

## ICPSR COUNCIL MINUTES

June 8 – 9, 2017

Council Members: Robert S. Chen, Lisa Cook, Jane Fry, Michael Jones-Correa, Chandra L. Muller (Chair), Philip Jefferson, Verna Keith, Ronald Nakao, and Robert Stine

Absent: Christine Borgman and Colin Elman

ICPSR Staff: Dharma Akmon, JD Alford, Rita Bantom, Shuming Bao, Dieter Burrell, Stephanie Carpenter, Edward Czilli, Linda Detterman, Peter Granda, Lynette Hoelter, Abay Israel, Susan Jekielek, Dory Knight-Ingram, Margaret Levenstein, Jared Lyle, John Marcotte, Thomas Murphy, Justin Noble, Asmat Noori, Michelle Overholser, Fillippo Stargell, David Thomas, Jukka Savolainen, Michael Shove, Sandra Schneider, Harsha Ummerpillai, Vanessa Unkeless-Perez, and Diane Winter

### Action Items:

*Develop a new strategic plan. Identify bench marks and how we will know ICPSR is making progress toward plan goals. Chandra wants this as a standing question.*

## Budget and Policy Committee

Council Members: Robert Chen, Jane Fry, Philip Jefferson, Michael Jones-Correa, Verna Keith, Chandra Muller (Chair), Ron Nakao, and Robert Stine

ICPSR Staff: JD Alford, Rita Bantom, Peter Granda, Sandra Schneider, Maggie Levenstein, and Diane Winter

### I. Financial

#### A. FY 17 Budget Update

ICPSR staff reported that the FY17 year-end projection continues to look much more favorable than the original budget.

#### B. FY 18 Proposed Budget

There have been no major changes made to the budget that was presented at the March Council meeting. The proposed budget includes a deficit of \$1.3 million and a year-end fund balance of \$3.4 million. There has been little new award information from federal sponsors since the March meeting. Staff also reported that a new Provost has been named and it is expected that a committee will convene in the fall to discuss the possibility of renegotiating the Provost Tax.

Maggie stressed that cutting costs, which could only be done by cutting staff, was not the remedy for the large projected deficit. ICPSR needs to keep its current staff in order to continue the necessary technological innovation, but also needs to be cautious in regard to new hires or creating new positions.

ICPSR is working on centralizing the proposal writing process. The goal is to establish a proposal writing team that will create ICPSR-specific templates, set priorities for grants and proposals, write more, collaborate more, and become more efficient. ICPSR also seeks to continue developing relationships with non-federal funding sources.

The possibility of Archonnex producing a revenue stream for ICPSR was also discussed. This could be in the form of licensing the product to an institution or hosting a branded repository within ICPSR for the institution. It was recommended to find a way to advertise this at the upcoming OR Meeting.

Council asked that more budget details be provided in the future. Specifically, definitions for the various categories that make up the budget display.

The proposed budget was voted on and approved by Council during the Budget and Policy Committee report out.

### **III. Personnel**

#### **A. Staffing and Recruiting Report**

Staff reported that there have been no significant changes to the staffing report found in the Council binder. The Associate Librarian has started, and it is expected the RCMD Director and ICPSR Associate Director will start in the fall.

#### **B. Diversity, Equity and Inclusion Update**

The committee continued the staffing diversity profile discussion that originated at the March meeting. Council would like to see procedures and policies put in place for temporary staff hires to help ensure diversity. Staff responded that a process would be created that provides outreach to diverse pools of applicants and also clarifies the procedure for recruiting for permanent positions particularly when there is a current temporary candidate in mind.

