

COUNCIL MINUTES

October 16-17, 2014

Attendees

Council Members: Christopher H. Achen (Chair), Marilyn Andrews, Tony N. Brown, John Fox, Carl Lagoze, Chandra Muller, Ronald Nakao, Rogelio Saenz and William Vega

ICPSR Staff: JD Alford, George Alter, Rita Bantom, Shuming Bao, Edward Czilli, Linda Detterman, John Garcia, Peter Granda, Lynette Hoelter, Susan Jekielek, Jared Lyle, Mary McEniry, John Marcotte, Tom Murphy, Asmat Noori, Michelle Overholser, Amy Pienta, David Thomas, Mary Vardigan, and Diane Winter, Dory Knight-Ingham, Tom Murphy, Sandy Schneider

Visitors: Matthew Woollard, UK Data

Staff Visitors: Mike Shove, General Archive and Fillippo Stargell, ICPSR-Admin

Director's Report

Council meeting minutes were reviewed, voted on, and approved. ICPSR Director, George Alter, welcomed everyone to the October 2014 Council meeting.

New staff members that have recently joined us: Sandy Schneider, new Director of the ICPSR Summer Program; Tom Murphy, new Director of Computer Network Services; Dory Knight-Ingram, new Editor. Staff visitors for this Council meeting are: Mike Shove, manager of the General Archive and Fillippo Stargell, staff member of the administration team and providing finance support for the Summer Program. We also have an ongoing search for the Director, National Archive of Criminal Justice Data as well as recruitment for the Director, Resource Center for Minority Data.

Membership numbers are still healthy and our membership continues to grow. We are now at 754 an addition of seven members since the fiscal year started on July 1. We exceeded our goals in collecting membership fees in 2014 and we are well along collecting the FY2015 fees.

George updated the Council on the budget and were expecting a \$1.0M deficit. About a third of this is funds that were committed to reserves for ICPSR faculty for special projects and salaries. There are three main causes (1) we have had a number of important projects that have ended and were not replaced. (2) the cost of being in ISR has increased and (3) there is an ongoing dispute with ISR and the UM Provost on taxes. Results from FY14, the deficit is a little less than the original budget, it was 500K instead of 640K, but we did better than expected in two ways. The membership revenue was above. However, the \$518K is deceptive, because we actually had very high expenditures from committed reserves in the form of sabbatical payments, etc. The net change in the fund balance is relatively small, we had a decrease in the overall fund balance.

There were 70,000 visits to our website and we continue to increase in downloads. The downloads are cyclical and according the trend on Google Analytics we have surpassed 10,000 data downloads per month. George reviewed the list of the top 10 studies released in the previous six months as well as the top 10 downloads and encouraged Council members to go to the YouTube channel and subscribe, if they haven't done so already and view ICPSR. We have close to 300 YouTube subscribers, over 1,773 followers on Twitter, 1,628 Facebook followers and 1,560 plus email subscribers.

Top 10 Studies Released in the Previous 6 Months as of October 12, 2014

Title	Archive
Treatment Episode Data Set -- Admissions (TEDS-A), 2012	SAMHDA
Treatment Episode Data Set -- Discharges (TEDS-D), 2011	SAMHDA
National Incident-Based Reporting System, 2012: Extract Files	NACJD
Uniform Crime Reporting Program Data: County-Level Detailed Arrest and Offense Data, 2012	NACJD
Uniform Crime Reporting Program Data: Supplementary Homicide Reports, 2012	NACJD
Uniform Crime Reporting Program Data: Arrests by Age, Sex, and Race, 2012	NACJD
National Prisoner Statistics, 1978-2012	NACJD
Uniform Crime Reporting Program Data: National Incident-Based Reporting System, 2012	NACJD
Uniform Crime Reporting Program Data: Arrests by Age, Sex, and Race, Summarized Yearly, 2012	NACJD
The Commission on Youth Voting and Civic Knowledge Youth Post-Election Survey 2012	ICPSR

