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ICPSR COUNCIL MINUTES
March 3-4, 2016

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Council Members: Christopher H. Achen (Past Chair), Christine Borgman, Robert S. Chen, Colin Elman, Jeremy Freese, Jane Fry, Philip N. Jefferson, Michael Jones-Correa, Verna Keith, Chandra L. Muller (Chair), Ronald Nakao and Robert Stine

ICPSR Staff: JD Alford, George Alter, Rita Bantom, Shuming Bao, Dieter Burrell, Edward Czilli, Linda Detterman, Kathryn Frania, Peter Granda, Susan Jekielek, Dory Knight-Ingram, John Marcotte, James McNally, Tom Murphy, Asmat Noori, Michelle Overholser, Amy Pienta, David Thomas, Jukka Savolainen, Saundra Schneider, Alison Stroud and Diane Winter

Visitors: Yeunsook Kim, Korean Social science Data Center and Nam Young Lee, Director of the Korean Social Science Data Center

Staff Visitors: Kathryn Frania, General Archive and Alison Stroud, National Archive of Data on Arts and Culture Archive of Data on Disability to Enable Policy and Research

Director's Report

After introductions and approval of minutes with minor correction, George Alter presented the Director's Report to the Council. Alter introduced Yeunsook Kim and Nam Young Lee as well as all of the new Council members.

George Alter reported that our membership currently stands at 766. This includes 21 additions and four drops in the current fiscal year. Our FY16 revenues include $3,900,000 in fees billed and $3,891.1078 collected.

With respect to the budget, the forecast for FY2016 is looking a little better than budgeted. We are running a deficit however it is not as bad as forecasted in October 2015. Our currently projected 2017 budget is showing a deficit of $688K however this a very pessimistic estimate. We expect to give Council a balanced budget or less in the red budget at the June Council meeting.

George reviewed the proposals submitted and funded since October 2015. Explaining to Council that we do not count proposals submitted in our budget until we have the actual funded proposal. Alter highlighted "Center for Large Data Research and Data Sharing in Rehabilitation" grant PI Amy Pienta. This grant will be part of a very large project on data on rehabilitation medicine that is housed in the University of Texas, Galveston. It is an off shoot of the disability collection that Alison Stroud started building.

Top 10 Downloaded Studies Released in the Previous 6 Months as of February 27, 2016

Title	Archive
Annual Survey of Jails, 2014	NACJD
National Health Interview Survey, 2013	NACDA
Monitoring the Future: A Continuing Study of American Youth (12th-Grade Survey), 2014	NAHDAP
National Prisoner Statistics, 1978-2014	NACJD
Uniform Crime Reporting Program Data: Arrests by Age, Sex, and Race, 2013	NACJD
National Corrections Reporting Program, 2000-2013: Selected Variables	NACJD
Monitoring the Future: A Continuing Study of American Youth (8th- and 10th-Grade Surveys), 2014	NAHDAP
American Time Use Survey, 2003-2014 [United States]: Arts Activities	NADAC
Chinese Longitudinal Healthy Longevity Survey (CLHLS), 1998-2012	NACDA

Top 10 Data Downloads in the Previous Six Months as of February 27, 2016

Title	Archive	Number of downloads
National Longitudinal Study of Adolescent to Adult Health (Add Health), 1994-2008 [Public Use]	DSDR	1941
India Human Development Survey-II (IHDS-II), 2011-12	DSDR	1436
National Survey on Drug Use and Health, 2013	NAHDAP	1188
India Human Development Survey (IHDS), 2005	DSDR	1082
National Survey on Drug Use and Health, 2012	NAHDAP	987
National Crime Victimization Survey, 2014	NACJD	630
Police-Public Contact Survey, 2011	NACJD	551
How Couples Meet and Stay Together (HCMST), Wave 1 2009, Wave 2 2010, Wave 3 2011, Wave 4 2013, United States	ICPSR	540
Collaborative Psychiatric Epidemiology Surveys (CPES), 2001-2003 [United States]	ICPSR	532
Chinese Household Income Project, 2002	DSDR	496

In General Archive has added studies recently, including adding data from the Latin American Public Opinion Project also known as America's Barometer. There are barometer studies from all over the world. We distribute the Euro Barometer, Afro Barometer, Asia Barometer and the Arab Barometer. NACDA has added National Academy of Sciences-National Research Council Twin Registry. NAHDAP has added the Population Assessment of Tobacco and Health Study 2013-2016. NACJD has been busy updating their website and posters for outreach, including a data driven learning guide.

