ICPSR COUNCIL MEETING MINUTES
October 28-29, 2010

Council members present: Ann Wolpert (Chair), G. Sayeed Choudhury, Paul Courant, Catherine A. Fitch, Aletha C. Huston (Past Chair), Thomas LaVeist, Jeffrey Moon, Gregory N. Price, Rogelio Saenz, Barbara Schneider, and Christopher Zorn

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

Staff visitors present: Sanda Ionescu, Collection Delivery, and David Thomas, Collection Development and Resource Center for Minority Data (RCMD)

International visitors: Markus Quandt, Interim Director, GESIS, German Data Archive; and Matthew Woollard, Director, UK Data Archive

Director's Report

After introductions of the visitors from Europe and ICPSR staff guests, ICPSR Acting Director George Alter presented his Director's Report to Council. Alter reviewed the highlights of the upcoming meeting, which was to include plenary discussions on data management plans and data citation.

Alter reported on ICPSR's current membership: there are 694 member institutions with an overall net increase of 6 members so far in FY 2011. ICPSR membership revenues were running ahead of FY10 and staff expected that we would meet the revenue forecast soon.

Alter pointed out that ICPSR Web site activity in FY10 showed increases across several categories of membership, including Intensive, Masters, Bachelors, and International users with over 19,800 active MyData accounts and over 741,000 visits to the site.

Alter presented the top ten studies (based on downloads) released since April 15, 2010; there were studies on this list from all of the ICPSR topical archives. The most downloaded study was the Japanese General Social Survey, 2006, followed by the National Health and Nutrition Examination Survey (NHANES), 2007-2008. Of the top ten studies downloaded during the period October 15, 2009, to October 16, 2010, the most frequently accessed were the National Longitudinal Study of Adolescent Health (Add Health), 1994-2002 (1239 users) and the General Social Survey, 1972-2008 (963 users). ICPSR's holdings in the Eurobarometer series included 139 studies with 2205 total users to date downloading these data.

ICPSR ended FY2010 with a budget surplus of about $754,000, a large improvement over the projection in June 2009 of a $400,000 loss. There was a small loss projected for FY2011 at the

current time. As emphasized in previous budget discussions, ICPSR is very conservative and does not take into account revenues not yet received.

Alter indicated that ICPSR had been active in submitting grants since the last meeting. Bryan Beecher received a grant to explore creative uses of cloud computing. The Research Experience for Undergraduates (REU) proposal, if funded by the National Science Foundation, will provide funding for interns who up until now have been supported by membership funds. Amy Pienta has submitted a proposal for Group Bank Archival and Retrieval System, a new direction for ICPSR. Since June 2010, Alter, Bynum, Granda, and McNally have all received new funding.

With respect to outreach activities, ICPSR is active on Twitter and Facebook, and continues to make regular college visits. The 2009-2010 Annual Report, an online publication, is now available along with the Fall issue of DataBytes. In terms of upcoming events, the ICPSR Virtual Social Science Data Fair will take place November 8-11, 2010, and the 2011 Meeting of Official Representatives (ORs) is scheduled for October 5-7, 2011, with the Council meeting on October 5, 2011. The OR meeting will mark the launch of the ICPSR 50th Anniversary celebration.

The ICPSR Web Team has been active in a number of ways. The SAMHDA site was brought into alignment with government requirements for accessibility. The Web Team is also working on a documentation project with the goal of generating a dynamic type of codebook that users will be able to customize for specific purposes.

The organization is moving ahead on a number of fronts related to confidential data. The Remote Contracting System (RCS) is a new tool that helps users to apply for restricted-use data. ICPSR also launched a new version of SDA that has provisions in it for protecting confidentiality. The demo version of the Virtual Data Enclave will be available by the end of the year and in production by the summer of 2011.

The Digital Preservation group has been consulting with the Library of Congress on its Digital Preservation Outreach and Education (DPOE) national initiative. The group has also made progress on the TRAC self-audit and has conducted several digital preservation workshops.

Alter highlighted the Library of Congress's recently named Digital Preservation Pioneers – individuals who have made significant contributions to digital preservation. Four out of the ten Pioneers have ICPSR connections – Myron P. Gutmann, National Science Foundation and former ICPSR Director; Nancy Y. McGovern, ICPSR Digital Preservation Officer; Francine Berman, Rensselaer Polytechnic Institute and ICPSR Council member; and Margaret Hedstrom, University of Michigan and ICPSR Faculty Associate.

