

## Minutes for January 2014 Internal Advisory Committee Meeting

---

**Date/Time:** January 30, 2014 3:00-4:30 PM Eastern  
**Attendees:** David Jennings, Joanna McCaffrey, Kevin Love, Reed Beaman, Shari Ellis, Suzette King  
**Remote Attendees:** Corinna Gries (LBCC), Katja Seltmann (TTD), Robert Naczi (TTD), Chris Taylor (InvertNet), Patrick Sweeney (NEVP), Bruce Lieberman (Paleoniches), Dena Smith (Fossil Insects), Michael Webster (Animal Communication), Chris Neefus (Macroalgal), Deb Paul (FSU), Andrea Matsunaga (ACIS)  
**Meeting Location:** Building 105, Room 310

### ACTION ITEMS

- InvertNet, SCAN, Fossil Insects, Macroalgal: Please complete your bi-monthly progress reports
- David: Send out Doodle poll for scheduling the March meeting

### CALL TO ORDER & WELCOME

- **Upcoming iDigBio meetings/workshops/events**

[David Jennings] Please check the calendar [www.idigbio.org/calendar](http://www.idigbio.org/calendar) for upcoming meetings, workshops and events.

iDigBio Summit IV has been scheduled for October 27-28, 2014. Please save the date.

iDigBio will be hosting a "Collections for the 21<sup>st</sup> Century Symposium" on May 5-6, 2014, at Emerson Alumni Hall.

Register on line at [www.idigbio.org/content/collections-21-century-registration](http://www.idigbio.org/content/collections-21-century-registration) Travel will not be paid. Speakers will be announced soon.

- **March IAC Meeting**

[David Jennings] David will send out a Doodle poll to schedule the March IAC meeting. The target will be the first or second week in March.

- **TCN Wiki Pages ([www.idigbio.org/wiki/index.php/TCNs](http://www.idigbio.org/wiki/index.php/TCNs))**

[David Jennings] Please maintain your TCN wiki pages, including updating your contributor lists, adding research statements, updating TCN maps, etc.

- **Bi-Monthly Progress Reports ([www.idigbio.org/content/tcn-bi-monthly-progress-report-idigbio](http://www.idigbio.org/content/tcn-bi-monthly-progress-report-idigbio))**

[David Jennings] Please complete your TCN bi-monthly progress reports to iDigBio. We are still missing reports from the following TCNs: InvertNet, SCAN, Fossil Insects, and Macroalgal.

### DISCUSSION

- **Recent E&O Workshop**

[Joanna McCaffrey] Thank you to the TCNs for sending participants to what turned out to be a very successful workshop. Please forward and Facebook/Twitter postings to iDigBio. Also, please provide your TCN Facebook/Twitter links to Joanna.

- **New Web Site and Portal**

[Joanna McCaffrey] iDigBio launched our new website and portal in January. iDigBio welcomes comments and feedback from the TCNs. Most of the participants from the TCNs confirmed they had visited the site and it is working well for them. Katja Seltmann complimented the new design.

- **TCN Resources Page**

[Joanna McCaffrey] The collaboration session at the Summit resulted in the creation of a TCN Resources Page: [https://www.idigbio.org/wiki/index.php/TCN\\_Resources](https://www.idigbio.org/wiki/index.php/TCN_Resources)

Suggested additions to that page were a list of TCN Project end dates and possibly a link to biology Listservs such as taxacom, NHCOLL, Herbarium, SPNHC, etc.

- **ACIS Data Reports will be sent to the TCNs**

[Joanna McCaffrey] ACIS data ingestion reports are planned to be sent very soon and will contain the number of records ingested along with a few other data quality metrics. A breakdown of ingested data sets are here:

<https://www.idigbio.org/portal/publishers>

- **Missing Data Sets**

[Joanna McCaffrey] In general, how do the TCNs want to handle missing data sets or sets that TCNs decide to unpublish? [All] Please get in contact with us to learn what it means; there will not be one answer that fits all. [Rob Naczi] As part of the NSF contract, records must be delivered for digestion. If the data is considered sensitive, it should not be submitted. Instead of reinventing, we should do the same process taken by GBIF. [Corinna Gries] If one dataset or one record disappears from Symbiota, then we want them deleted from iDigBio. There is a good reason for it to have been deleted. [Katja Selmann] We will not always send you the whole dump (seems a waste of time) since we expect our datasets to plateau at some point. Our datasets will contain only new records or updated records. Thus, do not interpret the missing ones as deletion. [Dena Smith] A preliminary standard would be to ask the provider each time an incident occurs and then proceed according to their direction. [Joanna McCaffrey] iDigBio feels it is important to respect TCNs as data providers. There was general consensus and appreciation of this sensitivity.

