

## **ICPSR Council Minutes**

### **October 9, 2013**

#### **Attendees**

**Council Members:** Rogelio Saenz (Chair), Christopher H. Achen, Marilyn Andrews, Tony N. Brown, Paul N. Courant, John Fox, Carl Lagoze, Gregory N. Price

**ICPSR Staff:** JD Alford, George Alter, Rita Bantom, Shuming Bao, Bryan Beecher, Dieter Burrell, Linda Detterman, Peter Granda, Lynette Hoelter, William Jacoby, Susan Jekielek, Jared Lyle, John Marcotte, Michelle Overholser, Amy Pienta, David Thomas, Mary Vardigan

#### ***Director's Report***

Minutes from the June 2013 Council meeting were reviewed, voted on, and accepted.

ICPSR Director George Alter welcomed everyone to the October 2013 Council meeting and the Biennial Official Representatives meeting. Alter reviewed the OR meeting schedule, highlighting sessions that Council should attend if possible.

Alter noted some staff transitions that occurred earlier in the fall: Peter Granda was appointed Associate Director and Mark Thompson-Kolar was hired as the new Editor. Bryan Beecher, Director of Computing and Network Services, was leaving ICPSR to work for Arbor Networks in Ann Arbor, Michigan. Changes for the ICPSR Summer Program were announced as well. Bill Jacoby had resigned from his position as Director of the Summer Program to become Editor of the American Journal of Political Science. John Garcia, currently Director of the Resource Center for Minority Data, would take over as Interim Director of the Summer Program.

Alter noted that ICPSR membership currently stood at 740 with 16 members added in FY2014. The FY2013 membership revenues were forecast to total \$3,600,000, and \$2,978,000 had already been received.

According to Google Analytics, from July 1, 2012 – June 2013, there were 284,411 ICPSR website visitors from the U.S., 10,944 from Canada, 15,718 from China, and 8,529 from the UK. In terms of social media, there were over 1,330 followers on Twitter, 886 Facebook fans, 132 YouTube subscribers, and 1,430+ email subscribers.

Alter reported that the ICPSR Council election would take place October-November 2013. He reviewed the candidates on the ballot:

- Robert S. Chen, Center for International Earth Science Information Network (CIESIN), Columbia University
- Philip N. Jefferson, Economics, Swarthmore College
- Chandra L. Muller, Sociology, University of Texas-Austin

- William Vega, Social Work, Preventive Medicine, Psychiatry and Family Medicine, University of Southern California
- Janet M. Box-Steffensmeier, Political Science, Ohio State University
- Ron Nakao, Data and Computational Social Science Librarian, Stanford University
- Council Chair: Christopher H. Achen, Political Science, Princeton University

For FY2014, ICPSR was projecting a total budget of \$19.2M with a deficit of \$639K. There had been no major changes from the budget. The FY2013 year-end results were positive: while the original budget projected a \$667K deficit, the final deficit was only \$166K. The year-end fund balance was \$5.59M.

Alter reviewed proposals that had been funded since June 2013 and highlighted the following:

- Child Care and Early Education Research Connections with Columbia University (US Administration for Children and Families)
- Demographic Analysis of Longitudinal Historical Data (NICHD)
- National Archive of Criminal Justice Data-Supplement (US Department of Justice)
- Juvenile Justice Data Resources Project (US Department of Justice)
- Spencer Foundation Proposal Development Activities Project (Spencer Foundation)
- REU Site: Quantitative Social Science Research at the University of Michigan (NSF)
- Factors in Aging: Development Research Resources (NIA)
- Impacts of Mortality: Project TALENT 50 Years Later (NIA)
- Substance Abuse and Mental Health Data Archive (SAMHSA)
- Data Documentation Initiative Alliance (Various Sponsors – Non-Federal)

Alter reported that the top five studies (measured in number of downloads) released in the previous six months (as of October 1, 2013) were:

- Drug Abuse Warning Network (DAWN), 2011 (SAMHDA)
- SETUPS: Voting Behavior: The 2012 Election (ICPSR)
- National Prisoner Statistics, 1978-2011 (NACJD)
- General Social Survey, 1972-2012 [Cumulative File] (ICPSR)
- Uniform Crime Reporting Program Data: Supplementary Homicide Reports, 2011 (NACJD)

New studies in the General Archive included:

