the Summer Program Advisory Committee, Council, or former Council members. This pilot test would also create a clear statement of criteria so students can decide whether they are qualified without changing the structure/criteria of the awards (e.g., so people who asked about scholarships could be directed to those criteria whether they were in the

traditional disciplines or not). There is a need to add a budget line for four more scholarships in 2011 so the number of current Clubb and Clogg scholarships is not reduced. The overall goal is to see whether this model will relieve some burden on current program staff, broaden reach, and create greater transparency about selection processes.

Lynette Hoelter was asked about undergraduate education initiatives and reported that all were moving forward with no big changes since the March 2010 meeting. For the benefit of those who were newer to the committee, she summarized current activities and discussed the Online Learning Center and current usage statistics; *TeachingWithData.org*; recent conference participation and campus presentations; and the summer internship program, including the reviews recently received from the unfunded Research Experience for Undergraduates proposal.