Meeting Minutes: December 2014 Internal Advisory Committee

Date/Time: December 1, 2014   1:00 - 3:00 PM Eastern

TCN Attendees: Katja Seltmann (TTD), Robert Naczi (TTD), Corinna Gries (LBCC), Chris Dietrich (InvertNet), Patrick Sweeney (NEVP), Barbara Thiers (MaCC), Bruce Lieberman (PALEONICHES), Dena Smith (FIC) Michael Webster (VACS), Zack Murrell (SERNEC), Ken Cameron (GLI), Aaron Goldberg (GLI), Rich Rabeler (GLI), Herrick Brown (SERNEC)

iDigBio Attendees: Shari Ellis (Project Evaluator), Deb Paul (Digitization Expert), Kevin Love (IT Expert), David Jennings (Project Manager), Joanna McCaffrey (Biodiversity Informatics Manager), Molly Phillips (Information Specialist), Andréa Matsunaga (Research Scientist)

Meeting Location: Building 105, Room 310

Remote Access: http://idigbio.adobeconnect.com/iac/

VoIP is available via Adobe Connect, or you may alternatively dial 866-284-8871

Action Items

- David will remind the remaining three TCNs to submit their bi-monthly reports: MaCC, SCAN, and MHC.
- Joanna will send out a Doodle poll to schedule February's IAC meeting.

Recurring Items

Upcoming workshops/meetings/events:

- iDigBio is hosting the CitStitch Hackathon later this week (December 3-5): https://www.idigbio.org/content/citstitch-hackathon
- We keep the iDigBio calendar https://www.idigbio.org/calendar up to date with all of our planned events, so please take a look. If you would like to subscribe to the iDigBio calendar, visit: webcal://www.idigbio.org/events-calendar/export.ics
- Please let us know if you would like to add events to the iDigBio calendar.

TCN bi-monthly progress reports to iDigBio are due:

- There have been 10 TCN reports submitted so far, but we are still missing three: MaCC, SCAN, and MHC. Submit your bi-monthly reports here: https://www.idigbio.org/content/tcn-bi-monthly-progress-report-idigbio

Please maintain your TCN wiki pages:

- iDigBio has created wiki pages for each TCN: https://www.idigbio.org/wiki/index.php/TCNs
- These wiki pages are for you to promote your TCN's work, so please customize them.
- The wiki pages may look complete, but note that the information is just introductory material we have taken from your proposals and your NSF award page. You can update that information and customize the page to fit your project.
- Joanna specifically requested that all TCNs update their participating institution lists because iDigBio uses these to create things like collaborator maps. You should also include any institutions that are voluntarily adding their data to your project.
- Joanna offered assistance for adding things to the TCN wiki pages.

Discussion Topics

Summit IV debrief

- Shari Ellis, iDigBio Project Evaluator, summarized some of the feedback she has received from Summit participants via her post- summit survey. Shari noted that the results presented are still preliminary.
- Approximately half of the survey respondents were from TCNs, and there was balanced representation from all four years of funding.
- In general, participants believed all the components of the Summit were effective.

Lightning presentations

- The lighting presentations should focus more on what the speakers are doing next, instead of what they have already accomplished.
- Comparing digitization numbers between projects is difficult because there is no standard.

Demonstrations

- Some participants rated the demonstrations poorly as compared to other activities.
- Some participants wanted more interactive demonstrations.
- Some participants had issues with understanding and/or hearing the speakers.

Posters

- Some participants found the rooms cramped.

- Participants favored multiple sessions to allow poster presenters to see the other posters.

Discussions
- Most of the discussion groups were rated well. However, the API group was mixed due to some participants not having sufficient background to understand the conversation.
- In general, the participants felt the discussions were too short, and the rooms were too large.

Wrap-ups
- The reactions to the wrap-ups were mixed.
- The most common criticism was that the quality of the report-backs was highly variable. The main cause for poor reports was when the person who gave the presentation was not the same person who took the notes.

General suggestions to improve the Summit
- iDigBio should rethink the order of events for the two-day summits. Discussion groups would be better for the end of the second day because people are taxed and have trouble focusing on more presentations.
- There should be more question and answer time during presentations.
- In general, the participants want more time for informal interactions.

Networking
- There were many comments from the survey about wanting more time for networking at the Summit. Many feel that iDigBio can do a better job with facilitating networking among TCNs.
- There was a lot of interest from new TCNs wanting to learn from older TCNs.
- iDigBio should provide more formal and informal time for networking during the summits.
- iDigBio is thinking of creating a directory of attendees, where each attendee would provide a photo and a short paragraph about themselves and their work. This would help participants familiarize themselves with the other attendees prior to the Summit, which should then facilitate more collaboration and mentoring during the meeting.