- Japan 2009 National Survey on Family and Economic Conditions (NSFEC)
- Levels of Democracy and Democratic institutionalization in 18 Latin American Countries, 1978-2004
- Transatlantic Trends Survey, 2012
- The National Study of Business Strategy and Workforce Development, 2006
- The Use of Historical Analogies to Make Sense of Novel Events (832BC-2012) (ICPSR's newest "oldest" data collection)

The Resource Center for Minority Data (RCMD) also had new releases:

- Social Justice Sexuality Project, 2010 National Sample including Puerto Rico
- County-Specific Net Migration by Five-Year Age Groups
- Hispanic Origin, Race and Sex: 2000-2010
- Behavioral Risk Factor Surveillance System (BRFSS), 2003
- Citizen Disenchantment in Mexico (National Survey, June 2006)

In the Membership and Marketing area, the Webinar program had been very active, and new issues of *DataByte* and the *ICPSR Bulletin* were recently published. The 2013 OR meeting was being held at the Michigan League with 144 registered participants, 80 of them ORs and DRs. The Welcome Reception, sponsored by the ICPSR Council, was to be held that evening at the Perry Building. The Data Seal of Approval annual conference had taken place the day before.

The 50<sup>th</sup> anniversary of the ICPSR Summer Program occurred over the summer. The Summer Program set a new record for attendance with 1,044 participants. There were 97 instructors from 57 institutions, 41 teaching assistants, and 82 courses. Three scholarships were awarded to members of the National Black Graduate Students Association, and the Hanes Walton Jr. Award went to three students and faculty from Historically Black Colleges and Universities.

In the area of Instructional Resources, a new teaching module on the 2012 election was released. The Teaching with Data site's "Data in the News" feature was proving popular, with 3,830 hits in the last month.

Alter showed a new tool created as part of the Metadata Portal project, an NSF-funded collaboration among ICPSR, the General Social Survey at NORC, and the National Election Studies to enhance the series' documentation with DDI markup. The "Reverse Universe Generator" tool uses DDI markup to visualize respondent routing through a survey.

Alter also discussed the White House mandate requiring open access to federally funded data. Related to this, ICPSR has a Sloan grant on Building Community Engagement in Data Citation and Open Access to Data. Two meetings for this project were held in June. First, ICPSR convened representatives from 16 journals and professional associations to discuss "Data Citation and Research Transparency Standards for the Social Sciences." Later in the month, a meeting on "Sustaining Domain Repositories for Digital Data" was held, with representatives from 22 domain repositories in attendance. Both groups collaborated on statements of principles. The domain repositories subsequently published a Call for Change recommending new funding mechanisms for data repositories. The document had been endorsed by 26 repositories so far.

Also on the open access topic, Alter announced that OpenICPSR, a new ICPSR service to provide open access to data, would be demonstrated at the OR meeting and would launch in beta mode early in 2014.

Alter reported on Strategic Plan progress. Over the summer feedback from staff, ORs, and Council was incorporated into the new Plan and the directions and strategies were refined. Council approved the new Plan and the new mission statement in September.

In terms of next steps, the Strategic Plan would be presented to ORs during the upcoming meeting, after which staff would create a public website about the plan. Staff also planned to develop a set of goals to achieve in 2014, meet with staff about tactics to accomplish the goals, and then launch the Plan in January 2014. A new committee structure was also being established to facilitate successful implementation of the Plan and better communication across the organization.

### ***Budget and Policy Committee***

Council: Rogelio Saenz (Chair), Marilyn Andrews, Tony N. Brown, Carl Lagoze, Gregory N. Price

Staff: JD Alford, George Alter, Rita Bantom

## **I. Strategic Plan and Strategic Overview for FY2014**

Along with the narrative found in the Council binder, the Strategic Plan was presented during the Director's Report.

## **II. Financial and Administrative Issues**

### **A. Financial Reports**

ICPSR staff briefly discussed the financial projection for FY2014. Staff noted that with the numerous staffing changes and transitions, it was difficult to gauge the impact on ICPSR's bottom line at year-end. Implications of the government shutdown and a new University shared services program were brought up by Council and discussed.

Next, the committee focused on the FY2013 year-end results. ICPSR finished the year with a deficit of \$166K, which was a \$500K improvement over the original budgeted deficit of \$667K. The bulk of the difference came from the Membership budget. Membership revenue was up while expenses were down, adding a positive \$362K to the organization's bottom line. Staff pointed out that ICPSR's conservative budgeting philosophy is reflected in a budget that assumes all positions in the budget are 100% funded. In reality, terminations occur, job openings are not filled immediately, and these salary expenses are not incurred.