Top 10 Data Downloads in the Previous Six Months as of October 12, 2014

Title	Archive	Number of downloads
National Survey on Drug Use and Health, 2012	SAMHDA	1916
National Longitudinal Study of Adolescent to Adult Health (Add Health), 1994-2008 [Public Use]	DSDR	1641
India Human Development Survey (IHDS), 2005	DSDR	633
National Mental Health Services Survey (N-MHSS), 2010	SAMHDA	618
Chinese Household Income Project, 2002	DSDR	483
Drug Abuse Warning Network (DAWN), 2011	SAMHDA	483
National Crime Victimization Survey, 2012	NACJD	410
Collaborative Psychiatric Epidemiology Surveys (CPES), 2001-2003 [United States]	CPES	367
Gender, Mental Illness, and Crime in the United States, 2004	NACJD	358
Treatment Episode Data Set -- Admissions (TEDS-A), 2012	SAMHDA	357

ICPSR attended and exhibits at conferences and we had a presence at:

- International Association for Social Science Information Service & Technology (IASSIST)
 - *Workshops – openICPSR; ICPSR; public data sharing*
 - *Poster Session: openICPSR*
- College on Problems of Drug Dependence (CPDD)
- Head Start's 12th National Research Conference on Early Childhood
- Asociación Latinoamericana de Población---Latin American Population Association (ALAP)
- American Psychological Association (APA)
- National Council of University Research Administrators (NCURA)
 - *Session: Meeting Federal Data Sharing Requirements*
- American Sociological Association (ASA)
 - *Poster Session: Meeting Federal Data Sharing Requirements*
- IACA/Crime Mapping Research Conference, 2014
- American Political Science Association (APSA)

Recent proposals submitted and funded since the last Council meeting in May 2014.

Highlighting Susan Jekielek's grant "New Civics Data Registry" from the Spencer Foundation.

We will have a new website for the Spencer Foundation data as well as Mary McEniry's grant on "Demographic Data Sharing and Archiving."

John Garcia	Educational Program for Population Research in LGBT Health, Fenway Health
Peter Granda	National Archive of Criminal Justice Data – Supplement 3, US Dept of Justice
Lynette Hoelter	NEISS AIP Special Study Data, CDC
Susan Jekielek	New Civics Data Registry, Spencer Foundation
Mary McEniry	Demographic Data Sharing and Archiving, NICHD
James McNally	Sharing Restricted Data for Secondary Research: Evolving Tools and Protocols, NIA
Amy Pienta	National Institute on Drug Abuse, NIDA

George reviewed the Strategic Plan Directions 1 – 3 and gave the Council an update of each goal. Under direction1; foster the creation of new data repositories. We have been working on a guide to building a data repository. The group has been collecting various policies. Under direction 2: develop new means of eliciting feedback from end users. We have an organizational insights team serves as a source for people to go to find information about ICPSR's tools. Direction 3: New models for collaboration between the Summer Program and the archives. The Summer Program has been talking to the sponsors and is updating its template

to assist ICPSR units in adding workshops to grants and contracts. Direction 4: Expanding organizational capacity for leadership and innovation. Taskforce sent out a survey that was completed by staff on barriers to and support for innovation of ICPSR.

The new studies new in General Archive were highlighted especially the Philadelphia Social History Project as well as Poverty Assessment and Comparative Study. RCMD archive has been expanding in a new directions and in particular have done some work to collect data on sexual minorities and foreign countries and international data which is reflected in the new acquisitions in RCMD.

The Summer Program had another successful year. They had 97 workshops and lectures, 41 two- to five-day workshops and have had workshops in six different states including two in Montreal Canada. Attendance was at 1,075 participants.

This summer we had largest intern group, we had eight interns. This reflects the funding through the REU grant that John Garcia and Lynette Hoelter received through NSF. This was also the 10th Anniversary of the ICPSR Summer Internship luncheon where Fahmide Chowdury of NSF was the keynote speaker and several alumni attended.

ICPSR completed our third bi-annual Data Fair. ICPSR alternates between the Data Fair and the OR meeting. We offered 14 webinars where over 769 sessions were attended by over 600 people. The OR meeting will be in October 2015.

