

Council Meeting Minutes
April 29-30, 2021

Virtual Meeting

Attendees

Council Members: Dave Armstrong, Bobray Bordelon, Jon Cawthorne, Lisa Cook (Chair), James Doiron, Kristin Eschenfelder, Mark Hansen, Trevon Logan, Lindsey Malcom-Piqueux, Ken Smith, Katherine Wallman, and Esther Wilder

ICPSR Staff: Kehinde Adeniyi, Annahita Akbarifard, Dharma Akmon, Trent Alexander, JD Alford, Elizabeth Meier-Austic, Homeyra Banaeefar, Annie Beaubien, Zachary Bennett, Ashok Bhargav, Lindsay Blankenship, David Bleckley, Jennifer Brady, Sara Britt, Jon Brode, Amber Bryant, Sarah Burchart, Monica Butler, Scott Campbell, Stephanie Carpenter, Sicun Chen, Robert Choate, Becky Chu, Alina Conn, Gin Corden, Evan Cosby, Dale Couey, Paul Courant, Edward J. Czilli, Valyn Dall, Linda Detterman, Ren Dickson, Amanda Draft, Benjamin Dreyer, Julie Eady, Alexandra Eastman, Nesma Elsayed, Krystina Engleman, Kristin Eschenfelder, Mahum Farooqui, Greg Farris, Allyson Flaster, Wendi Fornoff, Aubrey Garman, Chelsea Goforth, Stephanie Hall, Skylar Hawthorne, Libby Hemphill, Lynette Hoelter, Laurie Howland, Rachel Huang, Stuart Hutchings, Michael Iannaccone, Samuel Imbody, Dory Knight-Ingram, Sanda Ionescu, Abay Israel, Jeannette Jackson, Meghan Jacobs, Joy Jang, Susan Jekielek, Allison Jendry, Matthew Johnston, Jeffrey Jones, Veena Kannan, Kevin Kapalla, Rebecca Kaplan, Pamela Davis-Kean, Lisa Kelley, Kilsang Kim, Michal Kirkwood, Jennifer Koski, Piotr Krzystek, Ryun Lacek, Sara Lafia, Kathryn Lavender, John Lemmer, Susan Leonard, Margaret Levenstein, Scott Lienen, Daphne Lin, Rosy Lopez, Jared Lyle, John Marcotte, Trisha Kunst Martinez, Kaye Marz, Arun Mathur, James McNally, Erin Meyer, A.J. Million, Collins Mony, Bianca Monzon, Elizabeth Moss, Alexander Mueller, Sweta Naik, Chinedu Amadi-Ndukwe, Matt Nizol, Justin Noble, Sara Del Norte, Anna Ovchinnikova, Michelle Overholser, Konstantinos Papaefthymiou, Sarah Pearson, Shelly Petrisko, Brent Phillips, Amy Pienta, Katey Pillars, Lindsey Malcom-Piqueux, Darleen Poisson, Eszter Palvolgyi-Polyak, Daniel Pritts, Tamara Qawasmeh, Ambyr Amen-Ra, Raghunath Ravi, Shane Redman, Kyrani Reneau, Matthew Richardson, Kylie Romain, Sarah Rush, Brianna Sabol, Grant Schonhoff, Kelly Ogden-Schuetz, Karunakara Seelam, Bing She, Annalee Shelton, Mei Shen, David Shinabarger, Michael Shove, Brenae Smith, Michael Staggs, Fillippo Stargell, Chelsea Samples-Steele, Cory Steiner, Alison Sweet, Huda Syed, Sharvetta Sylvester, Jen Tyson, Sandra Tang, David Thomas, Michael Traugott, Allison Tyler, Rujuta Umarji, Benjamin Vomastek, Jason Weirauch, Jay Winkler, Jianzhen Xie, LingLing Zhang, Gabriela Gomez Zubieta

Approval of the Minutes

Council Chair Lisa Cook called the meeting to order and asked for approval of the October 2020 Council minutes. The October 2020 minutes were approved unanimously.