ICPSR is active on a number of fronts related to digital stewardship. Mary Vardigan was instrumental in bringing a focus on digital stewardship to ISR and is leading an ISR working group on documentation. ICPSR has also been exploring new technologies for managing DDI-compliant metadata and has viewed demos of the Colectica, Nesstar, and Orlin Data Manager software. This is part of a project to redesign the data processing pipeline system. In addition,

ICPSR has become a founding member of the Library of Congress National Digital Stewardship Alliance (NDSA), a gold sponsor of DuraSpace, and an Associate Member of DataCite.

ICPSR has also been working to encourage better data citation practices. At ICPSR's request, Thomson Reuters added a "dataset" reference type to its EndNote bibliographic citation software. Data citations and associated digital object identifiers (DOIs) are now more prominent on the ICPSR Web site and can be downloaded directly into EndNote. ICPSR is also working on getting cooperation from various professional associations that sponsor journals to encourage proper data citation.

The Summer Program reported a record enrollment for 2010 of 838 participants. The Program offered 61 courses and employed 91 faculty and 42 teaching assistants. As part of ICPSR's work to encourage data use in undergraduate instruction, ICPSR has partnered with the Consortium for Advancing Undergraduate Statistics Education (CAUSE) to conduct one-day workshops on teaching undergraduate statistics. In October ICPSR was invited by the American Sociological Association to do a five-minute data-focused activity aimed at youths 11 years old and up at the USA Science and Engineering Festival, National Mall, in Washington, DC.

TeachingWithData, funded by the National Science Foundation, is another ICPSR project related to undergraduate instruction. This project provides teaching materials for undergraduate education and helps faculty integrate quantitative analysis into their courses. The project recently conducted a Web survey that queried faculty in sociology, economics, geography, political science, and criminal justice at 170 institutions. The survey, which had a 30-percent response rate, elicited views on the kinds of digital resources that would be useful in teaching – those that instructors knew about and those they had actually used. What stood out was that in the social sciences, people know about ICPSR and its resources, with the ICPSR Online Learning Center at the top of the list in terms of awareness and use.

Plenary Sessions

Plenary 1

Helping Researchers Prepare Data Management Plans
by Amy Pienta

Amy Pienta presented a plenary on the preparation of data management plans to address the requirements of numerous federal funding agencies, including NIH and most recently NSF, that grant applications contain data management plans for projects involving data collection.

ICPSR conducted an environmental scan to determine which elements were used most often in existing guidance about preparing plans. This led to the creation of a list of elements, including some considered highly recommended. This list is posted on the ICPSR Data Management Plans page, along with additional resources and links.

Future work will focus on creating a template that researchers can use in preparing plans and a Webinar to acquaint people with the template.

Plenary 2

Encouraging Data Citation: ICPSR's Approach and Activities
by Mary Vardigan

DataCite
by Markus Quandt

Mary Vardigan presented a plenary focusing on citing data. Data citation is important as it acknowledges the significant contributions of data producers; provides a way to identify and locate data; integrates data into the system of publications; confers legitimacy to data as citable contributions to the scientific record; supports data sharing, data archiving, data reuse, and verification of research findings; and maximizes research investment. There are many stakeholders for data citation, including researchers and data producers, funding agencies, publishers/publishing platforms, data users, data archives, and librarians and information professionals who help data users.

The following fields are required in data citations:

- Content Creator/Principal Investigator
- Title
- Date
- Persistent Identifier – like Digital Object Identifier (DOI)
- Distributor
- Materials designation [Optional]
- Version number [Optional]

ICPSR has offered data citations since 1990, although they were rarely used. Since 2008 ICPSR has been assigning DOIs (persistent URLs that unambiguously and permanently identify digital objects) to data at the study level using the CrossRef service. DOIs were originally created for unique identification of publications, and now there is growing emphasis on providing DOIs and other types of persistent identifiers for data. Some journals are now requesting DOIs to ensure that data have been archived before articles are published, and data depositors are coming to ICPSR for DOIs pre-publication, generally depositing data into the Publication-Related Archive.