ICPSR received a \$10,000 grant from the University of Michigan African Social Research Initiative to assist in creating a data archive at the University Cape Coast in Ghana. We invited Sam Annim and Raymond Frempong from DAMAA to visit ICPSR. Once they arrived they learned data processing in the General Archive and attended courses “Curating and Managing Research Data for Reuse” and “Providing Social Science Data Services: Strategies for Design and Operation.” ICPSR created a DAAMA series which has the two studies that Sam and Raymond processed this summer in it and in addition to four studies that we already had. They also discovered that they could work in our Secured Data Enclave from the University of Cape Coast.

openICPSR was launched in February and it is still in beta phase. It is available for free to members, however, we have also had a lot of discussions about creating a version for institutions and journals. We do expected a full launch in early 2015.

The Virtual Data Enclave is being used by two of our sponsored archive, Education Archive for Measures of Effective Teaching and SAMHDA for two data sets on drug abuse warning network and national survey on drug use and health. We have over 300 registered users. In August, the SAMHDA project was audited for the FISMA standard and was completed successfully.

Plenary

Amy Pienta, ICPSR Acquisitions Director, discussed plans and strategies for the upcoming review of the ICPSR Collection Development Policy. Her presentation, entitled “Re-Imagining the Boundary of ICPSR’s Collections” offered a retrospective look at the previous data collecting strategies of the organization and proceeded to raise the following questions:

- What is a Collection Development Policy and what does the ICPSR policy look like specifically?
- What is LEADS and what has it done for ICPSR?
- Looking forward, what does ICPSR want to do, answer, and solve with its Collection Development Policy?

Amy discussed the original focus of the organization on political science data, its move into collecting data from the other social sciences, and the growth of the topical archives down to the present day. She noted that the current Collection Development Policy, written in 2006 with a light revision in 2010, stated as its main selection criteria:

1. ICPSR seeks data that have **demonstrated importance** to the social science community as determined by: substantive value for research and/or instruction, enduring archival value for research and/or instruction, uniqueness.
2. ICPSR seeks data that **support its mission**.
3. ICPSR seeks to acquire data in **core social science substantive areas**.
4. ICPSR seeks data that are useful in utilization of **current and emerging research and statistical techniques**.
5. ICPSR seeks data that permit the use of **quantitative and/or qualitative** social science research techniques.

Within these criteria, the emphasis was placed on the following types of data: diversity, complex, mixed method, interdisciplinary, and international. The Policy is assisted by the existence and continual updating of LEADS, a relational database of records containing information about thousands of scientific studies that may have produced social science data. The database is used to identify potentially high-value data, seek out the producers of these data, and encourage them to archive their materials; to provide a way of keeping track of the inquiries; and to serve as a source from which to produce research on the success and management of archiving efforts in the social sciences. The data reveals that only approximately 14% of the datasets identified from a review of NIH and NSF grants through the last 50 years have been archived. A number of these “at-risk” collections (152 to be exact) were among the more than 1200 deposits that ICPSR has received since 2006.

Amy went on to describe the challenges facing the creation of a new Collection Development Policy. Should the appraisal guidelines contain a specific statement about what the organization should curate and what it should not? How do we deal with the evolving data dissemination environment which advocates open access to all data supported by government funds? How does ICPSR continue to pay for the real costs of curation in this new environment? What are our competitors doing? What broader social science trends must we monitor to keep the

organization relevant for our membership in the future? And what metrics can we define to know if our current policy has been successful and to assess the success of the new policy after it is implemented?

The timeline for producing the new Policy was outlined: there will be an ICPSR staff retreat in December with the assistance of two Council members, Ron Nakao and Chandra Muller, followed by the submission of the revised policy to Council in March. After further review and discussion, it is expected that the policy will be presented to the Council for a vote at its June meeting.