- **Portal Comments**

[All] The portal looks great. [Bruce Lieberman] The publishers page seems to be organized by institutions (iDigBio corrected that it is not by institutions), and he would like to see datasets also grouped by TCN. [Katja Selmann] It is not clear if in the graph "invertebrates" has the meaning of "all invertebrates except arthropods" since "arthropods" were a category by itself. Perhaps this indicates a need for an explanation on how the graph is constructed to be available. [Reed Beaman] The issue with the pie charts being out of date is known and is being worked on. In the future, the pie charts will be automated.

- **Suggestions for New TCN Proposals**

[Joanna McCaffrey] What would you change if you had to do your TCN proposal over again? [All] Ask for more money, and put less about research in the proposal. [Chris Neefus & Dena Smith] Both are early in the process of executing their work, but they already see a need to address the costs and logistics of digitization. Hard decisions had to be made to cut back in some areas because of the dollar per specimen cost targets. [Katja Selmann, Patrick Sweeney, Bruce Lieberman] More money needs to be dedicated to digitization efforts and less up front for technology development (i.e., go with something proven). Whole drawer imaging technology has been frustrating. Some did not budget for the processing of images, which is also a major expense. Storage space for archival images is always a challenge. [Corinna Gries] The data quality was not as good as she would have liked. [Bruce Lieberman] Paleo didn't have issues of data quality because they focused on already curated collections. Those things that aren't well curated are "dark data". [Katja Selmann] Choose well curated specimens with a gradient of highly curated to adequately curated. [Reed Beaman] Is it important to know what is missing? Is there a way to assess dark data and how would you do it?

- **Webinar**

[Reed Beaman] Bruce MacFadden and Reed Beaman are planning a webinar on funding opportunities from the perspective of former NSF program officers. This is an outcome of the E&O workshop. Details will be provided soon.

- **PENs**

[Joanna McCaffrey] How have the PENs worked out as add-ons to your TCNs? [Bruce Lieberman] The Paleo PENs are doing very well. Every fossil group wants to add on and be a PEN; Bruce suggests creating more TCNs instead. Bruce

also thinks it is more difficult to do oversight on PENS, and that data quality suffers because PENS are typically underfunded.

- **TCN Videos**

[Kevin Love] Videos about each TCN were created during the Summit and have been posted to Vimeo (<http://vimeo.com/album/2684234>). iDigBio intends to use these videos at workshops and meetings to introduce the TCNs and their work. Please provide feedback on the TCN videos to Kevin so that he can make them better. After the content of the videos has been reviewed, Kevin will go back and remove dead space and fillers (“ums”, “ahs”, etc.)

## Adjourn

## Agenda for January 2014 Internal Advisory Committee Meeting

---

**Date/Time:** January 30, 2014 3:00 - 5:00 PM Eastern

**Invitees:** Toby Schuh, Katja Seltmann, Corinna Gries, Robert Naczi, Chris Dietrich, Bruce Lieberman, Barbara Thiers, Patrick Sweeney, Neil Cobb, Chris Neefus, Dena Smith, Michael Webster, Ed Gilbert, Shari Ellis, Gil Nelson, Deb Paul, Andréa Matsunaga, Renato Figueiredo, Kevin Love, Joanna McCaffrey, David Jennings, Suzette King, Reed Beaman, Larry, Page, José Fortes, Greg Riccardi, Bruce MacFadden, Pam Soltis

**Additional participation from TCNs/PENs is welcomed and encouraged!**

**Meeting Location:** Building 105, Room 310

**Remote Access:** <http://idigbio.adobeconnect.com/iac/>

VoIP access is available through Adobe Connect, or you may alternatively dial 866-284-8871 (less preferred due to per-minute charges).

