1. **Approve Previous Minutes** (August 2017).
   - Approved.

2. **Research Service Focus Group Update**
   - The first focus group, comprised of L3 center directors, was conducted on Tuesday, September 19. Mark felt it went well and was a fruitful conversation. There will 3-4 more focus groups.
   - Grace reminded those who attended to finish the survey if they haven’t already.
   - The subsequent groups will be comprised of various department chairs grouped by disciplinary clusters of departments.
   - The goal is to have a report by the end of the semester.

3. **Potential Research Data Management Service Development**
   - UNM has many researchers on campus generating and managing research data. In many cases, data management is carefully and formally handled; in other cases, management is ad hoc. UNM does not have a good baseline service for managing data in terms of archival, back up, and preservation. The OVPR has expressed concern about data management, and Patrick wanted to gauge what the advisory board thinks.
   - Jon noted that the Library provides consultations in data management. It might be useful for the board to look at the current infrastructure for opportunities – what are the types of services that that could be centralized or provided across the board, such as storage, pipeline data preservation, etc.
   - The recommendation for the preservation of ecological data is that it be preserved in an archive and connected to DataOne.
   - Bill noted that a critical need has been identified for years. The Library has been visionary in planning, and has the expertise, but underfunded with respect to that capacity. He also noted that institutional data services nationally vary across board. Some institutions do not provide any service, which may hurt them competitively. Others have robust, rich services, such as Cornell and Purdue; there are universities the size of UNM or smaller dedicating more funding to research data than we do. Bill expressed concern that we are falling behind competitively, because data management is incorporated more and more into the review process. There are a slew of questions about data management that are not effectively addressed as a University. He suggested the group look at proposals that were prepared in the recent past.
   - Trish agreed it would be helpful to identify the gap between what we have and what we need. There was also discussion about faculty not understanding the need and requirements.
   - Anything a researcher does for NSF requirements is going to impact the way you use the data analysis tools being discussed in the focus groups.
   - Barbara suggested a tool providing a decision flow chart that researchers could access to make decisions about data and direct them to resources, similar to a new set of tools put out by the IRB.
An effective tool would allow researchers to identify where funding is coming from in order to identify requirements and direct researchers.

- Patrick asked what is currently available at Research Data Services. Jon stated that the Library provides a guide that explains big picture issues and how to address them in a 2-page data management plan, as well as other information resources. There is an online Data Management Plan tool published by the CA digital library that is accessible and will direct researchers to locally specific resources. There was discussion about systemizing people’s access to use existing tools during pre-submission or Pre-Award.
- Patrick noted that researchers often submit grants with a plan, but don’t think about the resources needed to execute a plan when they submit it.
- There was discussion about how DMP relate to CUI. There’s some overlap, more like a Venn diagram than subset.
- Brian asked about funding. The Library uses I&G funding, has used release funding in the past, and receives some F&A funding from the OVPR. There are issues with using F&A – the repository has to be a designated repository for long-term preservation. There are differing disciplinary requirements as well.

4. **Planned Identity Management Upgrades**

- A UNM NetID is a collection of accounts maintained, synchronized and given authorization to systems. Over the years, system maintenance has grown organically in-house. IT issued an RFP and purchased a product for a hardened solution. Over the next 9 months, IT will be replacing the homegrown system with it, basically replacing the guts behind the system. It should not be noticeable, beyond a more robust password reset. There will be continued integration with InCommon.

5. **Research Service Request Updates (Qualtrics & REDCap)**

- Recently, several researchers have requested access to Qualtrics and REDCap, more robust survey tools than Opinio. Also, data with stringent compliance regulations drives the request for these tools. Gaining access for main campus researchers to REDCap (widely used on North Campus) is difficult and requires a valid NetID, however. Qualtrics, provided through Anderson, was originally no-cost, but now researchers need to purchase a license. Grace asked for input on considering a site license.
- The Library has a Qualtrics license @ $7k; Mark expressed concern that a site license would be costly.
- Duane noted that in the recent past, the Office of Institutional Analytics distributed a communication from the Provost that centralized Opinio as the campus survey tool. He suggested communicating with OIA for that reason.
- Duane also suggested Grace prepare a matrix of capabilities of the alternative tools to gauge if we have need for two tools for different purposes.
- It was noted that the use of RedCap requires a HIPAA compliant server. Grace noted that the HSC does have a service cost model, but there’s still a challenge with the NetID issue.
- Q: How does IT identify software packages being purchased individually on campus to see if level of site license?
  A: The IT Funding Committee is currently completing analysis of larger spends on campus, looking for duplications or volume of requests to see if it makes sense to talk to a vendor about purchasing an enterprise or site license. Purchasing tries to coordinate with IT as well.
- Barbara asked if Patrick could ask Dr. Larson if he could send an alternate HSC rep to the Board meetings.
- Duane noted that the ISPO, in partnership with the HIPAA Privacy Officer, is currently surveying Main Campus entities that require HIPAA compliance, and formulating a plan to develop a
standard approach and measurements.

- Q: How does a research scientist on campus request IT services? Brian noted IT has a service catalogue, but that other requests can be made as well through the “other” category.
- Grace noted that Alesia and the Apps team are adding a tag for research services in the Help system.

6. **IT Strategic Plan Update**

- Patrick stated that he has met outside of the Board meeting to discuss the IT Strategic Plan plan with Grace, Elaine, Brian and Duane. Currently, the plan mostly focuses on business and academic needs, where projects are robust. IT does not have the volume of research-specific projects or maturity level as the other groups.
- Duane explained the background of the Administrative Advisory, which has met in various incarnations for many years with defined projects and an intake process. The Academic Advisory can leverage existing work and intake from years of experience through Extended Learning and Classroom Tech (now merged as “Academic Technologies” under central IT). The Research Advisory Board is still identifying where services might be streamlined or centralized, and defining how IT can better support researchers.
- Patrick suggested a smaller subgroup meet to provide guidance on the IT Strategic Plan. The missing pieces are the high-level strategic objectives, like robust research networking, or research data support. The IT Strategic Plan does not need to identify all the services everyone needs, but rather, define areas IT should start supporting from the top down.
- Duane clarified that IT has identified five strategic initiatives to support research. Some involve discovery work. A subgroup will ensure IT has identified those at the appropriate level. The focus group results will feed into the areas IT has defined, or force IT to rethink those areas to incorporate other needs, in an evolving plan.
- Bill suggested that the Library should be involved; Jon Wheeler volunteered. Edel, Barb, Chris, Patrick, Jon.
- There was discussion about whether the strategic plan is for UNM IT only or for all technology at UNM. Duane clarified that it currently is a strategic plan for UNM IT, with the goal of identifying entities for collaboration, understanding the need for boundaries about who should be providing what services. Patrick clarified that the subcommittee will focus on UNM IT for their strategic plan to help the broader mission.

7. **Miscellaneous**

- Globus renewal has been completed.

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**Next Meeting:** *October 24, 2017 1:00-2:30pm Scholes Hall, Roberts Room*