

Minutes for the September 2014 Internal Advisory Committee Meeting

Date /Time: September 3, 2014 2:00-3:35 PM Eastern

On-site Attendees: David Jennings, Kevin Love, Shari Ellis, and Molly Phillips

Remote Attendees: Joanna McCaffrey (iDigBio), Andréa Matsunaga (iDigBio), Deb Paul (iDigBio), Toby Schuh (TTD), Katja Seltmann (TTD), Tom Nash (LBCC), Chris Dietrich (InvertNet), Neil Cobb (SCAN), Dena Smith (FIC), Chris Neefus (MHC), Zack Murrell (SERNEC), Petra Sierwald (InvertEBase), Rich Rabeler (GLI), Mark Allen Wetter (GLI), George Johnson (SERNEC), Joey Shaw (SERNEC), Nelson Rios (SERNEC), and Emily Gillespie (SERNEC)

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

Action Items

- David will send out an email asking for names of the TCN presenters at the Summit, providing details about the presentations, and informing the TCNs of the content requirements for their presentations.
- We need the TCN proposals from SERNEC and GLI.
- We need reports from SCAN and Vouchered Animal Communication Signals.
- Joanna will make a Doodle poll for the next IAC meeting and send it out to the IAC listserv.
- David will start working on a Project Management webinar series.

Call to Order & Welcome

Housekeeping Items

Welcomed new TCNs and PENS, and all participants introduced themselves.

Adobe Connect

- iDigBio's web conferencing services can be found at <https://idigbio.adobeconnect.com>.
- If you are new to Adobe Connect, you can find some basic information on how to participate in an Adobe Connect session here: https://www.idigbio.org/wiki/images/a/ac/IDigBio_Adobe_Connect_Quick_Start_Guide.pdf

- For more information on Adobe Connect basics you can visit the Adobe Connect help website here: http://www.connectusers.com/learning_center/getting_started/
- Before connecting to a scheduled meeting you can make sure of your system configuration here: http://idigbio.adobeconnect.com/common/help/en/support/meeting_test.htm

Adobe Connect tips

- We encourage you to have a good Internet connection and to use either headset/microphone or ear buds.
- We encourage you to connect with a computer (instead of a phone).
- Mute your microphone when you are not speaking (especially if you are using your computer speakers as your audio).
- Kevin is available to answer your Adobe Connect questions.

Upcoming workshops/meetings/events

Two important links to stay informed about iDigBio related events:

- <https://www.idigbio.org/calendar> – This link gives you information about all of iDigBio’s upcoming events.
- <webcal://www.idigbio.org/events-calendar/export.ics> – Use this link to subscribe to the iDigBio calendar. This will add all of our events to your personal calendar. Subscribing here will update your calendar automatically when the iDigBio calendar changes.

Notify iDigBio if you would like to advertise your event on the iDigBio calendar. We want to promote TCN events as well as our own. Also, let us know if your TCN is interested in an iDigBio/ADBC/NIBA introductory meeting.

TCN bi-monthly progress reports to iDigBio are due

- We are missing reports from SCAN and Vouchered Animal Communication Signals.
- Reports are turned in via an online form (first make an iDigBio account): <https://www.idigbio.org/content/tcn-bi-monthly-progress-report-idigbio>
- All TCN reports can be found on the IAC Wiki: https://www.idigbio.org/wiki/index.php/Internal_Advisory_Committee#TCN_Progress_Reports_to_iDigBio

- Progress reports are useful because:
 - They help you compile information for your annual reports.
 - They are a good way to communicate your TCN's productivity.
 - They are an easy way to see how other TCNs are progressing.
 - They provide another mechanism for sharing knowledge and experience.

Please maintain your TCN wiki pages

All TCNs have their own Wiki pages: <https://www.idigbio.org/wiki/index.php/TCNs>

We also have created a snapshot

view: https://www.idigbio.org/wiki/index.php/TCN_Resources

iDigBio staff will populate some of the basic information using the NSF award pages and TCN proposals, but the Wiki pages are designed to be your resource and we would like you to manage and update them.

We still need proposals from SERNEC and GLI. We are not interested in the budget sections of the proposal because we only use the proposals to generate your Wiki page and to gauge what level of support you will need based on your projected number of specimens, images, etc.

iDigBio would like to be a part of any upcoming TCN kickoff meetings. This will help introduce iDigBio to your TCN and will help iDigBio determine how to best serve your TCN.