How to Increase Collaboration and Communications among TCNs
- The three most common suggestions to increase collaboration and communication among TCNs were:
  - Workshops
  - Increasing TCN participation in IAC meetings
  - Facilitating more joint projects among TCNs

Portal
- People seem generally happy with the direction the portal is going, but some suggestions for future work included:
  - Increased flexibility for searching and browsing

- o More research tools
- o The ability to make corrections and additions to the portal

Education and Outreach
- We asked what the new iDigBio Education & Outreach Coordinator should focus on; the most common responses were:
  - o Coordinating and communicating activities throughout ADBC
  - o K-12 education
  - o Marketing and publicizing iDigBio's resources

Focus for the upcoming year
- The most common responses from participants when asked "what should be iDigBio's main focus for the next year" were:
  - o Sustainability
  - o Improving the portal
  - o Continue building a community and providing training
  - o Education and outreach, including public outreach

Counts reported vs. how much is available via iDigBio portal
- We would like to understand the differences between the reported number of records digitized in the TCN reports (https://www.idigbio.org/wiki/index.php/Internal_Advisory_Committee#TCN_Progress_Reports_to_iDigBio) and the number of records ingested in the iDigBio portal associated with that TCN (https://www.idigbio.org/wiki/index.php/Data_Ingestion_Report).
- Moving forward, when reporting your numbers please report both:
  - o Number of records digitized
  - o Number of records made available for iDigBio ingestion
- If there are records we do not have, we would like to know what we could do to get them!
  - o If you currently have digitized material that is not currently in the portal, please let us know. We can work with you to get it ready for ingestion.
  - o Also, please notify us with any other possible sources for data.
  - o iDigBio's mission is to get "all" specimen-based data.
- iDigBio is working with the Smithsonian (http://www.si.edu/) and Canadensys (http://www.canadensys.net/) to get their data.
- We have, or are currently working on getting, all GBIF specimen-based data that are IPT-based.

Project management resources and practices
- iDigBio has made a Project Management Resources Wiki page: https://www.idigbio.org/wiki/index.php/Project_Management_Resources

- When you visit the page you will find:
    - The first Project Management Webinar recording and presentation.
    - Example project manager position descriptions (per your request).
    - Related presentations, resources, and other links.
- We are planning to have the next Project Management Webinar in January 2015. We will send out a notification once the planning is more concrete.
- We have been developing a list of topics for future webinars, including:
    - Project Plan – regular periodic checking actual progress against plan
    - Communication – different styles, regular, inclusive
    - Scheduling/progress tacking
    - Risk assessment and management – always have a Plan B, know when to enact Plan B
    - Change management
    - Leadership vs. management – delegation
    - Closure – how do you know when you're done? are your stakeholders satisfied?
    - HR issues

We asked the IAC attendees for feedback and ideas for future topics and received several responses.

- Ken Cameron would be interested in TCN-led mentoring.
    - Older TCNS could share with new TCNs about lessons learned in project management.
    - Ken was also interested in hearing from other TCNs about how they manage bi-monthly reports. How do they compile the information?
- The idea that stemmed from Ken's comment was that iDigBio could host a TCN "lessons learned" webinar where everyone could contribute the content.
    - We could start by compiling all the "lessons learned" sections from the bi-monthly reports.
    - It was also suggested that we pool the "lessons learned" from the bi-monthly reports in a common accessible place on the Wiki as a resource.
- Deb Paul suggested the topic: "tips, tricks, tools, methods" used to collect/collate data and manage reporting/staff/documentation.
- Barbara Thiers said she was interested in a webinar focused on annual reports. The webinar could list strategies on how to collect information from all TCN participants efficiently.
    - Joanna McCaffrey suggested that we could focus one of our upcoming IAC meetings on annual reports.
- Joanna also asked if we should create a project management interest group.
    - There is sometimes personnel overlap among PIs, project managers, and data managers within TCNs.
    - Would the pool for a project manager interest group be unique enough to warrant a separate interest group?

- David reminded everyone that all bi-monthly reports are stored on the IAC Wiki page, and the reports are a great resource for your annual reports: https://www.idigbio.org/wiki/index.php/Internal_Advisory_Committee

How do we establish mentoring relationships among TCNs? How do we pass along the lessons we have learned?

- Zack Murrell suggested that connecting first year TCNs with third year TCNs would be an effective strategy to establish mentoring relationships.
  - He does not think formal introductions are necessary, but he would like to know who would be available and willing to talk. Dena Smith volunteered to be a mentor.
  - Joanna reminded everyone that there is a table in the Wiki that lists at least one individual from each TCN who have volunteered to be available to answer questions: https://www.idigbio.org/wiki/index.php/TCN_Resources
- Ken Cameron thought the Summit was very helpful. In particular, it was useful for him to see what other TCNs were working on.
- Rich Rabeler suggested that we should include more informal discussion time during summits.