Budget and Policy Committee

Council: Christopher Achen (chair), Tony Brown, John Fox and Rogelio Saenz
Staff: JD Alford, George Alter, Rita Bantom and Diane Winter

I. Financial and Administrative Issues

A. Financial Updates

Staff reported on the Fiscal Year 2014 budget which ended the year with a deficit of \$518 thousand. This deficit includes a large Special Duty Assignment (sabbatical) payment. The funds for this expense had accrued over the past several years but the impact was seen fully in the Fiscal Year 2014 operational budget. Council and staff discussed creating an “Executive Budget” which would help display these yearly accruals. The new display is an action item which will be due at the March 2015 Council Meeting.

Staff also reported that Membership revenue has continued the trend of exceeding original expectations. Combined with lower than budgeted expenses due to open staff positions, the Membership portion of the ICPSR budget closed the year with a surplus of \$717 thousand. There was considerable discussion on the fact that the Membership budget does not include several overhead expenses (Building Fund, ISR Central Services, Provost Tax, and Staff Professional Development). These expenses will be included in the previously mentioned Executive Budget display.

The budget discussion turned from Fiscal Year 2014 to 2015 and beyond. One of the major challenges facing ICPSR is the newly implemented Provost Tax. It is projected that this will be \$200 thousand in Fiscal Year 2015 and increase significantly in the following years. It was also noted that any sponsored award with lower than negotiated indirect cost rates may actually cost ICPSR more money than recovered IDC under this new tax policy. The Council has again offered to write a letter to the Provost and President expressing concern. Staff have passed this offer on to James Jackson, Director of ISR, and are awaiting a response.

B. Personnel Update

Staff presented the Staffing / Recruiting Report during the committee meeting. Changes in staffing from the previous report were primarily a decrease in temporary staff due to Summer Program and the Internship Program ending for the year. A display of terminations has been included with the report. Normal turnover and open positions were discussed and it was pointed out that the effect of these open positions could be seen in the lower salary expenses in the Membership budget.

George Alter reported that he will be stepping down as Director of ICPSR at the conclusion of this term (Summer August 31, 2016). Council recommended starting the search process as soon as possible.

Staff provided an update on the NACJD Director search and also discussed possibilities for the RCMD Director search after John Garcia's upcoming retirement.

II. Governance Issues

No governance issues were discussed during the Budget and Policy committee meeting.

Collection Development Committee

Council: Marilyn Andrews (chair), Carl Lagoze, Chandra Muller, Ron Nakao and William Vega
Guest: Matthew Woollard
ICPSR: Linda Detterman, Peter Granda, Jared Lyle, Amy Pienta, Mike Shove and Fillippo Stargell

I. Strategic Plan Update

Peter Granda gave a strategic plan update. Peter talked about the possibility of ICPSR getting food diary data – this would be a good test case for working with commercial data. Peter Granda also gave update about data harmonization proposal that we went in as one of the sub-contractors. The proposal, however, was not funded. There was discussion was informational.

II. openICPSR Update

Linda Detterman gave an update on the status of the launch of openICPSR. The beta period (free period) has been expanded. ICPSR is giving presentations about openICPSR to promote the service. Currently, ICPSR is developing the restricted data access piece of openICPSR and an IR product for a 2015 launch.

The committee discussed how to strategically position openICPSR. There was agreement that revenue could come from IRs, deposit/curation fees, and use of restricted data. Staff said that it costs about 55K per year to run the openICPSR archive. The committee considered whether we should make openICPSR deposits free for member institutions but did not have a strong opinion about this and deferred to staff authority on this.

Matthew Woollard suggested that ICPSR review the data journal called *Scientific Data* by *Nature* as another alternative that researchers are using to publish their data. He also discussed the economic model in UK for self-published data. The UKDA's open access/self-publishing product is externally funded (government) and they have a mandate to do this work. So, the users in Europe, certainly in the UK, have this service at no cost to the depositor.

Chandra Muller suggested that ICPSR write to NSF programs about grants for dissemination of the program's data through openICPSR.

III. Collection Development Policy

Amy Pienta led a discussion about collection development activities to consider in the future policy such as: whether ICPSR should create data, data harmonization, combining datasets, and capitalizing on rich metadata.

