

## Minutes of Internal Advisory Committee Meeting on January 6, 2016

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**Date/Time:** Monday, January 6, 2016 1:00-3:00 Eastern

**TCN Attendees:** Ken Cameron (GLI), Neil Cobb (SCAN), Michael Denslow (SERNEC), Corinna Gries (LBCC), Bruce Lieberman (PALEONICHES), Petra Sierwald (InvertEBase), Patrick Sweeny (NEVP), Barbara Theirs (LBCC), Charles Marshall (EPICC), Elizabeth Lippoldt (MiCC), Dena Smith (FIC), Rich Rabler (GLI/TTD), Erica Clites, Andrew Miller (MiCC), Mari Roberts (TTD/LBCC)

**iDigBio Attendees:** Shari Ellis (Project Evaluator), Renato Figueiredo (Cyberinfrastructure), Jillian Goodwin (Project Assistant), Deb Paul (Digitization & Technology Specialist), Shelly James (Data Management Coordinator), David Jennings (Project Manager), Joanna McCaffrey (Biodiversity Informatics Manager), Molly Phillips (E&O Coordinator)

**NSF Observers:** Roland Roberts

**Meeting Location:** Building 105 Room 310 and <http://idigbio.adobeconnect.com/iac/>

**Recording:** <http://idigbio.adobeconnect.com/p4sbtehy24v/>

### RECURRING ITEMS:

#### Upcoming workshops/meetings/events

<https://www.idigbio.org/calendar>

#### TCN bi-monthly progress reports to iDigBio are due

<https://www.idigbio.org/content/tcn-bi-monthly-progress-report-idigbio>

- Thanks to all for submitting reports in advance of the meeting.
- As of the meeting, we are missing reports from InvertEBase, FIC, VACS, MHC, TTD, and LBCC

### DISCUSSION TOPICS:

#### Featured Research Article in Monthly Newsletter

- Molly Phillips, iDigBio's Education & Outreach Coordinator, discussed the addition of a new section to iDigBio's monthly newsletter that will feature/highlight collections-based research and use of digitized specimen data.
- Molly requested TCNs to share this call with researchers and students that they would like to have highlighted. Blog posts, posters etc. can also be included.

#### Symbiota Working Group

- A new working group has been launched for Symbiota data contributors.
- Required reading: "Instructions for providing data to iDigBio for all Symbiota contributors and node managers" - <https://docs.google.com/document/d/1KcA47jvlfFmaubmzHoliR4mxDibftvsQX6vyjZ3PJAw/edit?ts=56731881#>
- The Symbiota WG will be presenting 6 webinars starting in January
  - Webinars will be on third Friday of every month from 3-4pm EST

- Check the iDigBio calendar: <https://www.idigbio.org/calendar>

## Retiring TCN's

- TCNs were asked to discuss their plans for the future after retirement.
  - Will websites be maintained? Where will project documentation go? What plans are in place?
  - Much of this should be addressed in the TCN's sustainability plans
- Future plans shared by TCNs
  - NEVP - Posts documents to TCN site and the NE consortium site
  - MaCC - Posts to TCN site; will consider posting to iDigBio
  - TTD - <http://tcn.amnh.org/home>
  - SERNEC - <http://sernec.appstate.edu/resources>
  - MiCC - <http://www.microfungi.org/index.php/resources>
  - FIC - morphing multiple websites into one; plans to archive docs with iDigBio; also plans to publish papers on materials/methods
- Roland noted the importance of archiving program workflows and other documentation for long-term sustainability
  - ADBC program expects all documentation will be logged with iDigBio
  - New TCNs should never need to start at square one – one of the goals of ADBC is knowledge sharing
- Document types to archive: imaging workflows, data workflows, protocols, policies, vision/mission, presentations/posters/papers
- To improve future archiving, considerations discussed include:
  - TCNs can use their wiki pages to store information:  
<https://www.idigbio.org/wiki/index.php/TCNs>
  - iDigBio will assist with hosting the documentation
    - Shelley will create new headings on each wiki page as placeholders for the documentation
    - Goal is one place to search to enhance discoverability
      - Tagging would be useful; metadata enables discoverability
      - This will help knowledge transfer among TCNs
      - Perhaps arrange documents into categories
  - TCN Resources page provides a summary across all projects:  
[https://www.idigbio.org/wiki/index.php/TCN\\_Resources](https://www.idigbio.org/wiki/index.php/TCN_Resources)
  - Use GBIF's resource page as reference: <http://www.gbif.org/resources>
- iDigBio is considering doing exit interviews of TCNs - lessons learned, best practices
- NSF is putting together booklets on the achievements of the various constituents of the ADBC and CSBR programs

## TCNs Existence After Funding

- Alive = the network is still active
  - There are many ways to maintain the activity of the network

- Data is still flowing into the network
- PENS can still be added as long as the TCN is still alive
  - The TCN gets \$25k for each PEN to help maintain the network
  - Does not need to be the same lead PI; it can be anyone with expertise about the TCN
  - Need some sort of administration infrastructure
  - You can keep the TCN alive by participating in professional societies, etc.
- Protocol for retiring TCNs
  - No more bi-monthly reports to iDigBio
  - Move off PI listserv and onto the regular TCN listserv
  - Continue to invite all TCNs to the annual iDigBio Summit
    - NSF is having new TCNs include travel money to attend the Summit
- Communication within project - how do you make everyone feel included?
  - Regular project meetings
  - Ensure all TCN PIs are subscribed to the iDigBio Newsletter