SPNHC 2015 Meeting

- It was suggested that iDigBio make a special interest group for TCNs to meet together during the 2015 SPNHC meeting. We could organize the group meeting to be more informal but have resources for individuals to give demonstrations or presentations if they would like. This would give TCNs time to mentor each other. It would also be a good time for others to come talk with existing TCNs about their experiences writing and submitting a proposal. It could be developed as a "mini-summit".
- Deb Paul suggested that in addition to the special interest group session and the SCNet workshop, we should also have a workshop for digitization (broader sense) at SPNHC.
- Dena Smith suggested we organize the workshop to be like a "town hall" about ADBC to reach out to the broader collections community. Dena receives heavy email traffic with very specific questions pertaining to applying for an ADBC grant before the proposals are due each year.

How do we maintain involvement with iDigBio and ADBC?

- iDigBio wants to keep all TCNs involved, including those who are finishing up, in order to maintain the national collections network that is developing.
- Several IAC members said that they would be willing to participate in the summits and other events remotely after their funding is over, but they would likely require travel support.
- Corinna Gries pointed out that she collaborates with many other entities from other TCNs, so she feels well connected and feels she will remain well connected.
- Most TCNs have at least one member that attends the SPNHC meetings regularly as well.

Other topics

- Deb Paul reminded everyone that the IPT workshop is coming up in January: https://www.idigbio.org/content/workshop-data-standards-data-sharing-and-demystifying-integrated-publishing-toolkit-ipt
  - The workshop will be broader than just covering IPT; it will also include information about data sharing and data standards.
- There is a "field to database" workshop in March. This workshop will be focused on collectors who are cutting edge (like researchers using applications to collect data or mapping their data to Darwin Core in the field). The workshop will be "first come first serve" and self-funded. Keep an eye out for more information on the iDigBio website.
- There will be another data management workshop in Phoenix, Arizona, in September. The workshop will be two days and cover data managing skills. The workshop is most appropriate for individuals that are doing data management as a regular part of their job (despite their job title). The workshop will offer funding for participation.
- Joanna reminded everyone that iDigBio is looking for examples of how data are being used. Please forward these use case stories along to us.

- The next IAC meeting will be in February. We will send out a Doodle Poll to get everyone's availability.

2:15 PM   Adjourn

Agenda for December 2014 Internal Advisory Committee Meeting

Date/Time:	December 1, 2014 1:00 - 3:00 PM Eastern
TCN Invitees:	Toby Schuh (TTD), Katja Seltmann (TTD), Robert Naczi (TTD), Corinna Gries (LBCC), Chris Dietrich (InvertNet), Neil Cobb (SCAN), Patrick Sweeney (NEVP), Barbara Thiers (MaCC), Bruce Lieberman (PALEONICHES), Chris Neefus (MHC), Dena Smith (FIC) ,Michael Webster (VACS), Zack Murrell (SERNEC), Petra Sierwald (InvertEBase), Ken Cameron (GLI)
iDigBio Invitees:	Shari Ellis (Project Evaluator), Gil Nelson (Digitization Expert), Deb Paul (Digitization Expert), Kevin Love (IT Expert), Andréa Matsunaga (Research Scientist), David Jennings (Project Manager), Joanna McCaffrey (Biodiversity Informatics Manager), Molly Phillips (Information Specialist)
	Additional participation from TCNs, PENs, and iDigBio 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

1:00 PM   Call to Order

Recurring items:

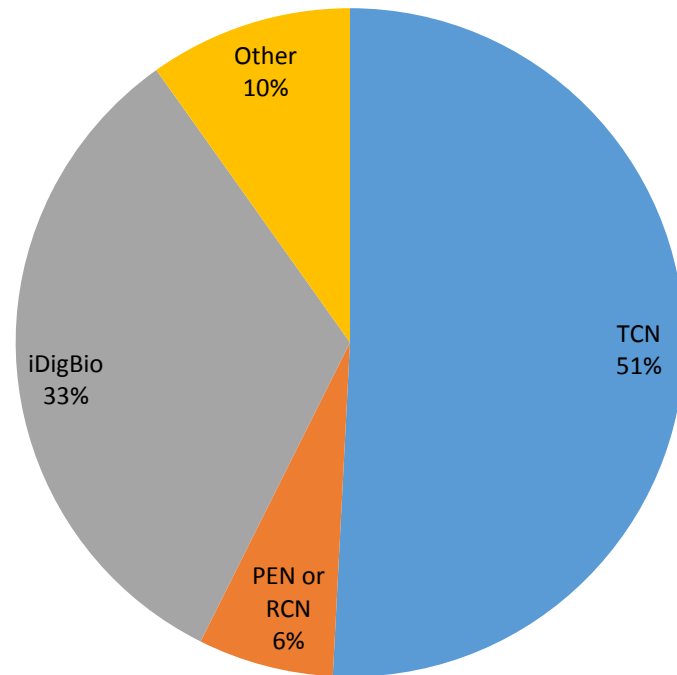|	

Upcoming workshops/meetings/events:
        https://www.idigbio.org/calendar
        Subscribe: webcal://www.idigbio.org/events-calendar/export.ics
	David

TCN bi-monthly progress reports to iDigBio are due: https://www.idigbio.org/content/tcn-bi-monthly-progress-report-idigbio	David
Please maintain your TCN wiki pages: https://www.idigbio.org/wiki/index.php/TCNs	Joanna