### 3:00 PM Call to Order

#### Housekeeping:

Upcoming iDigBio meetings/workshops/events – <a href="https://www.idigbio.org/calendar">https://www.idigbio.org/calendar</a> <ul style="list-style-type: none"> <li>iDigBio Summit IV – October 27-28, 2014</li> <li>Collections for the 21<sup>st</sup> Century Symposium – May 5-6, 2014 – Register online at <a href="https://www.idigbio.org/content/collections-21st-century-registration">https://www.idigbio.org/content/collections-21st-century-registration</a></li> </ul>	David
Schedule March IAC Meeting	All
TCN bi-monthly progress reports to iDigBio are due: <a href="https://www.idigbio.org/content/tcn-bi-monthly-progress-report-idigbio">https://www.idigbio.org/content/tcn-bi-monthly-progress-report-idigbio</a>	David
Please maintain your TCN wiki pages, updating contributor lists, adding research statements, TCN maps, etc.: <a href="https://www.idigbio.org/wiki/index.php/TCNs">https://www.idigbio.org/wiki/index.php/TCNs</a>	David

#### Discussion:

Education & Outreach <ul style="list-style-type: none"> <li>Please send you E&amp;O Facebook page links</li> <li>Outreach programs to underrepresented populations</li> </ul>	Joanna
Comments/feedback on new iDigBio website/portal <ul style="list-style-type: none"> <li>Other content that might be helpful?</li> <li>What are you having trouble finding?</li> </ul>	Joanna
Feedback on the TCN Resources Wiki page - <a href="https://www.idigbio.org/wiki/index.php/TCN_Resources">https://www.idigbio.org/wiki/index.php/TCN_Resources</a>	Joanna
Data dashboard & Ingestion reports <ul style="list-style-type: none"> <li>ACIS is working on data ingestion reports</li> <li>Breakdown of ingested data: <a href="https://www.idigbio.org/portal/publishers">https://www.idigbio.org/portal/publishers</a></li> </ul>	Joanna
Other	All

### 5:00 PM Adjourn

## Upcoming iDigBio Workshops/Meetings/Events:

Event	Location	Dates
<a href="#">Broadening Diversity</a>	University of Central Florida	02-01-2014
<a href="#">North American Paleontological Convention</a>	University of Florida	02-15-2014 to 02-18-2014
<a href="#">Original Source Materials Workshop</a>	Yale University	03-09-2014 to 03-12-2014
<a href="#">LEEF 2014</a>	4-H Camp Ocala	03-21-2014 to 03-23-2014
<a href="#">WISE Girlz Science Spring Camp</a>	University of Florida	03-24-2014 to 03-28-2014
<a href="#">Data Modeling Workshop</a>		03-24-2014 to 03-25-2014
<a href="#">Biological Collections Digitization in the Pacific</a>		03-24-2014 to 03-27-2014
<a href="#">75th Annual Meeting of the Association of Southeastern Biologists</a>	Spartanburg Marriott	04-02-2014 to 04-05-2014
<a href="#">Small Collections Workshop</a>	Central Michigan University	04-07-2014 to 04-10-2014
<a href="#">Broadening Diversity Shadow Days</a>	Florida Museum of Natural History, University of Florida	04-17-2014 to 04-19-2014
<a href="#">Earth Day</a>	Powell Hall/University of Florida	04-19-2014
<a href="#">Paleo Imaging/3D Imaging Workshop</a>	University of Texas, Jackson School of Geosciences, J.J. Pickle Research Campus, and High Resolution Xray CT Facility.	04-28-2014 to 05-02-2014
<a href="#">Collections for the 21st Century Symposium</a>	University of Florida	05-05-2014 to 05-06-2014
<a href="#">Specify for Paleo Collections Workshop</a>	Kansas University	05-19-2014 to 05-23-2014
<a href="#">SPNHC 2014, Cardiff, Wales</a>		06-22-2014 to 06-27-2014
<a href="#">North American Network of Small Herbaria Workshop and Botany 2014</a>		07-31-2014
<a href="#">GSA iDigBio Symposium</a>	UCSB, Vancouver Canada	10-19-2014 to 10-22-2014
<a href="#">iDigBio Summit IV</a>	University of Florida	10-27-2014 to 10-28-2014