COUNCIL MINUTES
March 5-6, 2015

Attendees

Council Members: Christopher H. Achen (Chair), Marilyn Andrews, Tony N. Brown (by phone), Robert S. Chen, John Fox, Philip N. Jefferson (by phone), Carl Lagoze, Chandra L. Muller and Ronald Nakao

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

Visitors: Paul Jackson, Managing Director, Consortium of European Social Science Data Archives (CESSDA)

Staff Visitors: Kaye Marz, Archive Manager, National Addiction & HIV Data Archive Program and National Archive of Data on Arts & Culture, and Tom Zelenock, Archive Manager, National Archive of Criminal Justice Data

Director's Report

Council meeting minutes were reviewed, voted on, and approved. ICPSR Director George Alter welcomed everyone to the March 2015 Council meeting.

Staff visitors for this Council meeting were Kaye Marz and Tom Zelenock. A warm welcome was also extended to Paul Jackson, the Managing Director of CESSDA.

Alter reported that membership numbers were healthy (763 members) and membership was continuing to grow. So far this fiscal year, Member Services had collected $3,750,000, which exceeded the forecast, and more revenue was possible.

The budget forecast for the current year was showing some improvement. While the original budget had projected a $1.04 M deficit, the forecast was showing a $700 K deficit. Membership and indirect cost funded expenses were projected to be lower than originally budgeted, and the inclusion of the SEAD (Sustainable Environment Actionable Data) project would push indirect cost revenue over original expectations.

The first look at the FY2016 budget showed a total budget of $19.6 M (the actual budget was $15.1 M due to double counting in the UM system) with a $563 K deficit. The operating budget was nearly balanced, and the organization was planning to spend $522 K from committed reserves.

Alter noted that ICPSR was currently looking for new projects and writing grant applications. The organization was reducing staff who were not on sponsored projects, and reassignments and other adjustments would be necessary.

There were 285,136 visits and 185,823 unique visitors to the website with more visits from Asia since the last meeting, and the number of downloads was continuing to increase.

Alter reviewed the list of the top ten most downloaded studies released in the previous six months as well as the top ten downloads over the same period.

Top 10 Studies Released in the Previous 6 Months as of February 23, 2015

Title	Archive
National Survey on Drug Use and Health, 2013	SAMHDA
National Crime Victimization Survey, 2013	NACJD
Monitoring the Future: A Continuing Study of American Youth (12th-Grade Survey), 2013	NAHDAP
National Survey of Early Care and Education (NSECE), 2010-2014	CCEERC
General Social Survey, 2012 Merged Data, Including a Cultural Module [United States]	NADAC
National Crime Victimization Survey, Concatenated File, 1992-2013	NACJD
National Crime Victimization Survey: School Crime Supplement, 2013	NACJD
Study of Women Across the Nation (SWAN), 2006-2008: Visit 10 Dataset	NACDA
Monitoring the Future: A Continuing Study of American Youth (8th- and 10th-Grade Surveys), 2013	NAHDAP
Korean General Social Survey (KGSS), 2012	ICPSR

Top 10 Data Downloads in the Previous Six Months as of February 23, 2015

Title	Archive	Number of downloads
National Survey on Drug Use and Health, 2012	SAMHDA	2112
National Longitudinal Study of Adolescent to Adult Health (Add Health), 1994-2008 [Public Use]	DSDR	1983
National Survey on Drug Use and Health, 2013	SAMHDA	1365
Gender, Mental Illness, and Crime in the United States, 2004	NACJD	703
India Human Development Survey (IHDS), 2005	DSDR	683
National Mental Health Services Survey (N-MHSS), 2010	SAMHDA	641
Chinese Household Income Project, 2002	DSDR	625

Drug Abuse Warning Network (DAWN), 2011	SAMHDA	610
National Survey on Drug Use and Health, 2010	SAMHDA	522
SETUPS: Voting Behavior: The 2012 Election	ICPSR	476

ICPSR had also recently debuted a new archive -- the National Archive of Data on Arts & Culture (NADAC), which Amy Pienta had brought to fruition and was directing. A new teaching module on the 2012 election – Voting Behavior: The 2012 Election – had recently been created by Charles Prysby and Carmine Scavo.

ICPSR had a strong presence on social media since October 2014:

- Over 1,974 followers on Twitter
- 3,020 fans on Facebook
- 355 YouTube subscribers, with 34,377 minutes watched for the fiscal year to date

ICPSR attended and exhibited at several conferences since October 2014:

- Hispanic Association of College & Universities (HACU)
- Gerontological Society of America (GSA)
- American Public Health Association (APHA)
- American Society of Criminology (ASC)
- Academy of Criminal Justice Sciences (ACJS)

Webinars were held on these topics:

- Drug Use Among Young American Indians - Exploring the Data (55 attendees)
- Understanding ICPSR – An Orientation to ICPSR (70 attendees)
- Orientation to openICPSR and openICPSR for Institutions and Journals (80 attendees)
- Find and Apply for Restricted-use Data from NAHDAP (40 registrants)

The organization was recruiting for two archive director positions. Final discussions were taking place with the selected candidates for the Director of the National Archive of Criminal Justice Data (NACJD) and for the Interim Director of the Resource Center for Minority Data (RCMD).