All of ICPSR publications have been updated and on line including DataBytes http://www.icpsr.umich.edu/files/membership/publications/enewsletters/2016-02-02.html, Annual Report https://issuu.com/icpsr/docs/annual-report-finalsinglepages/1 and ICPSR Bulletin https://issuu.com/icpsr/docs/2015-final1_issuu/1.

George introduced our new websites including *NCAA* data website and *Civic Learning, Engagement, & Action Data Sharing* which is a new project under Susan Jekielek.

Member Services updates includes ICPSR has hosted nine webinars since October representing over 400 attendees and 750 registrants as well as Campus Visit Webinars (personalized webinars for the campus) Drexel University, University of Southern Indiana, University of Illinois and London School of Economics.

The Summer Program opened their registration on February 8, 2016. There are approximately 90 courses being offered including one workshop in Berkeley, California.

Alter reviewed the ICPSR Diversity Strategic Plan. This is a large initiative called Diversity, Equity and Inclusion Imitative where there are a number of ICPSR staff involved.

George highlighted partnerships that we have made with other organizations. We look for partnerships with organizations that can assist us with getting the word out about our data. We do the ICSPR data related publications that links our data to publications. We have been in touch with a number of information providers that use this service. Alter demonstrated this service on the Thomson Reuters Web of Science website, Elsevier's website and we will soon have a similar arrangement with EBSCO.

ICPSR has been responding to a number of RFI's with the federal agencies. We are using these opportunities to demonstrate the importance of using trusted repositories of curating data.

Alter demonstrated the Cross Walk Tool that was NSF project developed with the American National Election Study and the General Social Survey.

Budget and Policy Committee

Council: Christopher Achen, Robert Chen, Jeremy Freese, Philip Jefferson,
              Michael Jones-Correa, Chandra L. Muller (Chair), Robert Stine
Staff: JD Alford, George Alter, Rita Bantom, Diane Winter

I.   Strategic Plan Update
The Strategic Plan was discussed as part of the Director's Report at the beginning of the Council meeting. There was no further discussion in Committee.

II.   Financial and Administrative Issues

   A. Financial Reports
      Staff began the meeting with a high level review of the financial statements and budgets along with an explanation of the budget building process. Next staff discussed the new Executive Summary display, which Council found to be useful. Each of the budget tables was explained in detail followed by discussion with Council.

Council requested staff to develop a new financial report that summarizes revenues, expenses and FTE for each of the primary cost centers (Membership, Sponsored, Indirect Cost Revenue, CNS Recharges and Other). Totals in the new report will tie to the Statement of Revenue and Expenses Consolidated Budget. Council also requested a five-year history of the budgets and actuals from the Statements of Revenue and Expenses Consolidated.

Council and staff discussed ICPSRs reserve policy and concluded that the ICPSR and ISR policies would be distributed and discussed at the June Council Meeting. Council requested we do a long-term plan of our reserves.

Council requested that we include the graph titled, "Percent of Indirect Cost Revenue that pays for ISR Central Costs" in the October Council book.

B. Personnel Update

i. Recruiting and Staffing Report

Staff described the staffing report which was developed five years ago at Council's request. Also discussed was the importance of hiring from within and the reasons that we post jobs internally for one week before we post at the University level.

Staff explained that the Provost has agreed to extend the Provost's Faculty Initiatives Program (PFIP) with the hiring of a Director of RCMD, when that happens. Under PFIP the Provost will fund 50% of the RCMD Director's salary and benefits. Staff also stated that they believe we have four very strong candidates.

ii. Diversity Update

Staff outlined for the UM's Diversity, Equity and Inclusion Strategic Plan and how ISR is implementing the process. An ISR town hall was convened in January to provide input of possible initiatives. There are four staff members from ICPSR who volunteered to be part of this initiative.

ICPSR has had its own Diversity Strategic Plan for a number of years. The new UM initiative may provide additional resources for us to extend our activities. The University is providing resources and ISR will soon be putting together a list of activities and funding needs.