Discussion topics:

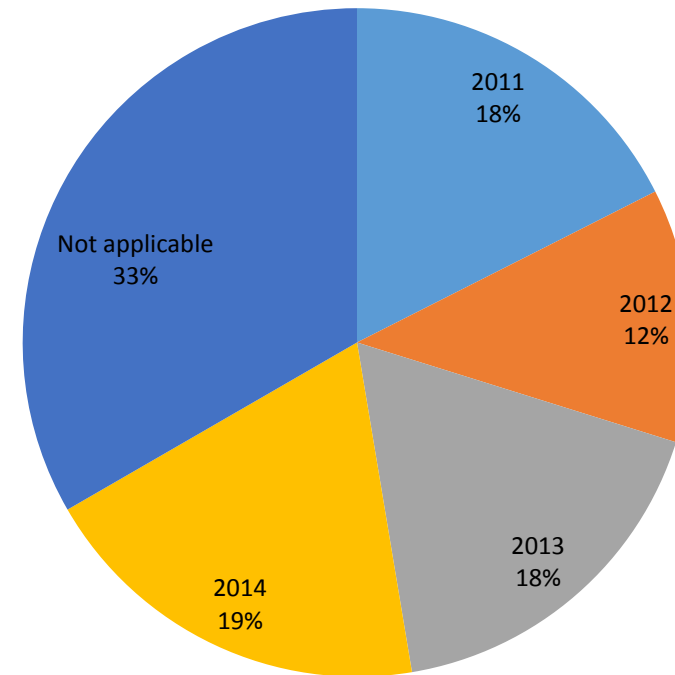|	
Summit IV debrief	Shari
Counts reported vs. how much is available via iDigBio portal	Joanna
Project management resources and practices	David
How do we establish mentoring relationships among TCNs? How do we pass along the lessons we've learned? How do we maintain involvement with iDigBio and ADBC?	Joanna
Other topics	All