Alter reviewed the grant applications submitted over the last six months. He noted that SAMHDA had submitted an application for renewal and the decision on refunding was expected by April 1, 2015.

Alter described the SEAD project, which had recently moved to ICPSR from the UM School of Information. SEAD is one of the DataNet projects funded by NSF to build cyberinfrastructure in the area of research data. SEAD's objective is to help projects manage data while the research is in an active phase. It provides a number of tools that large projects can use to share and manage files and collaborate. SEAD is built on the notion of project spaces in which researchers are working with the data and adding metadata actively so that data can transition efficiently into

long-term repositories. Sandy Payette, SEAD Program Manager, was introduced. She would be talking to the Collection Development Committee about SEAD later in the day.

Alter highlighted a project on Computing Statistics with Private Data funded by the Sloan Foundation. The project was bringing together cryptographers and content specialists to focus on applying secure multiparty computing (MPC) to social science data. MPC is a set of techniques that come out of cryptography that allow statistics to be computed from data in a secure way with data privacy.

Alter updated Council on efforts to fulfill various objectives of the ICPSR Strategic Plan:

Direction I: Foster the creation of new data repositories. George Alter and Doctor Ashe from ICPSR and Lynn Woolfrey from DataFirst (University of Cape Town) visited the C-DAMAA archive at the University of Cape Coast in Ghana in February to advise this new archive on various aspects of data stewardship. Doctor Ashe stayed for a few weeks longer to train staff on data curation.

Direction II. Developing new and responsive products and services. The Organizational Insights Team was established to gather data from across ICPSR to analyze how web-based reporting tools were being used, what improvements could be made, and which reports were no longer needed with the goal of streamlining and improving reporting tools available to staff and projects.

Direction IV: Expanding organizational capacity for leadership and innovation. An ICPSR Innovations Team had been constituted to support and reward innovation at ICPSR in various ways. The group had applied for the UM Innovative Faculty Award for a member of the ICPSR faculty, established a processors communication group, and identified an award structure for an ICPSR Innovators Award Program.

Alter announced that the Biennial Official Representatives Meeting would be held September 30 through October 2, 2015. The Council meeting would take place on one day, Wednesday, September 30, with a Council Reception after the meeting in the Perry Atrium to welcome ORs. Two Council activities related to the meeting were coming up: a meeting of the awards committee to select the Miller and Flanigan award winners and a meeting of the nominations committee to prepare a slate for the 2015 Council election.

Alter updated Council on the Collection Development Retreat that took place in December. This was a day-long, off-site retreat to review and set the strategic direction for the next Collection Development Policy. ICPSR senior staff and managers and Council members Ron Nakao and Chandra Mueller were in attendance along with guests Margaret Hedstrom (University of Michigan), Jennifer Green (University of Michigan), and Hailey Mooney (Michigan State University). The revised policy would be presented in June for adoption.

The Summer Program was open for registration with 90 workshops and lectures and six remote locations. New courses were being offered on:

- Text Analytics
- Conducting Experiments in the Laboratory
- Nonparametric & Semiparametric Methods
- Survival Analysis

Alter noted that ICPSR had gained Federal Information Security Management Act (FISMA) approval and that SAMHSA and NIDA, the agencies requesting this approval, had officially granted Authority to Operate (ATO). This was a complicated procedure and a major accomplishment for ICPSR. Alter thanked the Computing & Network Services (CNS) unit and especially Asmat Noori, Assistant Director of CNS, for their work on this important activity. ICPSR was now formalizing a number of IT and security policies coming out of this process.

Alter reported that openICPSR was out of beta testing. There were over 58 deposits and a February webinar on openICPSR had drawn 80 attendees. openICPSR deposits are free to individuals at member institutions.

Plenary

User Search Survey
Matthew Richardson presented the results of a survey sent to those who successfully downloaded data between August and December 2014. Approximately 53,000 users saw the link to the survey and 298 responded, giving the Web Team needed feedback that can be used in conjunction with Web traffic logs and other analytical tools.

The goal of the survey was to get feedback about search strategies people used and which parts of the search functionality were most useful, keeping in mind that those who were questioned were those who had found something that looked at least promising enough to download.

The first question asked respondents how confident they were that the data they had downloaded would meet their research needs, and over 82% responded that they were at least somewhat confident.

Respondents were asked how they had discovered the study or dataset and the answers showed about a third using the ICPSR search engine (37%), a third using direct links (36%), and a third using general search engines like Google (32%). Richardson noted that a significant portion of people hit the study homepage from a search engine so it might be advantageous to invest more effort into search engine optimization at the study level. Additionally, the use of data citations in publications should be continued as that drives people back to ICPSR. He also questioned whether the historical focus on enhancing ICPSR's own search engine and building search tools for advanced users remained the best strategy going forward.