III. Governance Issues

A. ICPSR response to the Notice of Proposed Rule Making about the Common Rule
This was discussed in the Director's Report. Documents were provided for Council's Information

B. Updates from ICPSR Policy & Planning Meetings
  i. Updated ICPSR Space Policy – Rita
  ii. Policy for Storing and Listing ICPSR-Authored and ICPSR Staff Authored Publications
  iii. Creating Uniformity in reviewing disclosure plans
  iv. Innovation Projects

Staff informed council that the Policy and Planning group that meets monthly to discuss policies or best practices that affect ICPSR, but are not policies that need council input. Documentation is being provided for Council's information

Collection Development Committee

Council: Christine Borgman, Colin Elman, Jane Fry, Verna Keith, Ronald Nakao (Chair)
Staff: Kathryn Frania, Peter Granda, Susan Jekielek, Tom Murphy, Michael Shove, Alison Stroud
Guests: Yeunsook Kim, Nam Young Lee

I.   Introduction of New Committee Members - Addressing Initial Questions
New Council members were introduced with the initial discussion centering on what type of advice and assistance staff wanted from the Committee. This topic became a focus as the Committee went on to presentation of an overview of the data acquisition and processing practices currently employed at ICPSR and the review of the new Collection Development Policy.

II.   Strategic Plan Update
With regard to Strategy 1 of the first direction of the ICPSR Strategic Plan:

Developing new and responsive products and services
ICPSR will create innovative data services through ongoing research and development driven by systematic approaches to increasing engagement and eliciting feedback. These data services will lead to new revenue models and funding sources. ICPSR will also expand the types of data it provides to reflect new research methodologies.

The Committee heard plans for new webinar presentations:
- ICPSR provided access via its Virtual Data Enclave to survey data collected from the Army Study to Assess Risk and Resilience in Service member's project and plan to hold a webinar soon to provide further information about the study to potential researchers. Similarly, preliminary discussions are also underway about a possible webinar on data held by the Centre for Monitoring the Indian Economy, a large, privately owned research organization headquartered in Mumbai.

With regard to the third strategy of this strategic direction:

Develop revenue sources from new and existing services.
- Staff also reported receipt of two years of additional funding for the Health and Medical Care Archive for the processing of additional data collections from projects supported by the Robert Wood Johnson Foundation.

III. Overview of the Objectives and Workflow of the Acquisitions and General Archive Units

An overview of the processes used to acquire and process data collections for the ICPSR membership was given. A slide presentation was given which initiated a series of questions from Council members about why people decide to deposit data with ICPSR. Other questions were about who were our major users currently and how did we satisfy their needs. Staff indicated that graduate students provide the largest demand but increasingly undergraduates have been more frequent users of the data because they are required to do their own research projects as well.

The Committee suggested developing and conducting empirically administered surveys to gather data on the use of ICPSR products and services by our contributors, consumers, and data archivists. There was also a desire for more information on elapsed time from the deposit of data to its release on the ICPSR web site.

IV. Collection Development Policy

The Committee reviewed the new policy (in effect since mid-2015) as part of the general discussion about acquisition and processing policies and raised the following issues:

- Since there is always a desire to release studies more quickly, what steps can assist that goal?
- How does ICPSR better decide what data collections they will NOT keep for long-term preservation?
- Is there a better way of deciding priorities for processing collections?
- Is there any difference between the value ICPSR places on a data collection versus what our user's value?
- Is SDA useful for our long term needs or are there better alternatives now available?

Council members suggested that staff request greater feedback from the Committee by providing a list of specific questions before each meeting with a possible example being to review the list of studies currently in openICPSR to see if any should receive further curation by the General Archive.

Membership Services Committee

Council: Phillip Jefferson (chair), Verna Keith, and Chandra Mueller,
Staff: Linda Detterman, Lynette Hoelter, Dory Knight-Ingram, and David Thomas
Guests: Kathryn Frania

I.   Orientation to the Member Services Committee
Linda provided an orientation to the committee and brief history for new members and guests. Currently, membership pricing is fixed, but the committee would be responsible for setting membership pricing. Other responsibilities of the committee include new audience or member outreach and the discussion of membership campaigns and targets. In addition, we want to make sure that we reach and address any concerns of the Official and Designated representatives (OR and DR).

Dory Knight-Ingram is responsible for the ICPSR social media presence. Linda explained that 80 percent of the people who come to our site do not come back for about a year. As a result, it is a constant struggle to stay present in our users' minds. The next biennial OR meeting is in 2017. Linda explained that when we host an OR meeting, we have pre-meeting workshops and those (help to) get people here and then they stay for the whole meeting. Linda floated the idea that we have an OR hackathon and that might be considered outreach.

Instructional Resources (IR) and the Resource Center for Minority Data (RCMD) are represented on the committee because they are integral parts of the membership. Both units get a majority of their funding from membership revenue meaning that they are a benefit of membership. The Membership Services committee assess competitive climate for ICPSR.