Director's Update

Margaret (Maggie) Levenstein, ICPSR Director, gave a presentation on the state of ICPSR. Maggie began the update noting that since the Council meeting in October 2020, ICPSR has been extremely busy. A focus on foundational operational improvements (budgeting, hiring, proposal, and product development processes, etc.) has enabled ICPSR to operate more efficiently and meet these increased demands. Maggie noted that ICPSR product development is organized into five major product development teams: ingest, curation, dissemination, identity management, and management consoles. Maggie advised that Jeannette Jackson (COA3D) and Abay Israel (Product Owner Unit) recently joined FUNC, and ICPSR staff counts due to new hires have continued to grow. It should be noted that COA3D has not yet been awarded, but planning has had to begin both operationally and with respect to hiring and product priorities. The 2021 Summer Program short workshops have already begun; the SP received a record number of scholarship applications. Maggie described several Perry Building improvements to make sure all feel welcome when we return to the office. She ended with a review of ICPSR's newly released DEI statement.

As discussed at the October 2020 Council meeting, the Council propose that we modify the ICPSR bylaws to reduce the number of regular meetings from three to two meetings per year. This will increase productivity across all Council and committee meetings and within the organization.

The proposed vote:

Amendment to the text of the [bylaw](#) that says how often Council meets, (Article III.3), which currently reads: "The Council will normally hold three regular meetings each year" to read "The Council will normally hold two regular meetings each year".

On October 28, 2020, the Amendment to the Bylaw Article III.3 was voted on by the Council members (Dave Armstrong, Bobray Bordelon, Jon Cawthorne, Lisa Cook, Chair, James Doiron, Kristin Eschenfelder, Mark Hansen, Trevon Logan, Lindsey Malcom-Piqueux, Ken Smith, Katherine Wallman, and Esther Wilder) and passed without objection or abstention.

Budget and Finance Committee Report to Council

Council members: Dave Armstrong, Bobray Bordelon, Jon Cawthorne (Budget & Finance Committee chair), Lisa Cook, James Doiron, Kristin Eschenfelder, Mark Hansen, Trevon Logan, Lindsey Malcom-Piqueux, Ken Smith, Katherine Wallman, and Esther Wilder.

ICPSR Staff: JD Alford, John Lemmer, Maggie Levenstein, and Darleen Poisson

The Budget and Finance committee met prior to the April Council meeting. Council members on this Committee are Jon Cawthorne, Trevon Logan, and Lisa Cook. Jon presented a summary of the state of ICPSR finances.

Highlights

- Jon described that the budget presented does not include revenues or expenses from sponsored programs.
- For FY2021, ICPSR's projections show a \$73,000 deficit. This is a vast improvement over \$690,000 deficit in the original approved budget. The projected totals for the rest of FY2021 are based on actual revenues and expenses over July 2020-March 2021, and forecasting from April 2021-June 2021.
 - Membership revenue is expected to come in at the budgeted level.
 - Summer Program expenses decreased 2% from the original budget.
- For FY2022, the proposed budget includes a deficit of \$319,000.
 - There is a placeholder for a potential 3% merit raise.
- Jon emphasized that there are many more details on pages 35-47 of the Council Book.

SUMMER PROGRAM

Council Members: David Armstrong, Lindsey Malcom-Piqueux (Summer Program Committee chair), Esther Wilder

ICPSR Staff: Scott Campbell, Stephanie Carpenter, Edward Czilli, Maggie Levenstein, Fillippo Stargell, Cory Steiner, and Michael Traugott

The committee reported that the 2020 virtual Summer Program was a success both in attendance and budget surplus. This year, registrations are slightly behind pace from last year, but they suspect this is due to changes in scholarship process.