In terms of search strategies used by respondents, the largest group knew the study or investigator name and used that to find what they were looking for (36%), while others used broad keywords (25%) or combinations of specific questions (20%) to find the data they ultimately downloaded. Because variables/questions continue to be important to users in finding what they want, it was emphasized that we should think about how we can integrate variables into the study search in a way that is user-friendly. Currently the variable relevance sort option in the overall search results and the Social Science Variables Database (SSVD) represent different approaches to getting at variables and it is not clear which is more effective. Only a small percentage of the respondents used natural language searching.

The next question was about the filters people used to narrow their results. Only 33% of the respondents indicated that they used filters at all, suggesting that ICPSR should review the usefulness of filters. Survey responses can be used to suggest reordering or streamlining of the current list of filters.

Results also showed that users primarily read the summary/abstract on the study homepage to help them determine whether the data meet their needs. Metadata fields such as funding information, weights, response rates, and the like were used only by a small number of people. The Web Team planned to work with the Metadata group to determine whether some of the information on the study homepage could be removed or hidden.

Responses about tools used prior to downloading offered two main insights. First, most people (71%) read the documentation files prior to downloading, suggesting that improving the interface for interacting with documentation might have wide impact. Second, the fact that almost 15% of respondents reported using Quick Tables (compared to 11% using Survey Documentation and Analysis (SDA) and 18% using the SSVD) was surprising. This was especially surprising given that users who downloaded data through the Substance Abuse and Mental Health Data Archive – the archive that makes the most use of Quick Tables – were not included in the survey due to funder requirements. The number of studies that make use of Quick Tables is very small, even compared to the approximately 950 (of 9000) that have SDA analysis tools, so perhaps more effort could be put into adding them to other studies. This also suggests an opportunity to continue to appeal to a wider audience than traditional researchers by making data-driven decision making easier.

About the respondents: almost half (49%) were graduate students, 30% faculty, and 12% undergraduates. The underrepresentation of undergraduates was not surprising because they may be more likely to use data in SDA or to look at related publications without actually downloading data.

Council questioned whether there would be value in applying for Institutional Review Board (IRB) approval for a larger study of user search behavior, the results of which could be published to help other archives.

Membership Survey
Linda Detterman presented the results of a survey of Official Representatives (ORs)/Designated Representatives (DRs) conducted in November 2014. Three reminder emails resulted in 305

completed surveys (response rate of 35%). The goal of the survey was to obtain information about the OR profile and changing roles; the Biennial Meeting; and familiarity, use, and satisfaction with ICPSR products and services. Detterman presented a breakdown of the respondents compared to the overall survey population by geographic location (US, Canada, outside US/Canada), institution type (94% academic), and Carnegie classification. Results showed that the OR role is somewhat transitory – 24% of the respondents had been in the role one year or less – and the diversity of products and services offered by ICPSR puts a heavy burden on the website in educating both ORs and users. Clearly defined benefits and easy/self-explanatory tools are the things that will be most helpful in supporting the ORs to do their jobs. Additionally, there can never be too much outreach and education about what ICPSR does because there is frequent turnover in the audience. Most ORs were in the library (54%), with social science, political science, and sociology departments hosting the remainder. Linda noted that about 67% of the ORs who come to the meeting are from libraries. Fewer than half of the ORs had personally used ICPSR data for research or class work.

Questions related to the OR Meeting focused on attendance and desired content. Only about 20% of the ORs attended the 2013 meeting, and 32% had ever attended an onsite meeting. Budget and time are typical barriers to attending. Taken together, these issues prompt regular revisiting within the Membership Services group of ideas for changing the format of the OR meeting (e.g., regional meetings). About 45% of respondents indicated that they would like to or definitely planned to attend the 2015 meeting in Ann Arbor, another 31% said they would like to attend but that it was unlikely they would, 13% expressed no interest in attending, and 11% felt they were not familiar enough with the meeting to know one way or the other. These numbers were virtually identical to the survey responses prior to the 2013 meeting. Most topics proposed for the 2015 meeting received interest from about 60% or more of the respondents. The top content was rated as data visualization (82%), delivering data services to one's home institution (81%), and a research methods workshop aimed at demystifying metadata (79%).

In terms of familiarity with and use of ICPSR services, half or more of the respondents reported being familiar with resources such as webinars, undergraduate opportunities and classroom resources, utilization reports, and the data management and curation section of the ICPSR website, but less than 33% had referred others to use those resources. Similarly, three quarters were familiar with the Summer Program, but only 17% reported regularly (every two years) sending participants. These results suggested that webinars are the best known (and therefore potentially most effective) form of outreach and underscored the need for self-explanatory resources and tools.

In general, satisfaction with ICPSR services remained quite high, 8.5/10 overall, consistent with results seen since 2008. The most highly rated service was ICPSR staff responsiveness (8.9/10). Ease of finding necessary information on the website, while still high, received the lowest rating (7.9/10). Quality of data and documentation both received 8.8/10. Linda noted that the ease of finding information on the website was likely related to the diversity of users, each with different needs from the website, highlighting the importance of continuing to examine usability among various segments of users.