### **Action Items**

*Include definitions for the various categories that make up the budget display in future Council reports.*

*Establish policies and procedures that ensure outreach to diverse pools of applicants for temporary positions.*

## **Collection Development Committee**

Council Members: Jane Fry, Michael Jones-Correa, Verna Keith, and Ronald Nakao (Chair)

ICPSR Staff: Peter Granda, Susan Jekielek, Justin Noble, Jukka Savolainen, Michael Shove, and David Thomas

### **I. ICPSR Grants in Progress**

The staff updated the Committee on recent and upcoming grant proposals that ICPSR is applying for, actively considering, or currently investigating. The staff plan to present this update at every other Council meeting. Council advised the staff to be even more proactive in searching for new funding opportunities and suggested adding something to the ICPSR web site that might encourage partnerships and elicit other grant possibilities from our users and ORs. The staff mentioned several recent contacts that might result in new projects including those with the Annie E. Casey Foundation, the National Guard, and the Federal Motor Carrier Safety Administration.

### **II. Creating Repositories for Journals**

The staff presented Council with a report about the institutional use of openICPSR. As of May 1, 2017, four branded, openICPSR repositories are actively being used or are in development:

- American Educational Research Association
- DataLumos
- Journal of Economic History
- Panel Study of Income Dynamics

The staff reviewed these repositories and the special arrangements that we have with the American Psychological Association for their journal, the Archives of Scientific Psychology. Council members discussed the recent initiative by almost all political science journals to require the submission of data used in research articles. The staff were encouraged to seek out political science journals and offer to establish similar branded repositories for their deposits. The staff mentioned that many journals in criminal justice were also moving toward similar policies. The Committee discussed investigating a way of providing similar services for data reporting the results of randomized trials. An increase in branded repositories, in addition to expanding ICPSR's presence in this space, would bring additional revenue into the organization.

### **III. Researcher Engagement Outreach Plans**

The staff reported on the progress made since the March meeting to increase engagement with potential depositors as we continue to seek new data collections. The new acquisition strategy focuses on three core messages:

Core Message 1 - ICPSR helps to recognize and credit scientists for their work.

Core Message 2 - ICPSR helps to solve scientists' data management and data sharing problems. Let ICPSR help you do things better, faster.

Core Message 3 - ICPSR is a vibrant, valuable community because of its lifelong partners and participants.

The staff reported on specific plans that are in place for the next few months to promote these core messages. Council members recommended additional interaction with Summer Program participants and staff to refine these messages, get additional input from potential depositors including Council members, and consider surveying researchers to fine tune our goals. The Committee members discussed developing something like a Data Impact Factor for datasets. One possibility would be to combine download statistics with the number of articles that used a particular dataset along with the impact factor of the journal in which the article was published.

#### **IV. RCMD Report**

David Thomas presented a short report to the Committee summarizing RCMD activities since the March meeting. The Committee discussed the benefits of becoming better known on the University of Michigan campus through a recent outreach effort to the Racism Lab which might attract additional data and interactions with students and faculty. Council members advised further investigation into contacting ethnic study departments at other universities as RCMD continues to see new collaborations. The new Director is expected to start in September 2017.

#### **Membership Services Committee**

Council members: Robert Chen, Lisa Cook, Jane Fry, Michael Jones-Correa, Phil Jefferson (Chair), Verna Keith Chandra Muller, Ron Nakao, and Robert Stine

ICPSR Staff: Linda Detterman, Lynette Hoelter, Dory Knight-Ingram, Margaret Levenstein, and Michael Shove

##### **I. Membership Status Update**

Linda Detterman gave an update on both Membership Services and Membership Outreach. The total membership continues to grow. It currently stands at 759, with three drops and six joins as of June 9, 2017. Final numbers will be available June 30. Linda showed the group a dashboard with stats on a wide variety of outreach activities the staff has engaged in to keep ICPSR connected to the membership.

## **II. Membership Outreach Activities**

The audiences will change, but webinars will continue throughout the summer.

The 2017 Biennial Meeting of ICPSR Representatives (also known as the OR Meeting) is October 11-13, 2017 in Ann Arbor, with a full Council meeting on Wednesday, Oct. 11, 2017. The Council sponsored reception to welcome the ORs will be on Wednesday evening. To date, OR Meeting registration is at 33 attendees.