3:00 PM   Adjourn

Characteristics of Respondents

Affiliation

- TCN 51%
- iDigBio 33%
- Other 10%
- PEN or RCN 6%

Funding Cohort

- 2011 18%
- 2012 12%
- 2013 18%
- 2014 19%
- Not applicable 33%
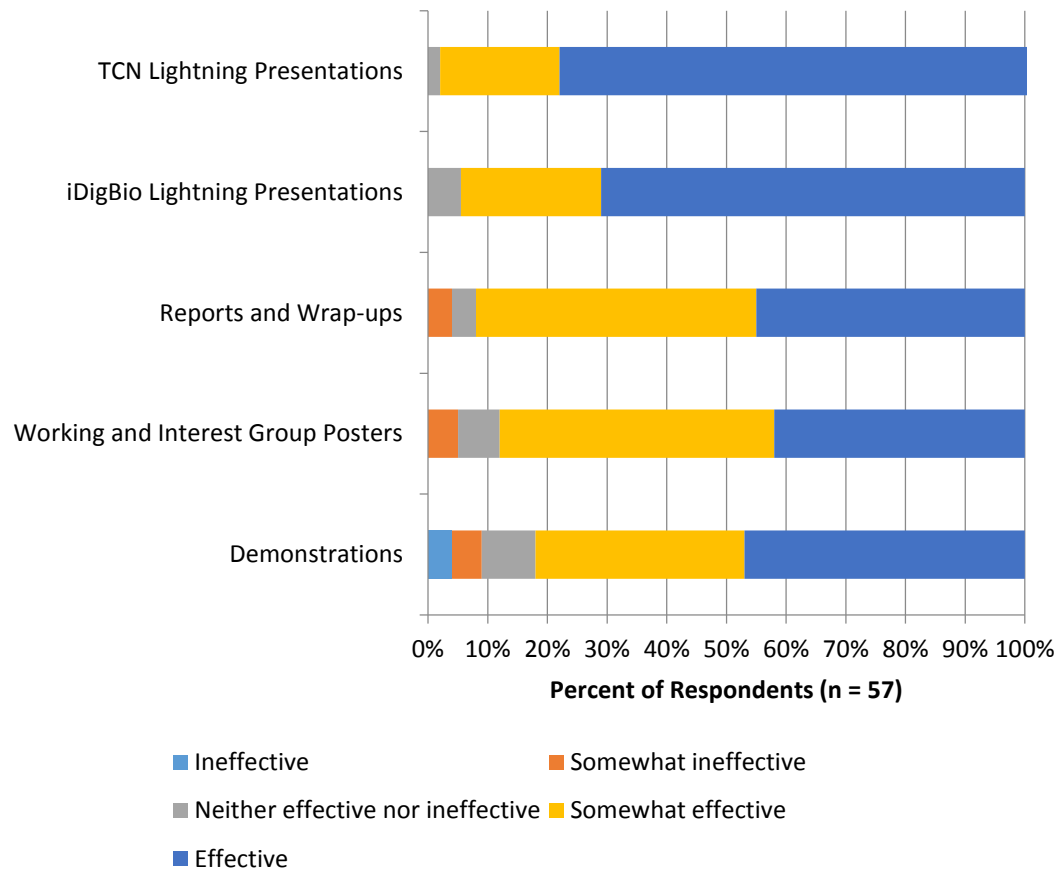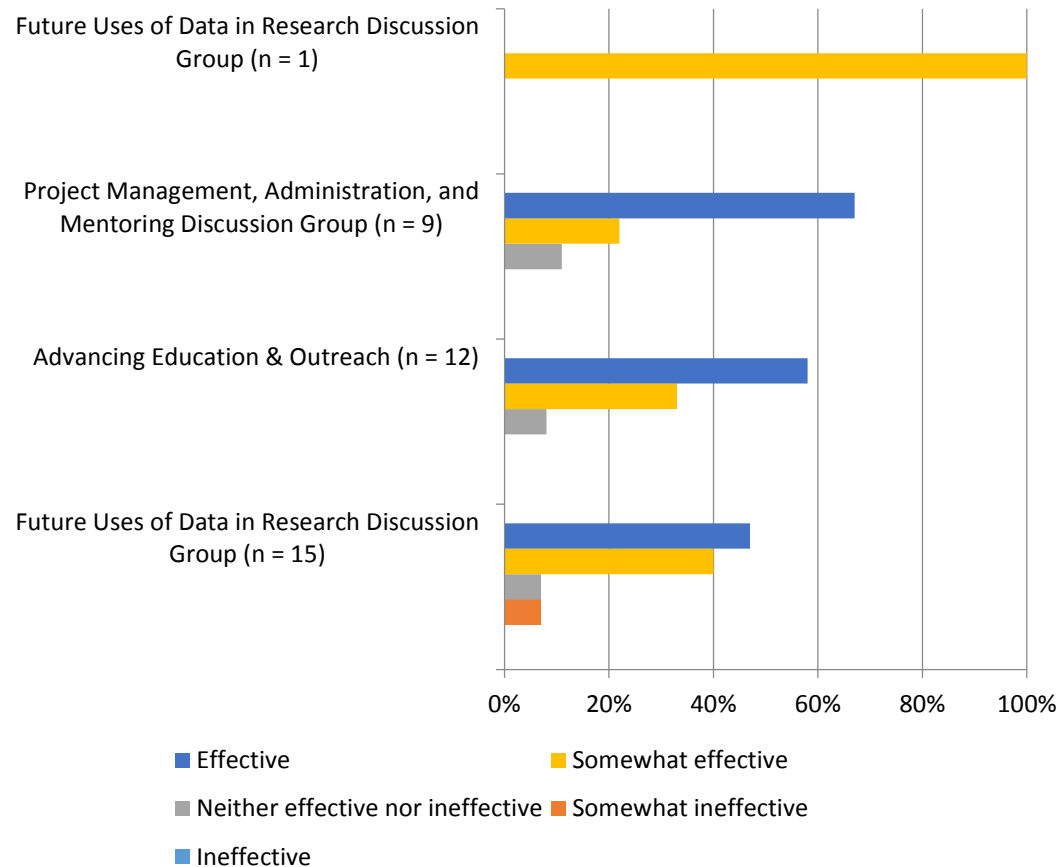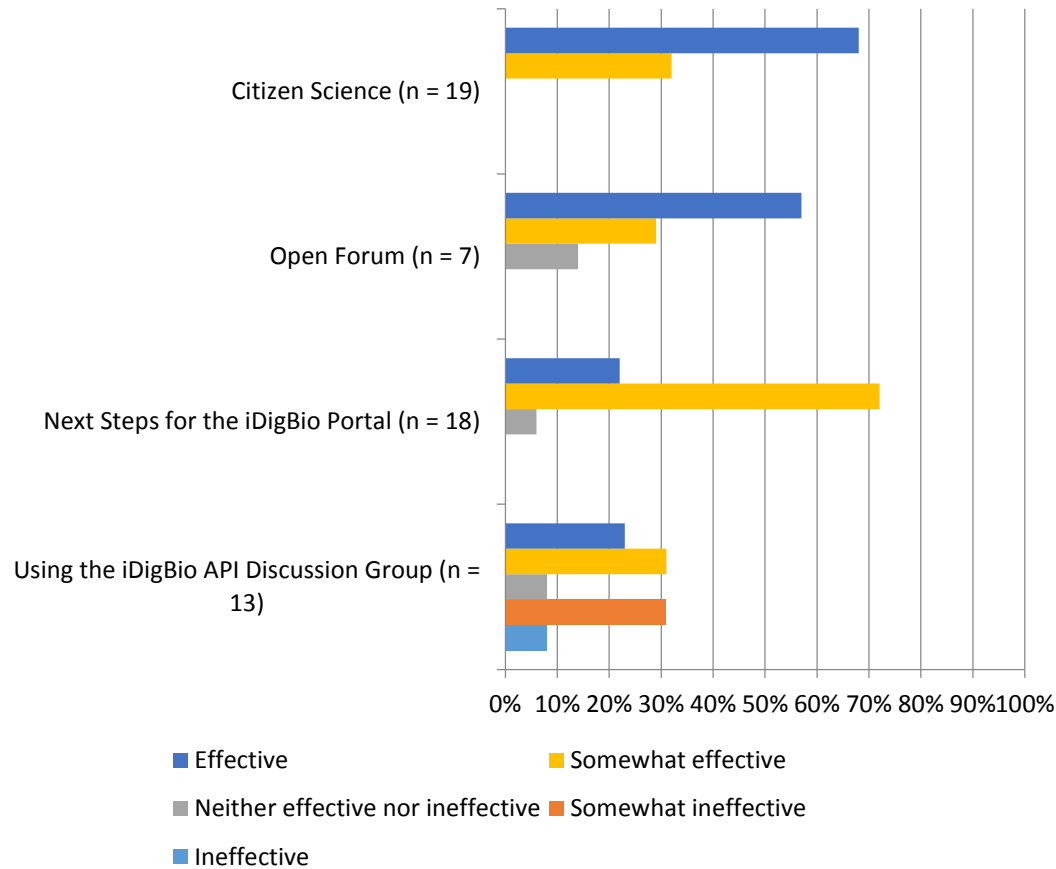
Ratings of Summit Components