Lastly, ORs were asked about the nature of their roles on campus. Results showed that helping users find data and/or teaching materials was becoming an ever smaller part of their roles, especially as data management aspects (sharing data, curation of data, data management plans) became larger. ICPSR is in a good position to help ORs with these areas through products like openICPSR and the data curation and management page on the website. Current data sharing practices appear to be varied – nearly half said that data producers were sharing data on their own, while half also said that producers were just not sharing data. About a third of the ORs reported that data producers on their campuses were sharing through domain repositories and another third through institutional repositories. At the institution level, only half of the ORs reported that their institutions had or were building repositories of their own, while the other half were looking for someone else to host (17%), studying what to do in terms of data repository management and sharing services (38%), or not sure what their institutions were doing or at a point where data sharing was not yet on the radar (21% each). Again, ICPSR can be helpful if we continue to get out in front of the ORs and provide resources that meet their needs.

Council discussion began by affirming the findings of the survey – particularly about customer service/responsiveness. Questions were raised about whether ICPSR might explore holding the OR meeting in conjunction with conferences like the International Association for Social Science Information Service & Technology (IASSIST) or a library meeting. Council also suggested making connections with programs in schools of information and connecting in other ways with the next generation of librarians.

Budget and Policy Committee

Council: Christopher H. Achen (Chair), Tony N. Brown (by phone), John Fox
Staff: JD Alford, George Alter, Rita Bantom and Diane Winter

I.   Strategic Plan Update

The Strategic Plan Update was presented in the Director's Report. No further discussion took place during the meeting.

II.   Financial and Administrative Issues

A. Financial Reports

Staff explained the various financial reports and went through a draft of the FY2016 budget. ICPSR senior staff worked diligently on the budgets since November to get them into their present state. The final budgets would be presented to Council at the June meeting for approval.

The draft budget that was presented reflected a total FY2016 deficit of $563,000, most of which was non-operating expenses being funded out of reserves for infrastructure costs and commitments to ICPSR researchers and archive directors. The Operating Budget was nearly balanced, with a $40K deficit, due to funding from reserves.

Staff explained that this was the first time that all budgets (Membership, Indirect Cost Allocation [ICA] and Summer Program) represented their respective shares of overhead costs (I/O Split, Building Fund and Provost Tax). Staff discussed the areas of proposed cuts that had been incorporated into the budgets to bring them into balance.

Council had asked for a new executive level report at the October 2014 Council meeting. In response, the staff presented a draft Executive Summary Report reflecting the funding and use of reserves, committed and uncommitted, over multiple fiscal years and budgeted years ahead. Council asked, "What is a 'healthy' uncommitted balance for an organization," to which there was no conclusion. Council suggested some changes to the report and asked for a new report to be submitted in June along with the final FY2016 budget.

B. Personnel Update

i. Recruiting and Staffing Report

Reports were discussed with Council.

ii. Diversity Update

Staff discussed a new direction ICPSR took to engage staff in achieving diversity in the organization. At the October 2014 Town Hall, leadership led small break-out groups in discussing how ICPSR might achieve diversity across various dimensions of the organization. All staff were invited to the Town Hall and it was exciting to see ideas from younger staff.

One formal proposal emerged out of this grass roots effort – a project to analyze ICPSR's existing holdings with respect to diversity with the goal of bringing in new data. Council commented that there was a demand for diversity data and an ICPSR portal with diversity data was a good idea.

III. Governance Issues

A. Non-Archiving Projects at ICPSR

Staff led a discussion with Council about the proposed guiding principles for projects not involving archiving. ICPSR leadership was looking for Council's advice on this principle, not approval. Council was supportive and said that having a complementary research program made good business sense. Its viability would not be assured since social science as a whole was not getting funding and/or funding was being cut. Cyberinfrastructure would be a smart avenue to pursue as there seemed to be a lot of money from funders in this area. The sense was that traditional social science may not be feasible, but that complementary research using ICPSR infrastructure did seem to be viable.

Collection Development Committee

Council: Marilyn Andrews (Chair), Carl Lagoze, Chandra L. Muller, Ron Nakao
Guest: Paul Jackson
Staff: Linda Detterman, Peter Granda, Kaye Marz, Sandy Payette, Amy Pienta,
             Tom Zelenock

I.   Strategic Plan Update

Staff presented an overview of recent meetings and other events in connection with Strategy II of the second direction of the ICPSR Strategic Plan:

Imagine and develop innovative data services through ongoing research and development.

Building on user input and feedback, design services and products that solve real problems and facilitate data-driven research, instruction, and policymaking.
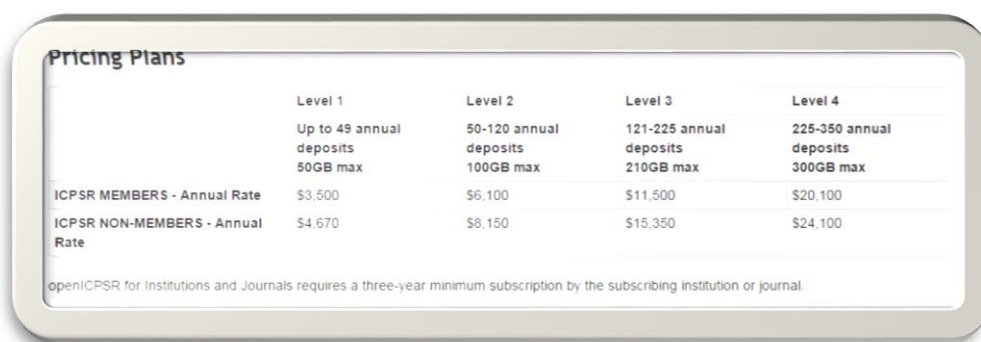
These interactions included:

1)   Hosting the Acting Director of the Office of Opinion Research at the U.S. State Department during which possible ICPSR involvement in archiving some of their datasets was discussed.