Linda gave an overview of ICPSR membership. Membership is by institutions and not by individuals. It is really hard to manage individual payments; managing collection from 766 institutions is difficult enough. It is much easier to reach individuals at institutions through institutional memberships. Federation memberships of groups of institutions and national memberships operate in a very similar manner. Membership rates are based on Carnegie classifications. Although, we are willing to work with institutions who may be having financial issues. Of the Associate members, 90 percent are Associate IV (low cost). These groups are interested in a very specific part of the collection. Raising their rate, causes them to drop their membership.

The OSTP memo has motivated lots of technology advances and new competitors. The challenge for ICPSR has been to keep up with new innovation when we have legacy systems and legacy/archival requirements. ICPSR is embarking on an infrastructure redo to handle all our needs.

The definition of curation is misunderstood amongst ORs and librarians. Many R1 institutions are creating their own repositories. However, there is a difference between open data and well-documented, curated data. Many individuals creating and managing institutional repositories have never analyzed data and that can be an issue. Motivated by the thought that R1 institutions may not understand what they get and we could be in danger of losing them. ICPSR is looking at

proactive ways to educate users and the ORs on what ICPSR does. The issue of data curation came up in Council Orientation. Chandra admits she has never understood what it means until after Linda's explanation in this committee. Phillip suggests that we add an additional presentation explaining data curation at ICPSR to the council. Verna Keith stated that she did not think we still had ORs and has never heard from her institution's OR. These efforts can be helped by council by motivating a sense of urgency at an organizational level.

II.   Membership Status Update

In the interest of time, the committee was asked to refer to the Council Binder for the status of membership (adds, drops, etc.) and the dashboard sheet that Linda provided.

III.   RCMD Update

David Thomas updated the committee on the RCMD director search. Two candidates already gave job talks and interviews and two more are scheduled in the next week. Woody Neighbors left RCMD as interim director because he took a job at Michigan State University in Flint, MI. Phillip Jefferson asked for an update on the status of the RCMD advisory board, on which he was asked to serve. The chair of the advisory board will sending out messages to try to schedule the first meeting. The goal is to have the meeting in late March or early April and then have another meeting before the end of the school year.

Verna Keith expressed an interest in getting RCMD to try to acquire some data. She will contact David about these data with more information.

IV.   Instructional Resources Update

Lynette Hoelter briefed the committee that we will have an internship this year. The goal, this year, is to have four interns. Lynette also briefed the committee on the ICPSR paper competition progress. The selection committee is in the process of reading papers.

Toward outreach, Lynette is involved in the National Conference on Undergraduate Research (NCUR). Lynette will present a workshop about ICPSR resources for faculty attending the NCUR 2016 meeting in April. The goal (of these efforts) is to get students thinking about data scientifically. Lynette has been working with the National Crime Victimization Survey (NCVS) for NACJD. The teachable message is why we need rates for proper comparison and to look at trends over time. Lynette is working on the National Survey on Energy and Environment to create a resource for data analysis and teaching. The primary users of these data represent a new audience for ICPSR. Lynette is the statistical literacy expert for the data high school librarians group. Phillip Jefferson stated that the money is not at the high school but district level. In addition, Lynette is working on creating a glossary of study terms for the public and for internal audiences. Chandra Mueller has an idea for NSF funding. She suggests approaching the Education directorate k-12 for statistics and data literacy. Lynette stated that ICPSR tried that and was rejected. Chandra offered to review ICPSR's last effort at getting funding from the directorate. (With the hope of being to provide feedback that would result in getting funding.)

DDLGs about crime victimization and the American dream were the highest used. St. Olaf has really high usage; a couple faculty and undergraduates. Loyola-Chicago has high usage; a couple faculty and graduate students. Lynette will contact those people to find out how they are using the guides.

A. Strategic Plan Orientation

Innovation Efforts.
ICPSR University will launch on April 26th. The first workshop will be a data curation workshop for staff (best practices). The goal is to offer a few other workshops and then do review and assessment. This effort is based on feedback from staff that they wanted to know what we are telling outside audiences. Another effort is the Hall of Heroes. It was launched by the October 2015 council meeting. The ICPSR Innovator Award is still in progress. A more detailed description can be found on page 109 of the council binder. This is patterned off of the UM Innovator Awards. There will be a three-person evaluation committee. The nominations will be fully staff-selected and the selections will be reviewed by the PPG and the ICPSR council.