Membership Services Committee

Council: Tony N. Brown (chair), Marilyn Andrews and William Vega
Staff: Linda Detterman, Dory Knight-Ingram, Matthew Richardson, Lynette Hoelter, and David Thomas

I. Strategic Plan Update

Continuing with the goals set out in direction II of the strategic plan, the Organizational Insights Teams (OIT) affirmed its role as being the group for staff to bring organizational issues when they are identified.

One of the initial efforts of the OIT is to assess how internal information is collected and used (ex. Download queries, SDA usage queries, etc.) One outcome has been the realization of redundant information collection and mismatches between two reports that should be giving the same information. A short term goal of the OIT is to remove the redundancies and correct the mismatches. When asked for any breakthroughs, Hoelter reported that none have been identified, yet. Initial reports showed non-member usage growth but that was due to internal ICPSR usage being tracked as non-member growth. Members in China are downloaded a great deal of freely available data. When asked about what user support questions we were seeing, there was no central theme reported. Richardson explained that user support goes through a tracking system (Footprints) and the goal is some sort of reply with 24 hours of receipt. Brown wondered what the OIT will look like in March 2015. Detterman stated that the group will be around for a while and will serve as a resource for the organization and will be involved in conducting research on data usage.

The Innovation Task Force, formed in response to strategic direction IV, set its charge as to understand the structures at ICPSR that both foster and inhibit an innovative culture at ICPSR. The task force surveyed the ICPSR staff to get their opinions on innovation at

ICPSR. Some of the results from the survey included a desire to have time to think outside of the box and communication. Staff would like encouragement by supervisors and colleagues to speak and not being shut down and time to review past innovation. A challenge of the task force is to get people to not have a narrow understanding of innovation. A central theme of the challenges to innovation is there are many silos (special snowflakes). ICPSR staff need to focus more on being a team and find commonalities to streamline processes. Another challenge was that staff may not understand in what areas ICPSR has demonstrated leadership (i.e. what do we mean by curation?) One observation was that ICPSR communication should be focused by yearly goals and future endeavors.

Vega asked how do we get staff past the challenges and past disappointments and invest or reinvest. Thomas stated that we have the infrastructure so getting people together to see the common areas. Richardson said that the current fiscal picture could/should foster this cooperation because we do not have money to do otherwise. Brown wondered how council could help with awards/rewards. In response to thoughts that money may not be a good reward, Detterman acknowledged that money helps attract and retain staff but not motivate them. (Staff are motivated.) Some thought was given to figuring out how we can do spot bonuses or some other form of recognition. Brown suggested that council could help with letters of recognition. Vega wondered about weekly organizational updates. George Alter's staff news was noted but it was acknowledged that the information was based on self-selection. Vega suggested some sort of regular communication about what is happening in the organization.

Next steps: Review accomplishments nominations at the university. Needed more training and knowledge sharing at the processing level. Implement innovators awards around February. Attend ICPSR University to inform staff of what is going on and understand the organization/site as a whole. Implement an Innovators hall of fame which would highlight instances of innovation.

"Strategic planning is like telling everyone we are going to build Noah's Ark all over again."

II. Instructional Resources Update

The update from Hoelter on Instructional Resources focused on the state of the ICPSR summer internship. The internship celebrated its tenth year. The last three years were funded by an NSF REU grant. A proposal for funding for another three years has been submitted to NSF and we should know the decision of NSF by February 2015. The interns in the final year of the REU had the largest differences in skills and backgrounds as far as research skills and methods information. Two examples of that are an intern took her syntax file from processing work and just used it as the starting piece in her research but did not understand the why and how it applied and another intern did not understand the difference between a statistics issues versus a programming issue. In the meantime, summer 2015 internship will be smaller (4) this year using funding that was not used during the initial REU funding.

Hoelter's proposal for the new REU will target students earlier in their college careers (after their freshman year). The program will continue to result in posters but the goal is a better understanding the logic research and how to conduct analysis as opposed to following directions well. She built in more time to focus on common across ICPSR processes and see the big picture. Given that the guidelines have emphasis on under-resourced institutions the proposal focused on targeting community colleges.