2)   Attending the National Institutes of Health Big Data to Knowledge (BD2K) joint Kick-Off Meeting of the Data Discovery Index Coordination Consortium and BD2K Center Consortium in which ICPSR chairs one of the working groups to engage a broad community of stakeholders in the development of a biomedical and healthCAre Data Discovery and Indexing Ecosystem (bioCADDIE).

3)   Attending a workshop on *Data Infrastructure: The Importance of Quality and Integrity*, jointly sponsored by an interagency working group of senior scientific and technical information managers from 14 U.S. federal agencies and the National Federation of Advanced Information Services, a global, non-profit, volunteer-powered membership organization that serves the information community, in which the increasing importance of data sharing and the creation of metadata were highlighted.

4)   Discussing the processing and dissemination of the Population Assessment of Tobacco and Health Study with the support of the National Institute on Drug Abuse including the possibility of generating data products from a large set of bioassays.

5)   Discussing a possible partnership with the University of Texas Medical Branch about archiving data on rehabilitation research though a sub-contract as they pursue a renewal of their R24 grant with NIH.

6) Exploring additional collaborations with the Agency for Healthcare Research and Quality (AHRQ). ICPSR had previously produced a white paper about funding archival activities in the future which may lead to increased opportunities for ICPSR involvement through an upcoming AHRQ request for proposals.

II.   Status of openICPSR

Linda Detterman prepared a short report for the committee. She indicated that openICPSR was officially out of beta, with 58 self-deposits to date (as of 2/10). No curated deposits had yet been published. A decision was made to make bit-level self-deposits free to individuals at member institutions, with a fee of $600 for non-member self-deposits. A launch webinar was held on February 10, 2015; 160 individuals registered for the webinar and 80 attended. The openICPSR service for institutions and journals was also officially launched. The institutional product is fully hosted by openICPSR; an entity can brand its site with colors and a logo.

The rate schedule for the institutional service is as follows:

Pricing Plans				
	Level 1	Level 2	Level 3	Level 4
	Up to 49 annual deposits 50GB max	50-120 annual deposits 100GB max	121-225 annual deposits 210GB max	225-350 annual deposits 300GB max
ICPSR MEMBERS - Annual Rate	$3,500	$6,100	$11,500	$20,100
ICPSR NON-MEMBERS - Annual Rate	$4,670	$8,150	$15,350	$24,100

openICPSR for Institutions and Journals requires a three-year minimum subscription by the subscribing institution or journal.

Council was asked to share the information about openICPSR with institutions, journals, and colleagues that are contemplating data sharing services.

Staff emphasized that this service provided only bit-level preservation of deposited materials and would be free for ICPSR member institutions. There was also discussion about possible full curation of selected openICPSR datasets at a later point by the General Archive if appropriate because of high usage or importance of the subject matter.

The Committee also discussed the growing use of enforcement practices by some granting agencies to encourage data deposits by withholding final grant payments. Paul Jackson mentioned the requirement for data management plans from the funding opportunities available from the Horizon 2020 project funded by the European Commission.

III.   Update on new Collection Development Policy

Amy Pienta provided an overview of the ICPSR staff retreat, held in December, to set the strategic direction for the next Collection Development Policy. The new policy was expected to define the state of the existing collection, to develop a dynamic definition of social science data taking into account the new kinds of information (e.g., biosocial, social media and geospatial) now being used, and to propose a policy that was accepting of these new data sources but not so

broad as to welcome all kinds of data. The policy should have a strong statement about accepting data that are "relevant to the social sciences".

While the policy should be expected to last from five to seven years, it was seen as somewhat dynamic in the sense that users' searching goals and strategies would be studied on a continual basis with the purpose of suggesting possible changes in the policy annually. The policy was also intended to accommodate openICPSR and its evolution as a mechanism for depositing data and documentation with the organization.

IV.   SEAD (Sustainable Environment Actionable Data) project

Sandy Payette, SEAD Program Manager, provided the committee with an overview of the project. SEAD (http://sead-data.net/) is an NSF-funded project to create a cyberinfrastructure to facilitate the sharing of data for sustainability science researchers. SEAD, which had just moved to ICPSR from the School of Information at the University of Michigan, provides project spaces in which scientists manage, find, and share data, and connects researchers to repositories (including ICPSR) that will provide long-term access and preservation of data.

Payette discussed the potential synergies between and ICPSR and SEAD that may grow in the areas of data management and deposit. Both organizations specialize in addressing the needs of those involved with the "long tail" of data, particularly individual academic researchers who collect and produce unique data resources.