ICPSR is working on several fronts to encourage data citation. Through its Bibliography of Data-Related Literature, it is linking publications to data and data to publications. In addition, ICPSR has been working with vendors to promote links to data. Thomson Reuters will soon display data linkages based on data feeds from the ICPSR Bibliography in its Web of Knowledge.

ICPSR is also making efforts to influence journals. On behalf of the Data-PASS partners, George Alter recently wrote to the American Sociological Association (ASA) and the American Political Science Association (APSA) urging them to raise the standards for data citations in their

journals. This is important because professional associations are in a position to set standards for their members and for journal editors (including copy editors). The approach was to point to the variety of ways that data were cited in specific journal issues. The letter stressed the importance of citing data the same way that publications are cited and the value of persistent identifiers. Both organizations discussed the letters at recent national meetings.

In addition, ICPSR is working with the community and recently joined ORCID – Open Researcher and Contributor ID (a central registry of unique identifiers for individual researchers). Also, ICPSR, along with Purdue University, is heading up a special interest group for IASSIST on data citation (SIGDC).

ICPSR will continue to encourage data citation, and next steps include the following:

- Approach other vendors after the Thomson Reuters service is deployed
- Contact other professional associations that sponsor social science journals
- Work with other large data distributors on providing a visible citation and encouraging its use
- Address situations when data resources have multiple distributors (and multiple DOIs)
- Resolve whether the study level is the right level at which to assign DOIs for ICPSR and how to deal with versioning

Markus Quandt, Acting Director of the GESIS Data Archive in Cologne, Germany, presented information on the DataCite project. DataCite is an international consortium created to establish easier access to scientific research data on the Internet, to increase acceptance of research data as legitimate, citable contributions, and to support data archiving that will permit results to be verified and re-purposed for future study.

DataCite currently has 12 members from 9 countries (ICPSR has recently joined as an Associate Member). Members include:

- Australian National Data Service (ANDS)
- Canada Institute for Scientific and Technical Information (CISTI)
- ETH Zurich
- Technical Information Center of Denmark
- Institute for Scientific and Technical Information
- German National Library of Science and Technology (TIB)
- German National Library of Medicine (ZB MED)
- GESIS - Leibniz Institute for Social Science
- TU Delft Library
- The British Library
- California Digital Library (CDL)
- Purdue University Libraries

Budget and Policy

Council: Ann Wolpert (Chair), Catherine A. Fitch, Aletha C. Huston, Thomas LaVeist, Gregory N. Price, Barbara Schneider, Christopher Zorn
Staff: JD Alford, George Alter, Rita Bantom, Diane Winter

I.   Strategic Plan Progress

The committee did not discuss in detail the Strategic Plan Report included in the Council binder.

II.   Financial and Administrative Issues

A. FY 2010 Year-End Results

Staff presented the committee with ICPSR's Fiscal Year 2010 results. ICPSR ended the year with a surplus of $754K, an increase of $1.1M from the original budget. This variance was primarily caused by greater than expected revenue from sponsored projects and membership fees.

Nine new projects not included in the original FY10 budget helped contribute to the additional $1.6M revenue in sponsored activity -- $1.2M in direct costs and $400K in indirect costs. Actual ICPSR membership revenue for FY10 came in at $3.46M, an increase of $365K from the budget. ICPSR projected a recession-driven decline in memberships that did not materialize this past year.

Expenses were also greater than expected. However, this was entirely due to the increase in sponsored activity. Non-sponsored expenses, funded by membership dues, and indirect cost recovery were very close to the original budget projections.

Summer Program revenue was reported to be under the FY10 budget projection. The committee was advised that evaluating the Summer Program finances is best done on a calendar-year basis. This led to a slightly off-agenda discussion of the projected calendar year 2010 results for the Summer Program. ICPSR staff shared a report that estimates the Summer Program will end the year with $97K in expenses greater than revenue. The total membership contribution to this year's Summer Program is expected to be $155K. This includes $58K for membership-funded scholarships. Council expressed its pleasure with the Summer Program's progress and the transparency of the provided reports. Council also encouraged staff to continue the path of fiscal responsibility.