Lessons learned from last year:

- structure short workshops over longer period of time this year to account for zoom fatigue.
- leave course materials up for a longer period of time on Canvas

DEI efforts: it is in every aspect of the program, including who is teaching, participating, course offerings, etc. Now looking at instructor salary equity. The committee reports that the Summer Program would next like to get more diverse input on course offerings.

Membership and Education Outreach

Council Members: James Doiron, Mark Hansen, and Katherine Wallman (Membership and Education Outreach Committee chair)

ICPSR Staff: Linda Detterman, Lynette Hoelter, Dory Knight-Ingram, Annalee Shelton, and Jenna Tyson

The committee has recommendations in each of the key areas:

1. Membership: Membership has been maintained in this difficult year. The committee recommends an increase to 2023 membership fees by 3% (reminder: change in fees requires at least 1 year ahead of the fiscal year to which it applies) to be voted on by Council on Day 2

2. Education: the committee received a staff presentation on updating ICPSR teaching and learning materials. These materials have set ICPSR apart but have languished in recent years. The committee's recommendation:

- ICPSR staff should develop an overall plan (with a 2-year horizon) and approach to replace and/or update T&L materials.
- This plan should include how to best staff the project; research with faculty to identify and evaluate potential learning materials that are perhaps more contemporary in topic and in computational function; budget implications; and, what deadlines for completing the project to review and complete would look like.

There was then discussion among the whole council about the Education recommendation. Some concerns were expressed about competing learning resources. ICPSR's resources remain popular even though they are old; it was noted that these materials are not intended to compete with other statistical education offerings but have traditionally focused on gently inserting data and beginning analysis into introductory social sciences courses. Linda Detterman (Director of Membership and Communication) said that in prior years we funded half of a person through membership which provides ICPSR the ability to understand and build what teaching faculty need. She suggested we should use this funding model rather than seeking funding which might more constrained in what a funding entity wants built. Further, she and Lynette Hoelter believe that the target of this effort should be core courses; they encourage ICPSR to seek out and learn from instructors what has changed in their instruction of core cores, what they need or could be done better, and then identify the member and external funding that is needed to accomplish it. A instructional resources plan will be presented to the Membership & Education committee in the fall along with any learnings from research that is able to be conducted by the time the committee and Council meet.

Technology and Standards

Council Members: Bobray Bordelon (Technology and Standards committee chair), Kristin Eschenfelder, and Ken Smith

ICPSR Staff: Trent Alexander, Jon Brode, Alina Conn, Greg Farris, Sanda Ionescu, Abay Israel, Daphne Lin, Jared Lyle, Trisha Kunst Martinez, Elizabeth Moss, Dan Pritts, Rujuta Umarji, and Jay Winkler.

With the expansion of this committee's scope to cover standards as well as technology, Council met (separately) with the following functional units: Product, CNS, Curation, and Metadata and Preservation.

1. Curation

They met on March 8 with Rujuta Umarji (Director of Curation) to review standard curation levels. The committee agreed that the levels make good sense for organizing curation work.

The committee suggested that, where possible, ICPSR should save time (by curating at lower level) to release more data more quickly.

2. Metadata and Preservation

The committee met with the M&P team and learned that much of ICPSR's traffic is for the bibliography and that people stay on the site when they enter that way. The committee suggested we might consider research spotlights, webinar, or podcast that would leverage this interest in the bibliography. They also considered how we might expand variable comparisons/harmonization efforts that would leverage StatSnap's capabilities. The committee also considered whether we should continue to make use of Colectica in this effort, but did not come to a conclusion.

3. Product Owners

This is a new functional unit at ICPSR with 6 new people. They noted hiring challenges and the committee discussed the impact of continued remote work on our ability to remain competitive in this area of hiring.

4. CNS

CNS is scaling up for COA3D and also noted challenges with hiring. Maggie informed the committee that all UM units have been advised to wait for UM guidance on any new remote work policies before changing anything.