Membership Services Committee

Council: Christopher H. Achen, Marilyn Andrews, Tony N. Brown (Chair) (by phone) and
               Philip N. Jefferson (by phone)
Staff: Linda Detterman, Lynette Hoelter, Dory Knight-Ingram, Matthew Richardson,
               David Thomas and Tom Zelenock

Staff reported on progress against the current Strategic Plan:

Direction II (Developing new and responsive products/services): The Organizational Insights Team continued to gather and sort through the numerous online reporting tools utilized by various departments for the purposes of providing access and information across ICPSR units. Of particular interest was understanding how data users were reviewing information prior to downloading data, an area for which Google Analytics (GA) may prove useful.

Direction IV (Fostering innovation): The task force carrying out innovation-related tactics had been busy. The team submitted applications for the University of Michigan's Innovative Faculty Award and for the University of Michigan President's Staff Award for Innovation (staff were currently awaiting disposition on the submissions). A processors communication group was launched with recurrent meetings scheduled, and ICPSR Innovators Hall of Fame profiles and interviews were under way. A new program called ICPSR University would begin in late spring. An ICPSR Innovators Award Program was presented to ICPSR Council, who supported funding

of up to $1,000 (budget permitting) to award an ICPSR innovator (individual or team). The first award could be made as early as fall 2015 at the September 30 Council meeting.

I.   Instructional Resources Update

Though the grant had technically ended, it was reported that the internship program for Summer 2015 would look very similar to those conducted under the recent NSF funding. ICPSR received a no-cost extension and could use funds remaining from previous years. The main difference would be that ICPSR was only able to support three students with these funds rather than the previous year's cohort of eight students. (Note that the proposal submitted to NSF in late August to extend the funding for the ICPSR internship as a Research Experience for Undergraduates into a second round was not funded.)

Six entries were received for this year's undergraduate student paper competition. No entries were received for the graduate competition, the Resource Center for Minority Data (RCMD) competition (though two papers might fit substantively), or the National Addiction & HIV Data Archive Program (NAHDAP) competition. A small group had been recruited to judge the papers in the next few weeks.

Discussion turned to the future of the Instructional Resources unit due to reduction in funds available to the unit. Questions were raised regarding ICPSR's desire to continue to support B.A. and M.A. institutions with educational products based on data. Staff encouraged Council to provide assistance by supporting the development of a plan for FY2016 (for IR and holistically for Member Services units) with priorities defined.

II.   RCMD Update

RCMD staff were actively involved in the internship recruitment for this summer (see Instructional Resources Update). RCMD had been planning for the first RCMD-sponsored sabbatical, but it was not clear if this would go forward due to unforeseen circumstances with the sabbatical candidate. If it does not work out this year, the sabbatical would occur in FY16.

Staff noted that RCMD was preparing for transition. In preparation for retirement, John Garcia was reducing his time to 0.75 FTE. ICPSR was in negotiations with an Interim Director of RCMD with a proposed .25 FTE appointment beginning in August 2015, although the FTE might be higher.

Discussion included the search for the next permanent RCMD Director and how to best secure funding from the provost for a scholar similar in status and experience to John Garcia. Questions were raised as to whether pursuing a more junior scholar who was already in the area might be a good approach, given the status of the budget.

Again, staff encouraged Council to provide assistance in supporting the development of a plan for FY2016 and beyond for all membership units (including RCMD). In particular, finding ways to maximize the abilities and interests of current membership-supported staff was discussed and encouraged.

III.   Membership Status Update

Staff noted that the membership was healthy with a total of 763 member institutions (up 15 since the beginning of the fiscal year), and with the forecast of $3,750,000 achieved earlier in the week. Technically, about $100,000 of billed revenue was outstanding, and staff believed that about half of that would be collected prior to the end of the fiscal year. Website activity and data utilization were on par with FY2014.

Membership pricing was a major source of discussion. ICPSR needs to post FY2017 rates no later than June 30, 2015, to be in compliance with Consortium Bylaws. After discussion of the several analytical approaches undertaken to review potential rate changes, the Member Services Committee recommended a 5% across the board increase in rates for fiscal years 2017 and 2018; this recommendation supported the one made by the Planning & Policy Group within ICPSR.

During the committee's reporting out period, the full Council decided postpone the vote and to discuss the rate change further at the June 2015 meeting since so many Council members were missing due to wintry weather impacting travel. ICPSR staff emphasized that a decision on rates must be delivered at the June meeting.

IV.   Membership Outreach Activities

ICPSR was continuing to reach out to the Consortium and data community on many fronts. Planning was currently under way for the 2015 ICPSR Biennial Meeting. Staff reported that content for program workshops and sessions was thoroughly researched as part of the November 2014 membership survey. Program content was then developed to reflect the needs of the members, including the use of ICPSR data and data tools as well as the development of content to meet professional development needs in the area of data curation and data management. Staff noted that Council was invited and highly encouraged to attend the Biennial Meeting, with particular emphasis on the September 30 Council Reception to be held in the Perry Building Atrium, and the October 1 Awards Banquet at the Michigan League.