- It would be nice for the iDigBio PIs not only to present what has been done to date but also what is in the plans for the next 3-5 years for their respective domains.

- Technical wrap-ups are difficult to understand -- would be better to explain what the resulting benefits would be and not discuss the how-to.

- The material (particularly the language and also the use of acronyms) was beyond the reach of this participant. There were times when the speaker was using terms and talking about processes that only someone from their TCN would know about, or the person was a tech person and was assuming too much about my knowledge base on technical aspects.

Ratings of Day 1 Discussion Groups

- The sessions were interesting, but too short to move the conversation forward much.

- While I learned some valuable information in the discussion groups, I generally found them too short to get into meaningful detail about specific topics. I'm not sure that there is a solution to this, given time constraints, but the discussion groups were the only part of the summit that I found less than fully effective.
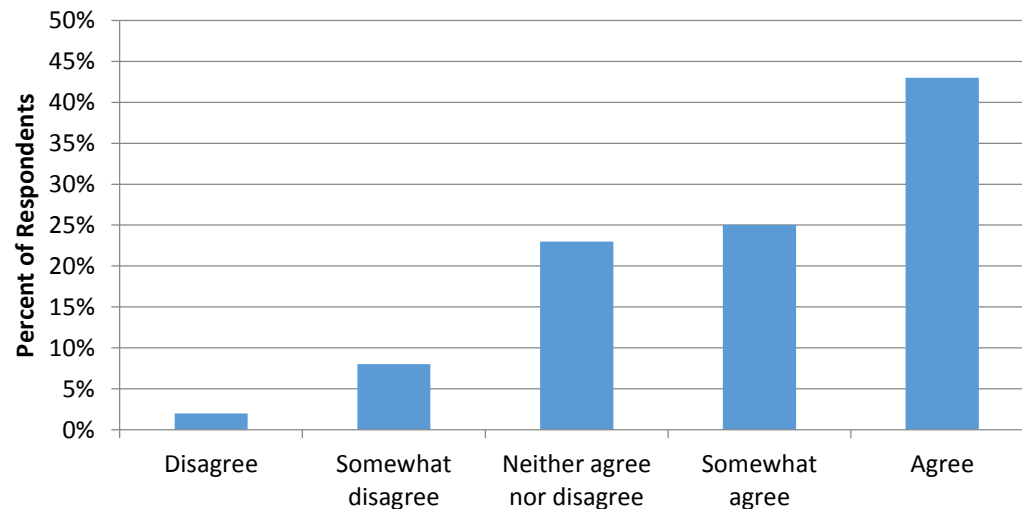
Ratings of Day 2 Discussion Groups

- It is difficult to get very far with so many participants. The citizen science group, for example had so many people that it took a LONG time just for everyone to introduce themselves. That said, we still had stimulating conversation.

- API: my low rating is based on my lack of knowledge. I had a hard time following the presenter.

- Most of the API discussion group was demo/presentation, very few external use cases were presented.

Suggestions for Improving Future Meetings

- On the last day, try to have a discussion group in the afternoon rather than a series of presentations as the attention was winding down and many people were just working on their computers or snoozing :)

- Maybe schedule it so that one room's poster presenters are there for the first half of the session and the other room's presenters are there for the second so that the presenters have a chance to look around and talk to those in other room.

- The reports and wrap-ups are mostly useless as they are designed currently. All that most folks do is read their notes for 30 minutes.

- The demonstrations needed more context in order to make them effective. Breaks should be increased to 30 minutes to allow more unscripted discussion.