The committee noted that this is a very big committee so we might want to divide its responsibilities. Maggie responded that it was very important that the work across these units was coordinated and that there is a comprehensive view of what they are doing.

Collection Development Policy Discussion

The discussion was led by Amy Pienta, Director of the Business and Collection Development Unit. She presented the current and updated ICPSR collection development policy and asked council to review the changes and approve the changes made.

Highlights:

- The presentation began with an overview of the growth in the ICPSR collection:
 - There is a 5-year trend of 500+ distinct deposits a year and the rate of release for curated studies is about 300 studies per year.

- There is a growing trend of self-published projects. One of ICPSR's most heavily used journal repositories (AEA) has experienced a large number of uploads since inception.
- New projects and relationships that support ICPSR's commitment to new data types include the Michigan Automated Prescription System data (MAPS), a Robust Repository for Developmental Electroencephalogram Data (DevEEG), and a qualitative data project.
- The projects that have discontinued/suspended funding include the Measures of Effective Teaching (METS) project, CivicLEADS, the NCAA archive, and the APA journal.
- Hosted openICPSR repositories are a place where the data from partner organizations can be collocated and findable. These can also be considered a source of revenue for ICPSR.
- There is an increase in paid curation services where organizations would like curated data to be available free for non-members.
- A discussion on the ICPSR collection development policy followed:
 - The policy seeks to position ICPSR as a domain repository for the social and behavioral sciences with flexibility to allow ICPSR to collect broadly. Before discussing the particulars of the policy, Amy identified ICPSR's user communities which included the academic research community, policy makers, journalists, and the broader public.
 - A non-exhaustive list of disciplines, data generation techniques, and populations was provided.
 - Note: History was currently missing but will be added. There was additional consideration for the humanities, ethnic studies, gender studies, etc. The goal is to have a list with broad appeal.
 - The data generated techniques list the more popular ones that ICPSR can serve.
 - ICPSR would like to signal that the organization is interested in data beyond the US.
 - A number of requests were made to include more disciplines (e.g. Statistics) and populations (e.g. Institutions) to the list.
 - The policy also discussed data that is out of scope such as:
 - Those where the copyright, technical limitations, costs, and/or requirement for limited access prevent ICPSR for disseminating
 - This discussion also included details around handling government data, data curation decisions/criteria, and ICPSR's commitment to recognized standards for security, privacy, and confidentiality of subjects studied.

Next Steps:

- ICPSR will update the policy for more disciplines and populations based on the recommendations of the council. There will also be additional text changes around government data. The vote on changes to the policy will not occur during the council meeting as originally intended but will be voted upon electronically at a later date.

Discussion and votes on budget, membership fees, and Collection Development Policy

Maggie suggested delaying the vote on the new Collection Development Policy. Amy will integrate all comments from the earlier discussion, including suggestions for changes and broader comments, and Council can vote on a revised version electronically once it is ready.

FY2022 budget

Vote: On a motion by Kristin Eschenfelder, seconded by Bobray Bordelon, the Council unanimously voted to approve the FY2022 budget.

ICPSR Operating Budget and Projection									
Fiscal Year 2021 Budget and Projection									
Fiscal Year 2022 Proposed Budget									
*** This display does not include sponsored direct revenue or expenses ***									

Doctoral University Higher Research Activity	Intensive	\$10,715	\$11,035
Doctoral University Moderate Research Activity	Intensive	\$9,270	\$9,550
Master's Large		\$7,520	\$7,745
Master's Medium		\$3,090	\$3,180
Master's Small		\$2,680	\$2,760
Baccalaureate/Specialized		\$2,475	\$2,550
Associate/Community College		\$620	\$640
High School		\$515	\$530

Rate Card for Non-Academic and International Members

OTHER INSTITUTIONS		
Level	FY2021/ FY2022	FY2023 3%
Associate I	\$17,925	\$18,460
Associate II	\$11,900	\$12,260
Associate III	\$5,975	\$6,155
Associate IV	\$2,475	\$2,550

ICPSR Diversity, Equity, Inclusion statement

One friendly amendment was made: Maggie added a phrase to include nationality and national origin in the statement.