Much discussion centered on upcoming staff transition issues with significant leadership departures on deck in the next two years. Staff indicated that they were initiating a knowledge transfer initiative to better understand what knowledge needed to be conveyed prior to several pending retirements; however, where to place that knowledge was a challenge and the need for a succession plan was identified. Staff conveyed a desire to understand priorities for ICPSR for the next one to three years. ICPSR had undertaken numerous initiatives including openICPSR and was facing both new opportunities to lead in the data curation (management/sharing) movement and increased competition from commercial and university entities, exacerbating the tension between ICPSR's roles as an academic (research) unit and a business (data services delivery) entity. With the reduction in grant funding and increases in costs due to the University of Michigan taxes, staff would like to establish priorities for funding acquisitions and expenditures for FY2016.

Preservation and Access Committee

Council: Carl Lagoze (Chair), Robert S. Chen, Ron Nakao
Guest: Paul Jackson
Staff: Jared Lyle, Tom Murphy, Asmat Noori, Matthew Richardson, Mary Vardigan

I.   Strategic Plan Update

ICPSR staff highlighted a sampling of recent activities aligned with Direction I of ICPSR's Strategic Plan (Global Leadership):

- ICPSR convened a meeting with support from the Alfred P. Sloan Foundation and the Research Data Alliance on the topic of "Integrating Domain Repositories into the National Data Infrastructure," which brought together representatives from domain repositories and emerging national infrastructure projects to discuss ways the groups can work together.
- ICPSR was part of a collaborative NSF-funded project with the University of Kansas, Institute for Policy and Social Research, to ensure comprehensive data citation coverage in the Data Documentation Initiative (DDI) metadata standard.
- ICPSR was engaging with a Research Data Alliance (RDA) Working Group project to develop assessment criteria for basic repository certification, harmonizing requirements of the Data Seal of Approval and the World Data Systems initiatives.

Council pointed out that there were many of these standards-based efforts that require staff time and attention, and this prompted a discussion about the future of these projects and how involved ICPSR should be. There are differing levels of maturity across all of these standards and best practice projects. Some groups, like the ones working on data citation issues, have successfully converged, but others are still building a vision of what needs to be accomplished and sometimes working at cross purposes. RDA is attempting to move the wider community towards convergence in many areas related to research data by defining known problems and developing solutions, but at the same time RDA represents another layer in the data landscape that people need to monitor and interact with.

Council advised that ICPSR should try to serve as a leader in the global landscape by using the standards it advocates and leading by example. It was also pointed out that ICPSR needs to stay in close contact with the community around standards in our space so that the organization is positioned to advocate for and adopt standards that funders may require -- for example, Federal Information Security Management Act (FISMA).

II.   Local ICPSR Data Curation Workshop Pilot Project

ICPSR recently submitted a grant proposal to the Institute of Museum and Library Services (IMLS) to provide data management and curation training for libraries. There is a growing need for this type of practical training, which is not generally offered by others. The proposed training materials will be based on the week-long Summer Program course but will be offered as self-learning opportunities with the option of using the materials to provide training to others. Council pointed out that ICPSR can play a role in educating the next generation of librarians and

information professionals and that there is an opportunity to partner with the University of Michigan's School of Information on a larger grant to IMLS. Data curation is a ground truth for ICPSR and we take it for granted, but this is not the case for the library community, although they are transitioning into a more active role with respect to research data, which is a growth area for them.

Also, ICPSR staff might discuss with the School of Information the possibility of staff teaching courses as adjuncts. This would involve ICPSR in the research and teaching mission of the university and help to change the perception of ICPSR as an external service. It would also solidify staff positions and generate revenue.

Expertise in developing curricula around data curation is needed. This could possibly be a new concentration in library and information schools. ICPSR is well positioned to consult on curricula and on the scaffolding necessary for new courses.

III.   CNS Staffing Analysis

Staff reported that the Computer and Network Services (CNS) unit at ICPSR was facing several challenges in the areas of:

- Information security and access management
- Requirements management
- Cross-functional teams
- New technology identification and deployment
- Software architecture design and development
- Succession planning
- Disaster planning, response, and restoration
- Business continuity

Under the leadership of new CNS Director Tom Murphy, CNS was focusing on infrastructure, development, requirements and analysis, while also devoting time to university leadership activities, sponsor and membership engagement, and other work.

CNS needs to serve all of ICPSR but recently lost four out of five top developers, some of whom left because of budget uncertainties, and there were a number of projects in the backlog. Hiring information technology (IT) professionals into academic settings and retaining them can be a challenge, and turnover in IT is common. Three new hires were planned: a developer and individuals with expertise in infrastructure and architecture. Also needed was some redundancy, so CNS was planning to have at least two CNS staff members on technology projects going forward. Cross-functional training is important to ensure an efficient staff.

ICPSR wants to build a bigger and better system and take the organization to the next level in data management and dissemination, but this will require the integration of new technologies. CNS was looking at Dataverse, SEAD, and Fedora as possible components of a new file-based system. ICPSR needs to be competitive with other products in the data management and curation space.