Discussion Topics

Summit IV

iDigBio hosts a summit every year, and this will be the fourth summit. The purpose of the iDigBio Summit is to gather all the TCNs together to discuss important topics and put names to faces. There will be remote participation using Adobe Connect but it will be limited to listen only. Hosts will monitor the chat to address questions from the remote participants.

Basic format of the 2014 Summit

Sunday evening (October 26)

- Registration and check-in and an informal reception.

Monday (October 27)

- In the morning, there will be lightning presentations (5-7 minutes) given by iDigBio and each of the TCNs
 - Please let David know who from each TCN will be giving the presentations
 - Talia Karim will give the presentation for FIC.
 - Petra Sierwald will give the presentation for InvertEBase.
 - Zack Murrell will give the presentation for SERNEC.
 - Tom Nash will give the presentation for LBCC.
 - David will send out an email asking for names of the presenters, providing details about the presentations, and informing the TCNs of the content requirements for their presentations.
- In the afternoon, there will be a poster session followed by a demonstration session.
 - Posters will be presented in electronic format on 55' TV monitors. If you are doing a poster, you can prepare a traditional poster that will be displayed electronically, or you can prepare a few power point slides to cycle through.
 - We plan to run the demo session similar to SPNHC's DemoCamp.
 - Demos scheduled so far: iDigBio Portal, BISON, NSII, PhyloJIVE, and iDigBio Virtual Appliances.
 - Please email David with ideas for Demos you are interested in or if you would like to do a demo.
 - Suggestions given during the meeting were DataONE, iPlant (Katja), and EOL (Dena and Katja).

Tuesday (October 28)

- In the morning, there will be presentations followed by the breakout discussion groups. Breakout groups will continue all afternoon until the Summit wrap-up.

The current list of Breakout topics are (highlight indicates the TCNs liked these topics):

- Meeting with External Advisory Board.
- Meeting of Sustainability Working Group.
- Progress in submitting data to iDigBio.
- How do we move forward on Research and Education & Outreach collaborations?
- Data management.
- Uses of Portal Data: How to promote our data's use in research. What new and different uses are out there for our data in both research and education? Possibly two different groups. Data user experience.
- Developing and promoting iDigBio's unique role. How is iDigBio different from GBIF?
- Breakout group with the U.S. Virtual Herbarium as a model for success.
- Uses of the iDigBio API.
- TCN meeting: Older TCNs mentoring newer TCNs.
- Future iDigBio Meeting directions: How can we optimize communications?
- Citizen science projects.

The TCNs also suggested the following alternate Breakout topics:

- Integrating federal partners.
- How NSF and iDigBio can help underperforming TCNs.
- Copyright/IP issues.
- Project management.

The question of how breakout groups should follow-up on progress made on their discussion topics was brought up during the meeting. Please share your ideas on how to assess the impact of breakout group discussions.

Having a fourth room available during the summit was discussed, and many of the TCNs agreed that it would be useful for them. Some of the TCNs will be meeting in person for the first time at the Summit, and it would be good to have space for a discussion. In addition, it would give discussion groups the ability to split off if two discussions form in one breakout group during a session.

The summit coincides with Parents Weekend at the University of Florida. iDigBio will do its best to accommodate everyone who wants to arrive early, but getting hotel rooms during large UF events is logistically challenging.

Project Management Webinar

The TCNs were asked if they thought a webinar given by David about project management would be helpful. There was a great deal of interest generated around the idea. Some TCNs were in favor of having a project management session at the summit, but the group thought a webinar or series of webinars would work better. David will start working on the webinar series.

TDWG

The TDWG meeting (Oct 27-31) overlaps with the 2014 Summit. <https://mbgserv18.mobot.org/ocs/index.php/tdwg/2014/schedConf/trackPolicies#track8>

Deb Paul is representing iDigBio at TDWG and is a director of the fifth symposium “Access to Digitization Tools and Methods.” Tools for georeferencing, image capture, and data/metadata capture will be discussed. Deb asked the following questions to the TCNs:

- Is anyone going to TDWG?
- Does anyone have anything they would like Deb to present during her session at TDWG (relevant to digitization tools and methods)?
- Deb also asked if TCNs would reach out to their colleagues at their member institutions that are going to TDWG and inform them that iDigBio will be there.