Julia Lane and Robert McCaa have been selected as the 2017 Miller Award Winners; Bobray Bordelon was selected as the Flanigan winner. There was some discussion about the award process and standardizing submissions.

Maggie Levenstein gave an update on the Council slate to be presented and voted on after the OR meeting. We need six members for the slate for the new terms coming up. We have confirmed five.

## **III. Membership Pricing**

Linda Detterman started the discussion of membership pricing options and strategy. There was some debate about which pricing option to choose, with the goal being to encourage membership and increase revenue, while continuing to provide an attractive value to member organizations. The staff provided Council with a menu of options to deliberate. There were three options; Council settled on the middle one after a robust discussion.

Beginning July 1, 2018, dues for US academic institutions are:

<b>2015 Carnegie Category</b>	<b>FY2019 Dues</b>
Doctoral University Highest Research Activity	\$19,300
Doctoral University Higher Research Activity	\$18,300
Doctoral University Higher Research Activity	\$10,400
Doctoral University Moderate Research Activity	\$9,000
Master's Large	\$7,300
Master's Medium	\$3,000
Master's Small	\$2,600
Baccalaureate/Specialized	\$2,400
Associate/Community College	\$600
High School	\$500

#### Dues

for nonprofit, government, academic institutions outside the United States, commercial subscribers and other national memberships associated with ICPSR membership will notice a five percent increase from the membership fees experienced in FY 2018.

<b>Level</b>	<b>Dues</b>
Associate I	\$17,400
Associate II	\$11,550
Associate III	\$5,800
Associate IV	\$2,400

Michael Jones-Correa asked if ICPSR has ever considered individual memberships. The answer is yes, but in previous trials, individual members stayed for only about a year, so this option has not been actively pursued.

There was a recommendation to change the conditions of membership in the Bylaws to reflect new, updated Carnegie classifications. It was requested that staff craft language that would be flexible to accommodate Carnegie class changes so we don't have change Bylaws each time the Carnegie classes change. This new language will be voted on in October.

#### **IV. Education and Outreach**

Lynette Hoelter gave the update on Education and Outreach.

The 2012 Supplementary Empirical Teaching Units in Political Science (SETUPS) or “SETUPS 2012” is up now on ICPSR’s Teaching & Learning website. The 2016 SETUPS is due to be released before the APSA meeting later this year. Lynette asked Council to let their friends in political science know these resources are coming. Additionally, Lynette has a couple of temporary staffers back in the office, working on Data-Driven Learning Guides.

We have had some short webinars for college campuses instead of a full campus visit and Lynette has done a couple of presentations at the University of Michigan for on-campus promotion on data literacy, etc.

There is a new video series called ICPSR 101, and we viewed the two videos produced so far: “What is Data Curation?” and “What are Metadata?” More videos are in the works, including one that is “a glossary of ICPSR,” and an “Intro to ICPSR in two minutes or less.” We have a list of about 15 of these videos we want to make. Once we get a critical mass, we will do a broader announcement, Lynette said. Jane Fry commented: “You’re also making ICPSR the place to go to when you need these short definition videos, and I can incorporate these into my presentations.”

#### **Action Items**

*Draft new language as a proposed amendment to Bylaws to provide flexibility as Carnegie changes its classification system.*

#### **Preservation & Access Committee Minutes**

Council members: Robert Chen (Chair), Michael Jones-Correa, and Ron Nakao

ICPSR Staff: Dharma Akmon, Linda Detterman, Abay Israel, Jared Lyle, Tom Murphy, Justin Noble, Asmat Noori, Harsha Ummerpillai, and Vanessa Unkeless-Perez

#### **I. Archonnex development update**

Tom Murphy discussed recent Archonnex development, including the new data deposit form (DDF) release, CNS staffing levels, and upcoming curation tools enhancements. Tom reported that staffing levels are currently reasonable for the sustained development model although he cautioned that if more productivity is desired, the model will need to be revisited and adjusted. Collaboration opportunities with Colectica were discussed in the context of enhancing ICPSR curation tools.