Murphy also reported that ICPSR was looking at working with the University of Michigan's Advanced Research Computing department on a project relating to secure high-performance computing (HPC).

IV.   Archival Storage Backup Procedures and Policies

ICPSR adds redundancy to its archival storage processes by using multiple and varied methods and locations to back up its holdings. ICPSR currently maintains seven copies of its data, and the question posed to Council was whether this was the right amount.

Council responded that the current system for replicating content seemed like overkill, especially since there were seven logical copies but those copies were also replicated in the cloud. On this topic, Council proposed an action item: they requested that the staff review the bit-level back-up strategy for the archive, perform a risk evaluation, come up with an estimate of the real costs of the current practice, and prepare a plan for the future.

V.   Providing Access to Variable-Level DDI Extensible Markup Language (XML)

As part of the standard ICPSR workflow, staff create detailed study- and variable-level metadata that are used to generate study description Web pages, PDF frequency listings, online analysis files, etc. Raw study-level metadata are shared on the ICPSR Web site and distributed under a Creative Commons Attribution-Noncommercial 3.0 United States License in order to "promote wider awareness and use of ICPSR's social science data resources"; anyone may access and redistribute study-level metadata. Variable-level metadata, however, are not openly shared for a few reasons: they may contain disclosive information that cannot be readily redistributed, such as suppressed frequency counts, and some staff believe variable-level metadata is our "secret sauce" and that redistributing it would be a bad business decision. ICPSR has received several requests for access to variable-level metadata, and thus was requesting Council's input on future distribution of variable-level metadata.

Council did not find the secret sauce argument compelling and said that there was a benefit to the community in releasing the DDI XML. Federal agencies investing in DDI metadata should support the notion of sharing the metadata for reuse, just as they support data reuse and sharing. It was suggested that access to variable-level metadata could become a benefit of membership. Members could share metadata with ICPSR in turn as part of a two-way flow. This could have the added advantage of speeding adoption of DDI and would be another way that ICPSR could serve as a leading example with respect to standards and best practice. While there may be costs to preventing disclosure risk in released XML, we should still move forward. This should be set up as an "opt in" system.

Distributing only PDFs demonstrates a sort of black box mentality. To be leaders, ICPSR should start from a position that all metadata should be open.

Summer Program Committee

Council: John Fox (Chair), Chandra L. Muller (by phone)
Staff: Dieter Burrell, Edward Czilli and Saundra Schneider

I.   Update on the Schedule for the 2015 Summer Program

Staff reported on the beginning of registration for the 2015 Summer Program in early February. The four-week schedule of workshops and lectures for 2015 was nearly identical to that of 2014. Staff described a number of new short courses. So far, 50 short courses were scheduled for 2015 with 45 fee-carrying and five sponsored courses. Staff reported that the eight-week Rackham Summer Institute at the University of Michigan had been discontinued and replaced by a two-week statistics boot camp program. This may result in approximately 30-35 lost eight-week participants for the future.

Short workshops were scheduled to be held in several offsite (non-Ann Arbor) locations in 2015: 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).

II.   Diversity and the Strategic Plan

Staff reported on efforts around inclusion and diversity for the 2015 Program. The Program would be offering one four-week workshop (Race, Ethnicity, and Quantitative Methodology) and two short courses directed at topics of special interest to diversity researchers. One short course, funded by the Robert Wood Johnson Foundation, was already scheduled and would focus on immigration, immigrants, and health issues. The other short course was in the planning stage. In addition, a number of evening Blalock lectures would be devoted to topics of inclusion and diversity. The Program continued to work to recruit a diverse instructional pool of faculty and teaching assistants, and the Program was continuing its efforts to attract a diverse pool of participants across disciplines and populations. There was recognition that more work needs to be done in this area.

III.   ICPSR-sponsored Scholarships

Council members and staff held a wide-ranging discussion of ICPSR-sponsored scholarships. Staff reported on the history of the scholarships and their costs. Earlier scholarships, especially the Clogg Awards, helped to solidify the Program's relations with the two important disciplines: political science and sociology. More recent scholarships had been used to enhance ICPSR's visibility in, and hence participation from, a number of other important social science disciplines. Still other recent awards were meant to enhance diversity in the Program. Staff then discussed the difficulty in operationalizing the most recent scholarship directed at under-resourced institutions. Council members and staff discussed the costs to Membership of the various scholarships. Staff reported on their work the previous autumn to rationalize the number and use of scholarships so as to be good stewards of Membership funds. The committee recommended

that the under-resourced scholarships be put on hold for 2015 until eligibility criteria and administration could be revisited. The committee also recommended that the current budget for scholarships for 2015 proposed by staff be approved.

Action Items
From March 2015 Council Meeting

Member Services
5% across the board increase in membership prices for FY 2017 (starting July 1, 2016) and continue same prices for FY2018. (vote postponed until June meeting)

Preservation and Access
- Council asks the staff to review the bit-level back-up strategy for the archive, do a risk evaluation, and come up with an estimate of the real costs of the current practice and propose a plan.
- For minutes: Council believes that ICPSR should start from the position that all metadata should be open.