### **B. Personnel Update**

Staff reported on the staffing/recruiting displays found in the Council binder. A brief discussion took place regarding ICPSR's policy to advertise job openings internally before posting more widely. It was also announced that Peter Granda was appointed as ICPSR's Associate Director as of October 1.

### **III. Governance Issues**

#### **A. Report on Summer Program Review and Director Search**

Situational Review Committee member Tony Brown presented the report of the situational review of the ICPSR Summer Program. The report included a list of possible opportunities for improving the program along with recommendations for the new leadership position. A copy of the prior (2006) Summer Program Director job posting was attached to the report. The Budget and Policy Committee discussed possible changes that need to be addressed to ensure that the candidate pool was not too constricted. Staff outlined the intended schedule for the recruitment. A search committee would be selected and job advertisement posted shortly after the October Council meeting with the goal of appointing a candidate in May with a September 2014 start date.

#### **B. Cash Reserve Policy Update**

The cash reserve policy update was the result of an action item from the June 2013 Council meeting. Staff shared an outline of a draft policy, which included the statement, “The theory of the cash reserves is that if ICPSR and/or ISR were to shut our doors today, we would want to have enough cash reserves to cover our salary and fringe benefit requirements (90-day....). Otherwise, we would want to have sufficient cash reserves for commitments to the PRS for IDCA commitments.” The committee agreed with the direction of the draft policy and expected to see and vote on a final version at the March 2014 meeting.

#### **C. Strategic Plan Update**

Staff discussed the new ICPSR committee structure along with the move away from numerous long-standing committees and towards a smaller set of working groups. The next phase of the Strategic Plan would involve setting annual goals and targets.

### ***Collection Development Committee***

Council: Christopher H. Achen (Chair), John Fox, Carl Lagoze  
Staff: Bryan Beecher, Linda Detterman, John Garcia, Peter Granda, Susan Jekielek, Amy Pienta

#### **I. Strategic Plan Update**

ICPSR (Peter Granda) visited the National Council of Applied Economic Research Economic (NCAER) in New Delhi, India, in July to discuss data archiving plans.

#### **II. CPANDA Update**

The Collection Development Committee approved of ICPSR’s plans to migrate the CPANDA collection to ICPSR if awarded a project from the National Endowment for the Arts.

John Garcia gave an update on ICPSR activities to support data sharing in and about Latin America. The committee expressed interest in outreach to Southeast Asia as well.

John Garcia discussed a succession plan for his position (RCMD Director) as he intends to leave ICPSR at the end of 2014. ICPSR may need to recruit “locally” in order to staff a position that is likely to be a half-time position. The Committee urged ICPSR to consider approaching the Provost to commit to supporting this highly visible position.

### **III. NAHDAP Update**

The National Addition and HIV Data Archive Program (NAHDAP), one of the externally funded topical archives at ICPSR, is supported by the National Institute on Drug Abuse with the goal of creating infrastructure for sharing addition and HIV research data. The archive has a particular emphasis on confidential data and providing technical assistance to depositors. The Committee discussed the various mechanisms for handling restricted data at ICPSR.

### **IV. OpenICPSR Update**

Linda Detterman gave an update on OpenICPSR. While the packaging of the service may need further refinement, the Committee was encouraged by the development efforts to date. The Committee discussed the possible threats to the existing topical archives at ICPSR with the availability of free options, and requested that these issues be considered as development proceeded.

## ***Member Services Committee***

Council: Marilyn Andrews, Tony N. Brown, Rogelio Saenz

Staff: Linda Detterman, David Thomas, Mark Thompson-Kolar

### **I. Strategic Plan Progress**

Staff updated Council on the progress of the Strategic Plan for Member Services. As a means to “sustain membership, improve services, and expand the value” of ICPSR membership, the following activities dedicated to this action item within the Strategic Plan were noted: attendance at several conferences; broadcast of Webinars; the 2013 Biennial OR Meeting; communications including the Summer DataBytes, Guidelines for Response to the OSTP Memo (via Slideshare), and revamp of several brochures; and participation on social media platforms.

Lastly, the Strategic Direction item “Build the data community & advocacy” was satisfied over the past few months by the Summer Internship program, several workshops/sessions on using ICPSR data for instruction at various professional meetings, and the “Welcome Back Initiative” that funded attendance of five individuals at the OR meeting.