An additional agenda item requested by Council was a discussion of the impact on the organization of the loss of an externally-sponsored archive. Staff provided the committee with a report detailing the number of personnel utilized by each archive. Of the 61 positions currently in the ICPSR archives, 12 are held by temporary staff. Based on this, staff felt that, in the event of losing an archive, temporary staff could be terminated and most if not all regular staff would be

able to retain positions at ICPSR. Staff also noted that most of the sponsored archives were renewed recently with the exception of NACDA, which will be up for renewal next fall.

B. Personnel Update

Staff provided a current staffing profile, along with lists of open positions, closed positions, and reassignments. It was pointed out that ICPSR staff has nearly doubled over the past ten years. This raises the challenge of ensuring that office space is available for ICPSR's growth. Council questioned what the profile numbers really meant and how they could be evaluated. Do the numbers reflect the candidate pool and what pool (local, regional, national) should ICPSR use? This discussion resulted in an action item for the March Council meeting: Staff will prepare a report on how well ICPSR is doing in hiring a diverse labor force relative to its labor market.

III. Governance Issues

A. Endorsement Policy

Discussion of ICPSR's endorsement policy was postponed until the March meeting.

B. Areas of Growth

The committee briefly discussed the report provided in the Council binder. Staff again brought up the challenge of acquiring additional office space if ICPSR continues to grow. Once construction of the ISR-Thompson addition commences, space issues at ISR will become even more difficult. ICPSR currently uses vacant office space in the Perry addition as overflow during the busy summer months, but this space is not likely to be available during the construction. ICPSR is currently in discussion with the other ISR centers regarding space solutions. As an action item, Council asked staff to provide an update on space needs at the March meeting.

Collection Development Committee

Council: Rogelio Saenz (Acting Chair), G. Sayeed Choudhury, Jeffrey Moon
Staff: Bryan Beecher, Peter Granda, Sanda Ionescu, Amy Pienta, David Thomas
Visitors: Markus Quandt, Matthew Woollard

I. Strategic Plan Progress

Staff updated the committee on Strategic Plan activities with respect to Directions 1 (Leadership), 3 (Broadened Collections), and 5 (Resource Capacity).

With regard to Direction 1, staff informed the committee that ICPSR was active in continuing an emphasis on strengthening international outreach and partnerships. ICPSR staff participated in a recent board meeting of the International Federation of Data Organizations

(IFDO). This organization is seeking to expand its influence with members of the international social science community under the leadership of its new president, Sami Borg, Director of the Finnish Social Science Data Archive. Staff also participated in a meeting organized by the National Archive and Records Administration (NARA) to discuss plans for the upcoming dissemination of the original manuscript materials from the 1940 Census.

Staff updated the committee about an item raised at the June meeting in connection with Direction 3. This item concerned a proposal submitted by the University of Michigan's Institute for Research on Women and Gender in partnership with the School of Kinesiology to the Women's Sports Foundation to create a research institute to study the broad set of health issues related to the participation of girls and women in sports and physical activity. This proposal was recently funded and ISR expects to play a role in the new center with the possibility that datasets may be developed that can be archived and disseminated through ICPSR. Staff also reported continuing work on the development of a variable data editor for the National Survey of Family Growth project, which would have the capability to import and export DDI 2.1 files. ICPSR also sent letters of support to organizations seeking to create an Informatics Alliance under a new program sponsored by NSF. One of the goals of such an alliance would be to integrate social science data with environmental data and to develop data and documentation standards that would be interoperable across disciplines.

Staff informed the committee about efforts to increase resource capacity (Direction 5) by expanding ICPSR's pool of potential job candidates. In the past, ISR and ICPSR only considered candidates who possessed degrees in standard social science fields for staff positions in Collection Development. The search for candidates will now be expanded to include those with nursing degrees and strong research and statistical backgrounds. This is more important than ever with the increased amount of health data that ICPSR is receiving.

II.   Discussion of Mixed-Method Studies

In June 2010, the Collection Development Committee requested that staff provide a list of mixed-methods studies they are pursuing as this constituted a new focal area in the revised Collection Development Policy of 2009.