Cyberinfrastructure

- New TCNs: Please send cyberinfrastructure contacts to Joanna.
- Joanna will introduce your technical members to iDigBio’s cyberinfrastructure, data management, and the back end of the portal.
- We encourage your technical members to join the Cyberinfrastructure Working Group (CYWG). Contact Andréa for more information. [https://www.idigbio.org/wiki/index.php/Cyberinfrastructure Working Group](https://www.idigbio.org/wiki/index.php/Cyberinfrastructure_Working_Group)
- The next meeting of CYWG is October 10, at 11 a.m. EDT. The agenda includes:
 - iDigBio storage system and API, by Alex Thompson.
 - iDigBio data ingestion (formats, process, etc.) by Dan Stoner.
 - iDigBio GUI (queries and UI features), by Greg Traub.

- iDigBio appliances update, by Renato Figueiredo.
- Uses of the iDigBio APIs, by Matt Collins and Andréa Matsunaga.
- Feedback, questions and answers by Andréa Matsunaga.

New Website Features

Updated Research Page <https://www.idigbio.org/research>

- Contains links on the main page to facilitate research.
- Under the tab “Research Tools” we will display examples of community research tools.
 - Currently only PhyloJIVE is highlighted. PhyloJIVE will display sample trees made from iDigBio Portal data. You can add to the tree examples by clicking create a new tree (must be in newick format).

Discussion about data use developed from the PhyloJIVE demonstration.

- Very important for sustainability that we highlight diversity in the uses of specimen data.
- A working group should be created to focus on how to diversify collection data use.
- Pam Soltis is collecting portal data use cases, so please send any that you are aware of to her.
- If anyone has tools that they would like to integrate with iDigBio, please let us know. iDigBio is moving away from just being a data repository and wants to facilitate data use.

Copyright

- Licensing heterogeneity in the portal is limiting the use of the data.
- When contributing data to the portal, please consider using CC0.
- iDigBio is in support of data attribution and is developing citation strings that will make it easy to cite data downloaded from the portal.
- The community is moving towards becoming more open in general. NSF is participating in the US open data initiative. Find NSF’s statement here: <http://www.nsf.gov/bfa/dias/policy/dmp.jsp>

Introduction of Shari Ellis

Shari Ellis is the Project Evaluator for iDigBio. She prepares the annual evaluation of the project for the annual report to NSF. She also affiliates on evaluation of workshops including pre- and post-event assessments.

Shari Ellis will need cooperation from the TCNs for iDigBio's year four evaluation.

Conclusion

iDigBio's role is to give TCNs as much support as they need. We should be viewed as a resource to facilitate your projects. Adobe Connect is here as resource for TCNs to use for internal meetings as well as iDigBio events. Contact Kevin Love for Adobe Connect help.

Next IAC Meeting

- IAC meetings are open to all members of a TCN, but please have at least one representative present at all meetings.
- There will be no meeting in October because of the summit.
- The consensus during the discussion was that early December would be best for the next IAC meeting. Joanna will make a Doodle poll and send it out to the IAC listserv.

Useful links shared during the meeting:

- <https://www.idigbio.org/community-announcements> – You can create a new community announcement here: <https://www.idigbio.org/node/add/community-announcements>
- Add the following URL to your favorite news reader to subscribe to iDigBio community announcements (<https://www.idigbio.org/feed/community-announcements>)
- Submit appliance development or hosting requests here: <https://www.idigbio.org/content/appliance-proposal>
- Submit Workshop or Working Group proposals here: <https://www.idigbio.org/content/workshop-or-working-group-proposal>
- iDigBio Community Call for Appliances: <https://www.idigbio.org/content/idigbio-call-community-appliances>
- Submit Appliance Proposals: <https://www.idigbio.org/content/appliance-proposal-end-user-appliance>
- <https://www.idigbio.org/content/appliance-proposal-idigbio-hosted-tools-and-services>

- <https://www.idigbio.org/content/appliance-proposal-dissemination-user-provided-appliances>
- TCN news feeds aggregated by iDigBio: <https://www.idigbio.org/tcn-news>
- iDigBio Working Groups: https://www.idigbio.org/wiki/index.php/IDigBio_Working_Groups
- iDigBio Working Group Resources: https://www.idigbio.org/wiki/index.php/HUB_Resources
- iDigBio Internal Advisory Committee Wiki: https://www.idigbio.org/wiki/index.php/Internal_Advisory_Committee

Agenda for September 2014 Internal Advisory Committee Meeting

- Date/Time:** September 3, 2014 2:00 - 4:00 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 (less preferred due to per-minute charges).