## **II. Membership Status and Activity**

Membership added 16 members since the start of the fiscal year and had reached the 740 member level. Receipt of membership dues was running slightly ahead of previous fiscal years. Utilization (data) in FY2013 as measured by the Unique Users count (the count of active downloaders) was up slightly compared to FY2012 as were website visits (non-bounce). This is important to note since utilization (downloads of data) had been showing a decline believed due to the changes in the manner in which documentation can be viewed (no need to download to view documentation). A FY2014 utilization review would be presented during the March 2014 meeting.

## **III. ICPSR Membership Outreach**

ICPSR had been active in the communications area, releasing the Summer DataBytes e-newsletter, Guidelines for Response to the OSTP Memo (via Slideshare), and several communications regarding the 2013 ICPSR meeting since Council last met. ICPSR currently had 1,330 Twitter followers, 886 Facebook fans, 99 YouTube channel subscribers, and over 1,400 subscribers to its subscribed email lists.

As part of its ongoing support for diverse representation of members within the Consortium, the membership area developed a program whereby former members of ICPSR were invited back to the Consortium via a complimentary membership for 18 months. Five of the six institutions would have representatives, funded by ICPSR, at the 2013 OR Meeting. These included:

- Dillard University
- Jackson State University
- North Carolina Agricultural and Technical State University
- Xavier University of Louisiana
- Morgan State University

## **IV. 2013 ICPSR Meeting**

Staff reviewed the meeting program and activities related to the 2013 Biennial Meeting. The meeting was preceded by the 2013 Data Seal of Approval meeting. General meeting characteristics included:

- Expected attendance of 155, including 110 guests and 145 staff/speakers
- Attendees from Canada (8) and other non-North American institutions (13)
- 95 institutions represented
- 6 pre-conference workshops

Staff noted that a full overview, including the evaluation of the meeting, would be provided at the March 2014 Council Meeting.

## **V. Update on RCMD Activities**

Staff reviewed activities associated with the Resource Center for Minority Data (RCMD). The current focus of RCMD was to increase the availability and awareness of data on underrepresented populations. Recent accomplishments included:

- Executed the Research Experiences for Undergraduates (REU)-funded ICPSR Summer Internship program
- Conducted the Robert Wood Johnson Foundation Health Disparities Workshop
- Assisted with the Welcome Back Initiative and several OR Meeting workshops and sessions
- Developed requirements for the OR Sabbatical opportunity for those interested in developing tools or modules directed toward undergraduate instruction
- Released four studies since June 2013
- Traveled and conducted outreach activities

## **VI. Update on Instructional Resource (IR) Activities**

Staff reviewed activities associated with the Instructional Resources initiative. A primary focus since June was the Summer Internship program with seven interns successfully completing research posters and Lynette Hoelter co-leading a weekly research “course” with John Garcia. Hoelter also taught the Introduction to Statistics and Data Analysis II course for the 2013 Summer Program. Other initiatives reviewed included:

- Release and promotion of “Voting Behavior in the 2013 Election” SETUPS module – the latest edition
- Hosting of a Webinar titled “Teaching Integrity in Empirical Research (TIER)”
- Release of another data-driven learning guide to bring the total available to 51
- Release of two new resources: a guide to reading scientific articles and a guide to interpreting SPSS output for various statistical tests

## ***Preservation and Access Committee***

Council: Paul N. Courant (Acting Chair), Carl Lagoze

Staff: Elizabeth Moss, Mary Vardigan, Cole Whiteman

## **I. Strategic Plan Update**

An update was provided on activities pursuant to the Leadership direction of the ICPSR Strategic Plan, with a focus on the Metadata Portal Project, an NSF-funded project in partnership with the General Social Survey at NORC and the American National Election Studies at the University of Michigan’s Institute for Social Research. The project goals are to (1) enhance documentation of the ANES and GSS via variable-level DDI markup, (2) provide prototypes of tools that exploit the rich, structured documentation, and (3) analyze the workflows of the ANES and GSS to understand how the projects might collect more metadata earlier in the data life cycle. The



overarching objectives of the project are to stimulate more use of these popular data collections by improving their metadata and encourage the development of tools based on structured metadata.

There was a discussion of whether anyone has done a formal economic analysis of the value of metadata, and the conclusion was that this would be a good topic to pursue.

A summary of the Reverse Universe Generator experimental tool was provided. The tool is designed to reverse engineer survey routing and skip patterns based on markup of missing data. The tool requires that missing data be described properly (e.g., “Inap.” should be distinguished from “Don’t Know”) in order to fully display routing and determine which respondents answered which questions.