The Acquisitions Staff prepared a list of studies from the LEADS database (NSF and NIH grant awards that produced data) that ICPSR is seeking to acquire for its collection. Staff searched the database through a number of keywords to uncover potential mixed-method studies. The search identified 68 possible studies and the list appeared in the Council book for the members of the committee to review. Acquisitions staff is contacting PIs on the list to obtain additional information and to determine if any of the data would be suitable for archiving at ICPSR. PIs of several studies have already committed to deposit their data. Other studies have been deemed as not matching the collection development goals of ICPSR and/or not available for archiving.

The committee discussed the amount of anonymization that would be performed on such studies and if it would be the responsibility of the depositor or ICPSR to perform this work. Staff

mentioned that ICPSR has a tool, QUALANON, to facilitate this process but cannot replace the often labor-intensive tasks involved in adequately anonymizing large text files. In practice, most of this work would occur at ICPSR.

Staff will continue to pursue these studies and hopes to gain additional experience with the costs involved in preparing such data for public use. Staff will pay particular attention to investigating the presence of consent forms, especially with regard to older qualitative studies, to see exactly what respondents were promised at the time the data were collected.

III.   Process and Technology Changes

With respect to the process changes for confidential and sensitive data presented by Bryan Beecher at the June 2010 Council Meeting, staff reported that work is continuing on the project to create a Secure Data Environment (SDE) at ICPSR. The SDE consists of a Virtualized Desktop, Partitioned Network Storage, and Segmented Firewalled Network.

Bryan presented an overview of the current state of the system. He described how the new system will take advantage of the University's cloud computing environment and also mentioned that ICPSR was still waiting for U-M electricians to complete the installation of new power cables into the machine room.

The Child Care and Early Education Research Connections Archive will start testing the system immediately with the expectation that all ICPSR users will be connected by the end of the calendar year. A DELL tape system will provide backups for information stored on the two new network-attached storage devices recently purchased.

Membership and Marketing Committee

Council: Jeffrey Moon (Chair), Catherine A. Fitch, Thomas LaVeist, Gregory N. Price
Staff: Linda Detterman and David Thomas

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 indefinitely due to limited resources to gather and analyze competitive intelligence information. Staff noted, however, that the ICPSR Social Science Data Fair will provide at least some knowledge to ICPSR of how other data providers are delivering services to the data community.

ICPSR would like to better understand what users are interested in with respect to datasets, tools, and other resources. A recent survey of the Official Representatives gauged members' satisfaction and profiled the membership, but also included questions that ICPSR will use to conduct additional research among data users. The goal is to line that research up with strategic goals. Another aspect of this future research is to convene a Data User Review Board,

consisting of representatives from member institutions.

Solid progress has been made in the areas of building the data community and advocacy by way of the ICPSR Social Science Data Fair. ICPSR is acting as a "convener" of data providers for this particular virtual meeting as it pursues its role to build networks throughout the social science data community.

II.   Membership, Utilization Activity, and Outreach

It was reported that membership continued to show net positive growth this fiscal year, although initial membership drops were running slightly above average. Receipt of membership dues was running similar to previous fiscal years, and ICPSR was already in a good position to meet its estimated membership revenue forecast. Utilization as measured by the number of unique users (the count of active downloaders) exhibited a slight increase in FY10 over FY09, indicating that the use of ICPSR data had increased slightly. In Fiscal Year 2010, the ICPSR Web site had 741,999 visits with 489,314 unique visitors.

ICPSR exhibited at the ASA annual conference in August; further conference participation was on hold until after a budget review in December. If membership revenues were on course, a number of conferences might be reinstated for calendar year 2011.

ICPSR visited six campuses within driving distance of Ann Arbor to conduct workshops, and will continue to solicit workshop possibilities with still more "local" institutions. A new federation has been established via OhioNet.

III.   ICPSR Social Science Data Fair

ICPSR was to host a Social Science Data Fair November 8-11, 2010, with 14 sessions scheduled in the broad areas of data management, North American and international data sources, and resources for teaching with data. The target audience is the general social science data community including ICPSR Official Representatives and Designated Representatives.

IV.   2011 OR Meeting and ICPSR Golden Anniversary Planning

The 2011 OR Meeting will be held October 5-8, 2011, onsite in Ann Arbor with a virtual component for those unable to physically attend. At the request of ORs and DRs, the majority of the content will cover ICPSR resources and projects. More information on the event will be available in early 2011.