2:00 PM Call to Order

Housekeeping:

Welcome new TCNs and PENS	David
Upcoming workshops/meetings/events: https://www.idigbio.org/calendar (also see attached list) 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	David

Discussion Topics:

Summit IV (and next year's Summit V)	Joanna
Are any of the TCNs is going to TDWG? If so, let us know if you would like to participate in our symposium (https://www.idigbio.org/content/bis-tdwg-2014-symposium-access-digitization-tools-and-methods)	Deb
New web features – updates to Research section	Andréa, Joanna
Ask for Cyberinfrastructure contacts for data and other more esoteric technical CYWG webinar in Sept 2014 (not yet scheduled)	Joanna
Other topics; needs of new TCNs	All

4:00 PM Adjourn

Upcoming Workshops/Meetings/Events:

Event	Location	Event Date
Broader Impacts of Science on Society	UF Building 105, Room 310 (Gainesville, FL)	Tuesdays: 08-26-2014 thru 12-09-2014
Symbiota Training: Checklist and Voucher Management	https://idigbio.adobeconnect.com/symbiota	09-03-2014
iDigBio Internal Advisory Committee Meeting	UF Building 105 Room 310 (Gainesville, FL) https://idigbio.adobeconnect.com/iac/	09-03-2014
A Workshop for Undergraduate Students: Careers and Graduate Study in the Biological Sciences	Field Museum of Natural History (Chicago, IL)	09-06-2014
Lichens, Bryophytes and Climate Change (LBCC): Online training - Crowdsourcing Topics	http://idigbio.adobeconnect.com/lbcc	09-09-2014
Broader Impacts of Science on Society	UF Building 105, Room 310 (Gainesville, FL)	09-09-2014
iDigBio Steering Committee & Executive Committee Meeting	UF Building 105, Room 310 (Gainesville, FL) http://idigbio.adobeconnect.com/steeringcommittee/	09-11-2014 10-09-2014 11-13-2014 12-11-2014
iDig'dBio@ Imaging Blitz	Florida State University's Robert K. Godfrey Herbarium (Tallahassee, FL)	09-13-2014
GigaMacro: High Quality Imaging of Biological Specimens	https://idigbio.adobeconnect.com/invertimaging	09-16-2014
Human User Interface (HUI) and Biological Specimen Data Transcription: a ScioTR Demo and Discussion	http://idigbio.adobeconnect.com/augmentocr	09-17-2014
Live from the Macroalgal TCN: OCR and Voice Recognition Software enhancing the Symbiota transcription experience	http://idigbio.adobeconnect.com/augmentocr	09-24-2014
Data Carpentry Workshop at iDigBio	University of Florida (Gainesville, FL)	09-29- 2014 to 09-30- 2014
Butterfly Festival 2014 - Florida Museum of Natural History	Florida Museum of Natural History (Gainesville, FL)	10-04-2014
Leveraging Digitization Practices Across Multiple Domains	University of California (Santa Barbara, CA)	10-06- 2014 to 10-09- 2014
Advancing the Digitization of Paleontology and Geoscience Collections: Projects, Programs, and Practices	Vancouver Convention Center (Vancouver, BC, Canada)	10-19- 2014 to 10-22- 2014
iDigBio Summit IV	University of Florida (Gainesville, FL)	10-27- 2014 to 10-28- 2014
Biodiversity Information Standards (TDWG) 2014 Conference	Jönköping, Sweden	10-27- 2014 to 10-31- 2014
BIS (TDWG) 2014 Symposium: Access to digitization tools and methods	Jönköping, Sweden	10-29-2014
Science Cafe: Unlocking the Cabinets of Our Nation's Natural History Museums	Saboré, Town of Tioga (Gainesville, FL)	11-17-2014
ESA 2014 Symposium: "Out of the field and into the lab: the state of the art in processing biodiversity to publication"	Oregon Convention Center (Portland, OR)	11-18-2014
CitStitch Hackathon	University of Florida (Gainesville, FL)	12-03- 2014 to 12-05- 2014
Workshop: Demystifying the Integrated Publishing Toolkit (IPT)	Gainesville, Florida and Ottawa, Canada	01-13-2015 to 01-14-2015
Workshop: Using HRXCT Digitized Data for Neo and Paleo Biological Research	University of Texas High-Resolution X-ray CT Facility (Austin, TX)	02-22- 2015 to 02-26- 2015
Vertebrate Digitization Workshop	Laboratory of Ornithology, Cornell University (Ithaca, NY)	05-04- 2015 to 05-08- 2015

[SPNHC 2015, Gainesville, Florida](#)

Florida Museum of Natural History, University of
Florida (Gainesville, FL)

05-17-
2015 to 05-22-
2015