Under the heading of leadership, the committee also had a brief discussion of OpenICPSR and the “competitors” the service may face, including Figshare, an open-access data sharing service with an interface that makes it easy for a research to deposit data and track its impact. Council suggested that ICPSR should watch this service, and the market response to it, as it develops.

## **II. Research Data Alliance (RDA) Participation**

Staff described ICPSR’s involvement in the RDA, an international initiative to encourage data sharing. Several ICPSR staff are members of RDA Interest Groups and Working Groups and have attended the first two RDA Plenaries held in Gothenburg, Sweden, and Washington, DC. The next meeting was to be held in March 2014 in Dublin.

## **III. National Digital Stewardship Alliance (NDSA) Participation**

ICPSR was a founding member of the NDSA and continues to be involved in NDSA Working Groups on Standards and Practices, Infrastructure, and Content.

## **IV. DataCite**

Elizabeth Moss represented ICPSR at the DataCite Summer Meeting in Washington, DC, and also moderated a session during the meeting. George Alter gave the closing keynote address.

ICPSR will soon be transitioning to registering Digital Object Identifiers (DOIs) for its datasets through DataCite (previously, ICPSR used CrossRef for this service).

There was a brief discussion of ICPSR’s participation in Thomson Reuters’ Data Citation Index. Council recommended that when working with for-profits, ICPSR should think about what we get in return.

## **V. Data Curation Activities**

ICPSR has taken leadership around data curation and preservation on the UM campus. Jared Lyle and Lance Stuchell of the UM Libraries have organized “Curation and Preservation

Meetups,” which have been attended by several departments and museums across campus. This initiative has been established to tackle challenges faced in common by campus data curators, such as the development of standards, accessibility, and curation techniques. The next topic for the group is PDF preservation issues and the objective is to come up with campus-wide standards.

## **VI. Data Curation Course**

The course was offered for the second time in July with a greater focus on hands-on curation exercises and sharing of participants’ curation needs and experiences. Response to the course has been positive in terms of both audience feedback and attendance: it had a significant wait list when offered initially at half price in 2012, and still had a wait list when offered at full price this past summer. ICPSR would be offering a condensed version of the course this week to ORs. Future plans under consideration include building a web-based version of the course, and expanding the course into a track of related courses.

## ***Summer Program Committee***

Council: Gregory N. Price (Chair), Christopher H. Achen, and John Fox  
Staff: Dieter Burrell, Henry Heitowit, and William G. Jacoby

## **I. Report on the 2013 Summer Program**

Staff reported on efforts to achieve the objectives articulated in the ICPSR Strategic Plan in regards to the Summer Program. Progress had been made on all three of the strategies under Strategic Direction IV. Enrollment in the 2013 Program reached another record-setting level in 2013 at 1044 participants. Enrollments in both the regular four-week sessions and the three- to five-day workshops were up. Workshops were held in several offsite (non-Ann Arbor) locations in 2013: University of North Carolina (Chapel Hill, NC), University of Massachusetts (Amherst, MA), Indiana University (Bloomington, IN), University of California (Berkeley, CA), Concordia University (Montreal, QC), and Fordham University (New York, NY). The Program’s instructional staff continued to expand in size, diversity, and range of disciplines represented. The Summer Program continued its work on promoting diversity with the second year of a five-year plan to enhance diversity throughout the Program’s community.

## **II. Summer Program Situational Review**

The Committee discussed at length the report of the Situational Review Committee. The report listed achievements and areas of improvement, and staff commented on each item. Committee members also discussed the report’s two suggested alternative leadership structures: (1) a committee of scholars who would rotate yearly as director, and (2) one faculty and one administrative person as co-directors.

### **III. Fees**

The Committee discussed the structure of the Summer Program's budget and its relationship to the Membership budget. The Committee approved the 2014 fee structure, which remains the same as the 2013 fee structure.

### **IV. Proposed Institute of Political Methodology (IPM) (Taiwan) Partnership**

Staff reported on a meeting between the Summer Program and leaders of the Institute of Political Methodology (IPM) in Taiwan. IPM is funded by the Taiwanese government to train approximately 30 political science graduate students from Taiwan and East Asia. IPM submitted a proposal for a partnership between the two summer training programs that would include a small discount to alumni of IPM who may, as future graduate students in the U.S., attend the Summer Program. The Committee discussed the details of the proposal and recommended that the full Council approve the partnership, albeit with a modification that IPM assist ICPSR in obtaining selected Taiwanese election data.