- It might be useful to have a Q/A season at the end of each group of talks. The talks are short and it takes a few seconds to frame questions and many speakers use up their full time. A general discussion at the end could be productive.

- Specific issues could have been asked up front rather than afterwards via this survey.
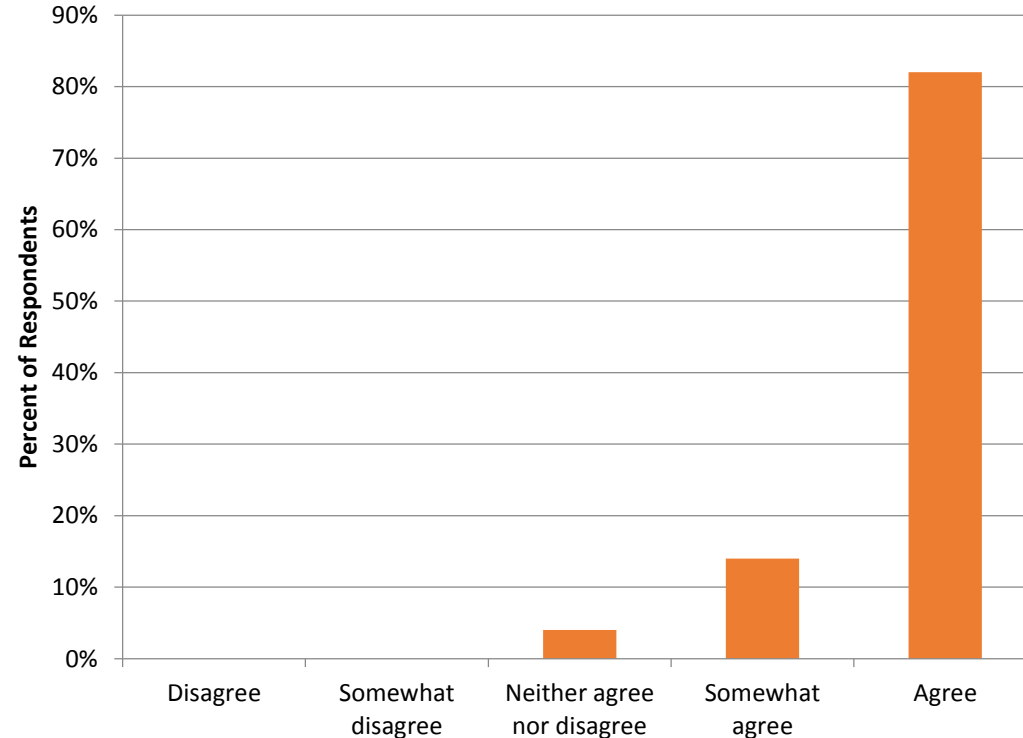
Networking 1

There were sufficient opportunities for members of younger TCNS to ask questions of representatives of the older TCNs and for repreentatives of older TCNs to share lessons learned with members of the younger TCNs. (n = 53)

- Might have been nice to have TCN reps stand and be recognized early in the process (not full-fledged intros) to facilitate connecting between TCNs. I spent a bit of time pointing out people to participants trying to connect.

- We need to figure out a better way to get older and newer TCNs together in a true mentoring fashion

- Instead of a summary of each project, maybe the TCNs could be asked to give 10 minute talks on more technical or applied issues that they have had to wrestle with during their project. ...This approach might provide a jumping off point for more on-site discussion between the "new" and "old" TCN participants as the newbies start to plan their approach.

- Maybe a mature TCN could be partnered with a new TCN for intimate discussion?