ICPSR will launch the celebration of its 50th Anniversary at the 2011 OR Meeting. A special symposium followed by a banquet is scheduled for Thursday, October 6, 2011. Interim anniversary events are also in the planning stages, and the celebration period will conclude on Thursday, June 7, 2012, in conjunction with the June 2012 Council Meeting. A symposium with an invited speaker and a celebratory banquet will be part of the concluding festivities.

Preservation and Access Committee

Council: G. Sayeed Choudhury (Acting Chair) and Francine Berman (by phone)
Staff: Bryan Beecher, Sanda Ionescu, Nancy McGovern, Mary Morris, Elizabeth Moss,
                   Mary Vardigan
Visitors: Markus Quandt, Matthew Woollard

I.   Strategic Plan Progress

Staff updated Council on a range of activities related to specific directions in the Strategic Plan, with a focus on Direction I, Leadership. The point was made that forging effective partnerships is a significant part of leadership and ICPSR participates in a growing number of such efforts. Data-PASS is an example of a particularly successful partnership initiated by ICPSR.

Staff described the DPOE project (Digital Preservation Outreach and Education), a partnership with the Library of Congress to provide digital preservation training at a national level. This is an important new leadership activity, and it was noted that the project may fit in with the current NSF DataNet projects.

DataNet projects are intended to provide research infrastructure for data curation and preservation. ICPSR is part of two new DataNet proposals that may be funded in the second round of DataNet. In Europe there are parallel activities designed to build and enlarge research infrastructures.

II.   Update on TRAC Compliance

ICPSR participated in an early TRAC test audit in 2006 and now is pursuing a self-assessment based on the public version of TRAC guidelines from 2007. When the ISO standard version of TRAC is final, probably in 2011 or 2012, ICPSR will map to the new version. The TRAC self-assessment should be complete by the end of the winter, and at that point ICPSR will publish its findings.

ICPSR is hoping that its approach to the TRAC self-assessment will provide a model for others in the community. The approach has been to create a Web site on the ICPSR Intranet with high-level information on TRAC as well as information on each specific guideline. The Digital Preservation unit parceled out guidelines to the ICPSR lifecycle committees with the request for these groups to assemble evidence of compliance with respect to their assigned guidelines and to rate compliance on a scale from 1 to 4 (this scale is not formally part of TRAC, but it is possible that TRAC will adopt some type of metric).

The next step is for the Digital Preservation unit to evaluate the evidence and determine for each guideline whether the evidence is sufficient, whether there are actions needed to fill gaps to be compliant, or whether ICPSR is not yet compliant. ICPSR will then write a report on the TRAC assessment for public release.

An action item was noted. ICPSR will complete the TRAC work and present it to Council in March with a discussion of the role of the Council in TRAC compliance. Council is accountable for two guidelines: A1.2 Necessary succession, contingency, or escrow plans; and A4.5 Commitment to monitor and bridging gaps in funding. The Budget and Policy Committee will want to have a discussion of this topic and consider the implications for Council and the organization.

There is also a high level of activity in Europe around audit and certification for digital repositories. The European Commission has established three levels in the certification process:

- Basic Certification with the Data Seal of Approval
- Extended Certification involving an additional structured, externally reviewed and publicly available self-audit based on ISO 16363 or DIN 31644
- Formal Certification, which entails full external audit and certification based on ISO 16363 or equivalent DIN 31644

It was mentioned that preparing for an audit can require a large time commitment, and there is now a movement to charge a fairly high fee for audits. It is worth reminding ourselves of the goals of audit and certification. This work should be undertaken for purposes of transparency to the community and ensuring trustworthiness for potential data depositors and partners. The community needs to decide who owns this activity and who provides auditors, and it may be that audit should be separated from certification. The group discussed the National Digital Stewardship Alliance (NDSA), of which ICPSR is a founding member, as a possible forum for raising these issues.

III.   Update on Business Changes for Confidential Data

Bryan updated the group about changes in confidential data handling related to preservation and access:

Preservation: It has been decided that ICPSR will make copies of confidential data but will encrypt them before storing them offsite. Right now encryption is done at the study level but ultimately since ICPSR is transitioning to managing at the file level, encryption will be performed on files.

Access: Currently, ICPSR is sending confidential data on CD-ROM rather than offering secure download of data and better tools have been created for making the CDs.