Tom also reported that over the course of the last twelve months CNS has migrated from three servers to twenty servers on site. CNS now has separate and distinct environments for Development, Test, Staging and Production. Additionally, the infrastructure team has made strong improvements to the network and migrated to a new IP addressing scheme. Their support of the Archonnex development team has been essential to the platform's success.

Ron suggested that now is a good time to discuss Archonnex with Tom Cramer, Chief Technology Strategist and Associate Director of Digital Library Systems and Services for the Stanford University Libraries.

## **II. New metadata librarian and planned metadata initiatives**

Vanessa Unkeless-Perez presented the fiscal year 2018 roadmap for metadata enhancements. Ron suggested that Vanessa speak with Kim Durante at Stanford for GIS metadata collaboration.

Ron would like to see ICPSR support DDI 3 and 4 and would like to hear more about this as the curation tools are revamped.

## **III. ICPSR joining DPN under Data-PASS agreement**

It was reported that ICPSR has joined the Digital Preservation Network (DPN) as part of the Data-PASS partnership. DPN membership provides replicated storage for twenty years.

## **Summer Program Committee**

Council members: Lisa Cook, Jane Fry, Chandra Muller (Chair), and Robert Stine

ICPSR Staff: Dieter Burrell, Stephanie Carpenter, Edward Czilli, Lynette Hoelter, Sandra Schneider, and Fillippo Stargell

### **I. Overview of the 2017 Summer Program**

The Summer Program staff gave an overview of the 2017 program including the four-week sessions, the three- to five-day courses, the schedule, and registration enrollment. Forty-three short courses are currently scheduled. Four have been cancelled so far, and staff continues to monitor short course enrollments with an eye to allocate resources in the most efficient manner. Eight sponsored workshops are scheduled for this year. The staff also reported on the Summer Program's budget, including a comparison with last year at this time. Revenue is on target, and expenses are within the budget set earlier in the year. Note that the Program will be housed in the Perry Building this year due to construction in the Helen Newberry Building.



## **II. ICPSR Summer Program Scholarships**

Summer Program staff reported on the scholarships for 2017, which will be slightly under their \$117,500 budget. We received a record 215 applications for the ICPSR-sponsored scholarships. Other organizations outside of ICPSR continue to provide scholarships for attendance in the Program. The new scholarship named for former Summer Program Director Hank Heitowit offered its first award this year. Fundraising for this award continues.

### **A. Diversity Activities**

The Summer Program staff reported on ongoing diversity activities, including scholarships specifically target to this end. SP will be slightly under the budget for diversity activities. In addition to the four-week workshop on “Race, Ethnicity, and Quantitative Methods,” the Program is finalizing a set of evening Blalock lectures directed at a diverse audience. The program staff feels that it has made good progress in attracting a diverse set of participants. However, work remains on opportunities to recruit a more diverse pool of faculty.

## **III. New Summer Program Initiatives, Continuing Challenges, Future Opportunities**

The Committee then discussed the nature of the Summer Program’s integration within ICPSR overall. Question: What would ICPSR look like if the Summer Program was not part of the Consortium? Staff suggested three areas for consideration:

Branding: The Summer Program has excellent reputation among many parts of the worldwide academic community, which contributes to ICPSR’s overall positive image.

Supporting Topical Archives: Holding a workshop within a well-regarded training program is an important benefit that ICPSR’s topical units can offer to their outside sponsors.

Membership Benefit: The lower fees to attend the Summer Program (about ½ of non-member rates) is a major membership benefit and a good marketing tool for ICPSR.

Committee members then discussed plans for activities to help connect the Summer Program’s participants and faculty to the rest of the organization, especially while the Program is in the Perry Building this summer.