Networking 2

The Summit offered valuable networking opportunities. (n = 56)
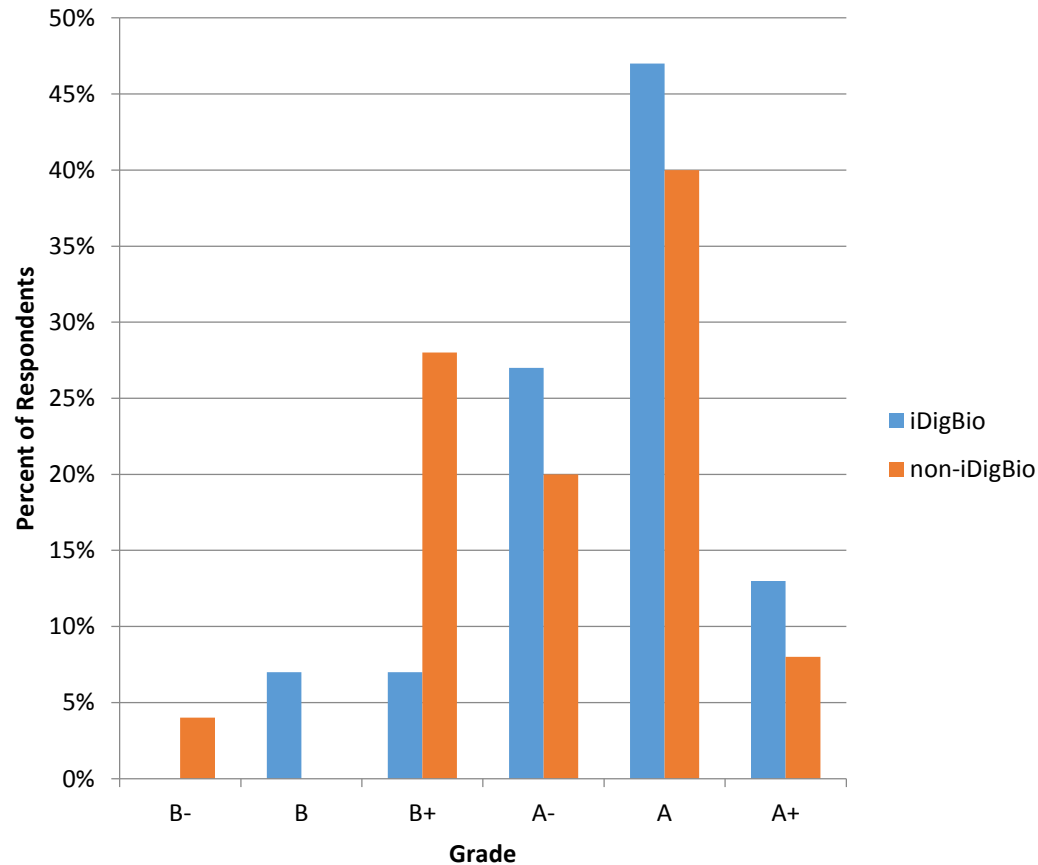

- It would be very helpful to have some time formally set aside for to meet with others.

- The conference could have been a little longer and had more time and organization for loosely structured conversations / networking. Felt too brief and rushed.

- As a new participant to the iDigBio Summit I was excited to be there and happy for the opportunity to network and meet the other TCN programs and individuals. I personally would have benefited from some sort of a "meet-and-greet" between the new TCNs and all the iDigBio organizers / representatives. This would give iDigBio a chance to bring the newbies up to date on the current thinking/efforts being made in each of the highlighted areas (Ed & Outreach, Data Infrastructure, etc.) and the newbies a chance to put names and faces together.

- A short bio on each of the participants. Spreadsheet was contact info only. Each person could have stressed their interests or future activities.

Suggestions for Ways to Increase Collaboration and Communication among TCNs

- When iDigBio communicates with a TCN, send the info to ALL PI's, not just the lead. One example - the IAC meetings are listed as "open to all", but only the lead PI's know when the meetings occur.

- If you have listservs for the TCNs or the whole effort, make an effort to promote those, let people know they exist perhaps by email with that in the subject line. I really, really liked the feeling that came across from this conference, that of how we are a larger effort and all working on different ends of the same challenge. The "extended family" feeling that I came away with was great, it encourages us in what can often be a taxing or boring job, sorry to say. I feel reenergized!

- We should continue to invite all TCNs (including those whose funding has ended) to the Summits and Internal Advisory Committee meetings.

- I think continued development of the iDIG Bio portal is an excellent way to increase collaboration and communication.

- Workshops and working groups with topics of special interest such as sustainability and data management.

- Embark on joint projects; begin answering some of the science questions behind the TCNs, PENs and RCNs including looking for opportunities in which data from other TCNs could help answer or supplement those original science questions.

Overall Grade for the Summit

B- new TCN comments:

- Big spaces are not conducive to networking or communication.

- The rooms were too large for effective breakout groups. Smaller, more intimate rooms would facilitate more discussion and would generate more interesting ideas.

- I think it would have been great to have hands-on demonstrations where participants could have time to sit down and experiment with various software packages or work though digitization methods.

The Portal

- It has made a major leap forward since last year. This is very exciting.

- The portal is looking good. I would like to see it integrate with research tools and perhaps highlight some actual use cases for the data.

- Increase flexibility in searching, by returning unique values, fuzzy searching and 'all' values of one field.

- Corrections and additions to make the data more useable. Promote use cases to demonstrate how data can be used.

Education & Outreach

- The new E&O coordinator should focus on communicating and coordinating E&O activities throughout ADBC (i.e., seek to unify the E&O efforts across TCNs and iDigBio).

- One promising area of focus concerns the development of K-12 activities or lesson plans that utilize digitized specimens.

- "Kits" of information about how data transcription, editing, georeferencing or using data for analysis can be worked into introductory level courses in universities and community colleges

- I would love to see a suite of products that we could use to highlight iDigBio and TCN. From old fashioned flyers and handouts, through pre-packaged powerpoint presentations and customizable digitization lesson plans, to the AD collector cards.

- Finding a way to help TCNs ...increase public awareness of their projects, that's appealing and "snappy."

Focus for Upcoming Year

- Sustainability
- Improving the portal (data quality and quantity) and promoting it's use
- Continue building community and training
- E & O, including public outreach