A question was asked regarding whether ICPSR would try to break its encryption through the use of a "white hat" or an ethical hacker. There are plans to use such an approach to test the new private network, so ICPSR might extend that to include encryption.

Mary Morris of ICPSR User Support reported on progress with respect to the Remote Contracting System (RCS) for handling restricted data contracts electronically. It is currently available for one ICPSR study and there are 12 pending contracts in the system. Once in place for all restricted data at ICPSR, this system will free up staff who currently have to manage hundreds of paper contracts in a manual way. The system has built-in notifications to alert users

and staff when data contracts are ending and also has report generators so that ICPSR staff can report to funders about dissemination of restricted data. While it is not possible to import the existing database of contracts into the RCS, staff may be able to transition contracts that are being extended into the RCS.

IV.   Update on Web Site Revisions

ICPSR has decided not to redesign its Web site totally in 2011 but instead to focus on enhancing functionality related to search and documentation. With the next full redesign, ICPSR is considering taking an audience-based approach. This approach would guide different user types to specific information based on their characteristics and needs.

Google Analytics now offers new features aimed at segmenting users and it was suggested that having a presentation on this would make a good Council plenary if there is time in the schedule for March. This could inform training and how we serve up the data. At the least, the Preservation and Access Committee would be interested in such a presentation.

European visitors to ICPSR discussed the evolution of their respective Web sites. The UK Data Archive recently created a new site as part of a rebranding effort to recognize both the Archive and the Economic and Social Data Service (ESDS) and the relationship between them. The GESIS archive is moving to a model of reflecting the data life cycle on its site with an emphasis on helping users with specific research questions.

Training and Instruction Committee

Council: Christopher Zorn (Chair), Aletha C. Huston, Rogelio Saenz, Barbara Schneider
Staff: Dieter Burrell, Lynette Hoelter, William Jacoby

I.   Strategic Plan Progress

Staff reported that the Summer Program continues to make progress advancing the Strategic Plan in the areas of curriculum, new personnel, and outreach to new audiences.

II.   ICPSR Internship Program

Staff reported on adjustments planned for the upcoming 2011 ICPSR Internship Program. Staff will adjust the mix of archive work, Summer Program courses, and intern research activities in order to minimize intern time constraints and to maximize efficient time spent with ICPSR research mentors. The Internship Program has submitted a proposal to the National Science Foundation's Research Experience for Undergraduates (REU) program and has received positive preliminary feedback. Staff also noted that of the six posters created by the interns in 2010, two are being presented at professional association meetings this year.

III.   TeachingWithData

Staff reported that this is the third year in this three-year project, and that substantial changes have been made as a result of guidance from the TeachingWithData advisory group. TeachingWithData sponsored a class on undergraduate instruction at the annual American Sociological Association meeting the past summer, and it was well received. Staff has just completed a Web survey (3200 respondents) of teaching faculty and will present the results in the near future. The main challenge for this year is to create an improved interface between TeachingWithData and the SDA online analysis system.

IV.   Summer Program Courses

Staff presented a summary of the 2010 Summer Program noting that enrollments were higher this year and especially so in the statistical short courses. The Program remains diverse in terms of participants and faculty. Staff noted a change in the composition of participants in the four-week versus three- to five-day workshops, with the second session enrollment down a bit this year. Committee members discussed the composition of Program attendees since the ending of the CIC relationship. Council members indicated that more information about participants would be useful and directed staff to compile summaries of existing data on participants from the years 2004 to 2010 in a report to Council in March.

V.   Scholarship and Stipends for the Summer Program

At the June 2010 Council meeting, Council created two new Summer Program scholarships, one in the area of Child Development and one in the area of Education Research. Staff proposed that the committee consider two more scholarships, in areas from which the Summer Program is attempting to recruit participants: Public Policy/Public Administration and Quantitative Linguistics. The committee members discussed the proposal, including administrative relations with professional associations in both scholarly areas, and then approved the proposal.

VI.   Fee Structure for the 2011 Summer Program

Staff recommended that the Program retain the 2010 fee structure for 2011. One substantial adjustment was offered – a discount for repeat participants. The committee discussed the fee structure and decided that the 2011 fees should mirror those for 2010. After more discussion, the Committee approved a 15-percent discount to returning participants.