Additionally, Hoelter submitted a separate proposal to NSF to create a tool to help faculty teach students use of statistical packages to integrate logic of statistics with teaching of the package(s). This is based on Hoelter's recent teaching experiences. For example, students in Hoelter's class did not understand what the background data in a statistical package looks like.

III. RCMD Update

RCMD Director John Garcia is retiring in the first quarter of calendar 2015 (third quarter FY15). ICPSR is in the process of contacting possible candidates to fill the director position in the interim. The search for a full time director will begin after the interim director is identified. The committee was directed to the RCMD report for more in-depth holdings information and RCMD outreach.

IV. Membership Status Update

In an effort to give as much time as needed/desired for the Instructional Resources and RCMD reports, the membership activities reports were moved to the end. Both the University of Cincinnati and Case Western Reserve University discontinued their memberships. Membership services is working on getting them back. Social media may prove to be useful. An unsolicited negative Twitter response (feed) has begun based on the fact that Case Western Reserve is not an ICPSR member.

Committee members were asked to refer to the report in the council binder for a complete detailed picture. Highlights of the report are that almost of billings for FY2014 had been collected. The outstanding amount of collection for FY2015 was approximates \$750,000 as of 16 October 2014 which is comparable to the outstanding amount for FY2014 at the same time period. In summary, Detterman reported that membership business feels very solid. ICPSR has experienced some membership Bachelor's only granting institutions but overall, it is pretty stable. The Katrina affected institutions are coming back to paying some as reduced rates and we are fine with that. ICPSR is still "beating bushes" for business. The continued goal is for the net membership change to be positive.

V. Membership Outreach Activities

In reporting out on membership outreach, Detterman stated that there were a higher than average number of workshops and poster sessions on federal research and data sharing requirements. The bulk of the webinars occurred during the data fair. There was an increase in followers of ICPSR across social media platforms.

In discussing a survey of users, we must identify the problems we are trying to solve or issues we are trying to address. This is best done through direct questions. ICPSR would like to use the survey results to inform ICPSR strategic directions and efforts.

Vega asked whether we had heard anything new from the ICPSR user community. Detterman said that data sharing is a concern.

An ad hoc discussion occurred on untapped markets. Brown asked whether there were any services individuals would want to purchase outside of institutional memberships. Detterman replied that openICPSR could be like that but we do not know. There could be potential for new entities. ICPSR could price itself at levels for both small entities and larger ones. Also, we could reach different audiences within current membership institutions. Vega asked what kind of products we imagine we could provide. Richardson suggested creating a tool based on Collecta software to help walk the researcher through the research process. Brown opined that ICPSR could be the place for all of that and it could be done all within the archive structure.

Preservation and Access Committee

Council: Carl Lagoze (chair), Christopher H. Achen, Robert S. Chen (by telephone)
and Ron Nakao
Staff: Jared Lyle, Thomas Murphy, Michael Shove, and Mary Vardigan
Visitors: Matthew Woollard

I. Update to Strategic Plan

Mary Vardigan summarized ICPSR's accomplishments implementing strategies related to the Strategic Plan, including providing workshops to international participants, facilitating discussion around research data by convening a meeting of national domain repositories, and developing a Guide to Building a Data Repository.

Council asked if anyone from the government was attending the meeting of domain repositories, such as FGDC and data.gov. If not, Council encouraged invitations.

II. CNS Update

Tom Murphy provided an update on CNS' focus, accomplishments, and challenges. As he was new to the position, Tom discussed that he was reviewing other archival technologies and infrastructure, including Fedora, Dataverse, and figshare. Highlights of accomplishments included work on Beta openICPSR, FLAME, and FISMA certification, as well as over 300 users registered in the VDE environment.

Tom shared concerns focused on staffing and professional development. CNS recently lost three developers. He also reported that the professional development budget for CNS this fiscal year was down significantly (approximately \$400 per developer). Also, the funding model to support CNS doesn't match the staffing model, especially since many projects are temporary and varied.