Vote: On a motion by Bobray Bordelon moves to approve, seconded by Katherine Wallman, the Council unanimously voted to approve the ICPSR Diversity, Equity, Inclusion statement as amended by Maggie.

ICPSR DEI Statement

The Inter-university Consortium for Political and Social Research (ICPSR), one of the five centers of the Institute for Social Research at the University of Michigan, is the world's largest social science research data archive. As part of its leadership role in the social science community, ICPSR commits to intentional and explicit principles supporting diversity, equity, accessibility, and inclusion.

Our mission is to “advance and expand social and behavioral research, acting as a global leader in data stewardship and providing rich data resources and responsive educational opportunities for present and future generations” (ICPSR Mission Statement). As it is itself a social institution, ICPSR’s archives and data collection efforts have reflected existing power structures in society and in the consortium’s member institutions. ICPSR is committed to using its resources and its leadership role to implement equitable principles that go beyond superficial declarations. As a key part of the social and behavioral science research ecosystem, we have a responsibility to advance learning and research that diminishes access barriers and brings the narratives and research of often-marginalized populations to the forefront.

Our commitments to respect and fairness are demonstrated in our data acquisition and archiving practices, instructional practices, hiring and professional development practices, building and facility management, and compensation, retention, and promotion practices. We seek to promote inclusion broadly and especially with regard to race, ethnicity, gender identity, nationality and national origin, religion, sexual orientation, and accessibility. Broad inclusion is necessary to achieve our goals of making high-quality research data available to the research community and to help to transform the behavioral and social sciences so that our scholars and research reflect the world and the communities that we study.

ICPSR promotes equitable data use and provides professional training to help build bridges to understanding instead of walls of exclusion. ICPSR strives to expand beyond the historically homogeneous, White-male-dominated perspectives of the past and into our more promising future that elevates multiculturalism and diversity in the workplace. We are not perfect, yet we strive to know better and to do better. This is our solemn commitment.

ICPSR challenges the myth of archival neutrality and passiveness. We provide guidance to our users about best practices to ensure that data use and analysis do not harm the population(s) being studied. As an organization, we provide resources that help users become aware of their biases and provide guidance to our depositors so that the data at ICPSR protect against harm to the populations studied. Our goal is to encourage an equitable perspective in the research community through ICPSR’s practice of acquiring and disseminating data.

Endorsed by the ICPSR Council April 30, 2021

Wrap up discussion:

Council asked that the documents Council receives indicate whether meetings will be virtual or in person, regardless of pandemic, for their planning purposes. Maggie clarified that the default will be two meetings a year, both in person, around April and October, although we have provided hybrid options in the past when necessary. The thought is that dropping the third meeting would make in person meetings easier for Council members. If Council would like one meeting a year in perpetuity to be virtual, this would require further discussion as we want to be clear about expectations with new Council members. The future April and October meeting dates have been provided in the Council book, and we may move toward a fall in-person meeting with a virtual spring meeting. Council was in agreement with this plan.

The OR meeting this fall will be virtual, but Council plans to meet the day before in person; Bobray asked if it is possible to stay in Ann Arbor to attend the OR meeting (albeit virtual), since travel schedules may mean Council members have to miss the OR meeting. Maggie thought this was workable, but will need to figure out with Linda and Michelle. James Doiron may not attend in person this fall, depending on the pandemic and borders being closed to Canada.

Maggie also suggested inviting Miller and Flanagan award recipients to come to Ann Arbor in person, if possible. If so, Council members can meet with award recipients.

Closing Comments

Thanks to Council for attending on Zoom. Thank yous to Michelle for organizing, Linda, Anna, Dory, Jenna, Shelly (M&C), and Abay for organizing and hosting yesterday's happy hour.