Preservation and Access Committee

Council: Robert S. Chen (Chair), Christine L. Borgman, Michael Jones-Correa, Ronald Nakao
Staff: Jared Lyle, Thomas Murphy, Alison Stroud, Harshakumar Ummerpillai

I. Strategic Plan Update
The strategic plan update began with a review of ICPSR's efforts to provide public access to metadata, including new bi-directional linking with Elsevier's ScienceDirect and listing ICPSR metadata in the Elton B. Stephens Co. Discovery Service. It was pointed out that allowing others to harvest ICPSR metadata promotes wider awareness and potential use of ICPSR's social science data resources.

Council raised concerns that commercial publishers are asking ICPSR to invest in technology and maintenance, while the publishers are making money without returning specific benefit to the ICPSR membership. Essentially, members are paying twice when publishers are taking ICPSR's clean data (funded by the members), monetizing the data through new services, and then selling those new services back to the members. At what point does the community start to push back and coordinate? Could ICPSR consider becoming a data provider? Does ICPSR get discounts from publisher products? Council noted that some organizations are aware of this issue and ICPSR should coordinate with others (e.g., RDA, CNI, university librarians, membership) to push back to providers and come up with a solution.

The second main item discussed during the strategic plan update was ICPSR potentially joining the Digital Preservation Network to replicate content across three separate nodes using diversified technology. It was noted that the topic of replication had been discussed in recent

Council meetings. Council's consensus was to move forward but to be sure to review DPN pricing in light of current preservation costs.

Other areas discussed during the update included ICPSR's leadership in the Data Documentation Initiative Alliance, as well as data curation training at the Official Representative meeting and in Beijing, China.

II.   CNS Update (Archonnex)

Tom Murphy, Computer and Network Services Director, reviewed progress on the Archonnex project. Archonnex is an open-source, flexible, digital asset management system that will be able to support multiple data formats from multiple domains. Version 0.5 has been deployed for widespread use by the development team, and version 1.0, which will support an updated version of openICPSR, is scheduled for release June/July 2016. Harsha Ummerpillai gave an overview presentation of Archonnex and then demoed the beta version of 1.0. Council praised the work on Archonnex and encouraged staff to keep external user testing in mind during development.

Summer Program Committee

Council: Colin Elman (Chair), Chris Achen, Jeremy Freeze, and Robert Stine
Staff: Dieter Burrell, Edward Czilli, and Saundra Schneider

I.   Diversity and the Strategic Plan

Staff reported on efforts to increase inclusion and diversity in the 2016 Program. The 2016 Program will offer one four-week workshop on a major topic of interest to diverse researchers: Race, Ethnicity, and Quantitative Methodology. In addition, there will be an increase in the number of presentations on diverse topics in the evening Blalock Lecture series. The Program continues to work to recruit a diverse pool of instructors and teaching assistants. Also, the Program continues to attract a diverse pool of participants across disciplines and populations, both from the U.S. and internationally.

II.   The Strategic Plan and Other Summer Program Topics

The Committee discussed three other topics as they relate to the Strategic Plan and the Summer Program: 1) the increased competitive environment for training programs, 2) issues surrounding distance-learning, and 3) the relationship between the Summer Program and ICPSR-held data.

III.   ICPSR-sponsored Scholarships

Committee members discussed certain aspects of ICPSR-sponsored scholarships including those available to University of Michigan students; the new Dr. Eugene Owen Scholarship for Research on the International Assessment of Student Achievement; and the under-resourced institutions initiative. The consensus was that this last initiative did not work as well as hoped and that the Committee felt this was no longer a promising avenue. The Committee recommended to the full Council that this activity be ended.

IV.   Update on the Schedule for the 2016 Summer Program

Staff reported that registration for the 2016 Summer Program opened in early February. The four-week schedule of workshops and lectures for 2016 is nearly identical to that of 2015. Staff described a number of new short courses. 49 short courses are currently scheduled for 2016: 43 fee-carrying and 6 sponsored courses. The Program has added a new non-Ann Arbor location: Annapolis, Maryland, thereby increasing the number of short course locations to 9: University of Massachusetts (Amherst, MA), University of Michigan (Ann Arbor, MI), National Socio-Environmental Synthesis Center (Annapolis, MD), University of California (Berkeley, CA), Indiana University (Bloomington, IN), University of Colorado (Boulder, CO), University of North Carolina (Chapel Hill, NC), Fordham University (Manhattan, NY), and Concordia University (Montreal, QC).

Action Items

Member Services
Action item: Provide regular updates to the Council on educating the research community about the meaning and practice of data curation.   Begin with a presentation to Council at the June 2016 meeting.

Preservation & Access
Initiate discussion with other metadata providers to renegotiate business models for access to our content by commercial information services.