Council praised Tom and CNS for their work within the existing constraints. Council also expressed concern about staff churn, including how to compete with private industry and the current professional development budget reductions. A discussion of problems running a 24/7 product in the university environment followed.

III. FLAME Update

Jared Lyle gave an update on FLAME, which gives ICPSR new capabilities to manage content at the file level. There is considerable development work to be completed on the curation aspects of FLAME, including setting preservation values and mapping deposited files to processed files.

Council discussed the tension of developing a new service -- keeping existing infrastructure versus creating a new and innovative system. This will take some time. It was emphasized that FLAME is a long-term project.

Council pointed out that a major aspect of FLAME is the change of granularity in managing ICPSR's content, and that the granularity issue is a fundamental issue in data archives that will be even more essential in the future.

IV. Data Curation Course update

Jared Lyle provided an update on two Summer Program workshops offered on data curation and providing data services.

V. List of Meeting Priorities for FY2015

Mary Vardigan reviewed the list of meetings ICPSR has on its radar in FY2015 (this was an action item from the May 2014 Council meeting). She stressed that there are many meetings we could attend, but that ICPSR was choosing to focus on meetings of most importance. Council appreciated that the list noted some conferences that CNS could attend.

VI. Report on Pro Bono Consulting

Mary Vardigan reported on the review of ICPSR's pro bono activities with an eye on potential revenue generation. The review concluded that given the reasonable volume of visits and good will generated from pro bono work, not charging consulting fees remains in ICPSR's best interest.

At the same time, Council emphasized the importance of planning what ICPSR could charge for services and consultations provided to the community. Paid opportunities might arise in the future. Council also asked if there are ways for ICPSR to consult around IT or the Secure Data Enclave.

Summer Program Committee

Council: John Fox (chair), John Garcia, Chandra Muller and Rogelio Saenz

Staff: Saundra Schneider, John Garcia, Edward Czilli, Fillippo Stargell
and Dieter Burrell

I. New Summer Program Director

Staff reported on the transition to a new permanent Summer Program Director. Efforts are already underway to reorganize aspects of the S.P. office and to reform various S.P. procedures.

II. Summer Program Advisory Committee Meeting

Staff reported on the annual meeting of the Program's external Advisory Committee Meeting. Discussion were extensive and very helpful. Overall, the meeting was successful.

III. Strategic Plan

Staff gave an update on the Summer Program's efforts in regards to the Strategic Plan during 2014. Of note was the Interim S.P. Director's systematic interactions with the Topical Archives to prepare for collaborating on sponsored workshops in 2014.

IV. Report on the 2014 Summer Program

Staff reported on the 2014 Program. It was another very successful year with record attendance at 1076. The Program expanded its short course offerings, and also experienced an increase in participation in the short courses. Committee members discussed the fee discounts, including the view that they appear to act as an incentive for enrollments. Committee members also discussed the role of the computer labs in the Program's structure, both in the four-week sessions and in the various short course formats. Workshops were held in several offsite (non-Ann Arbor) locations in 2014: University of North Carolina (Chapel Hill, NC), University of Massachusetts (Amherst, MA), University of California (Berkeley, CA), Concordia University (Montreal, QC), University of Colorado (Boulder, CO) and Fordham University (New York, NY). The Program's instructional staff continued to expand in size, diversity, and the range of disciplines represented. The Summer Program continued its work on promoting diversity with the third year of its five-year plan. Staff noted that more work in this area need to be done including promoting diversity by population, discipline, and institutional affiliation.

V. Under-resourced Institutions Scholarships

Staff reported on the efforts to implement the new Council-mandated scholarship directed at scholars from Under-resourced Institutions. Overall, it was a success, despite low numbers of applicants. The implementation was difficult given the complicated set of criteria involved and given the tight time frame available.

V. 2015 Fees

Committee members discussed the fees for the 2015 Program. The Committee approved the 2015 fee structure, which remains the same as the 2014 fee structure.

ACTION ITEMS

Budget and Policy

- Request for an executive version of the Membership Budget showing costs for overhead expenses to assist in analysis of discretionary spending mandated by the Council.