**Data Management/Curation Task Force[[1]](#footnote-1)**

**Monday, November 10, 2014, 11am-12pm, Library West 419**

**Members :** Laurie N. Taylor (co-chair), Hannah Norton (co-chair), Joe Aufmuth, Cecilia Botero, Erik Deumens, Rob Ferl, Haven Hawley, Blake Landor, Michelle Leonard, Peggy McBride, Val Minson, Ed Neu, Sara Russell Gonzalez, David Schwieder, Naomi Young
*Invited:* Matt Gitzendanner, Chelsea Dinsmore, and Suchi Yellapantula

Draft Agenda

* Discussion of data policy and steps towards draft
	+ Due 11/24 for group
	+ Page 2 includes draft notes towards policy, modelled on <http://www.it.ufl.edu/policies/web-related/domain-name/> with sections: Purpose, Scope, Recommended Practices, Responsibilities, References
* Other
	+ ORCID, added entry in UF Directory
	+ iDigBio/ACIS subscribed to email list; contact/discussion

**Notes Towards Data Policy**

**Purpose:** UF’s IT infrastructure, especially with recent enhancements to Research Computing, is now sufficiently modern, mature, and robust to provide the necessary support for data management. [Include features and supports here, or within recommended practices with the outline of the services available.]

These guidelines are being released with the expectation that UF will release a policy that states how data will be handled before 2020. A full data policy is necessary for cybersecurity and scalability. These guidelines specify how to best utilize UF’s supports and resources for best practices in data management.

**Scope:** The following guidelines are strongly recommended for Data Management for all UF Data.

**Recommended Practices:** [focusing on centralized services, specifics on the services. So, UF wants you to use X services for data. To store your data, please make use of one of these services. Stress features and supports already in place here and/or in the purpose section; include ability to grant permissions for collaborating, one big infrastructure that can be maintained in a secure way, services to be developed as with data in a MySQL database and sharable with x number of people with a webpage with approval processes and how to solve dinky database problem.]

**Responsibilities:**

[Here, in recommended practices, or both: include that people will need to annotate their data with some level of priority (important, saving just to minimize effort, etc.). Will need to consider opportunity with the retirement of the existing Records Manager next year. RC and UFIT and Libraries will all have responsibilities for some of the support]

Other updates and possible topics:[[2]](#footnote-2)

* Updating/using data gathering materials in meetings with library faculty, and then with teaching/research faculty:
	+ Info gathering on dinky/legacy databases: <http://ufdc.ufl.edu/AA00014835/>
	+ Version for humanities (framed as research-related databases and small digital scholarship projects): <http://ufdc.ufl.edu/l/AA00014835/00037/pdf>
	+ Draft IR and data documentation:
	+ <http://guides.uflib.ufl.edu/content.php?pid=71807&sid=1378617>
	+ <http://ufdc.ufl.edu/l/AA00009752/00001/pdf>
	+ Others needed, changes needed, or scheduling meetings
* Elegance of Data event
* Workshops for outreach for HiPerGator and Research Computing
* Possible Primer on Data Management workshop (could be co-taught with teaching faculty in-field; expanded primer within lab-style courses as with research and methods courses, etc.)
* Planning next steps for data gathering, implementing annual survey based on prior, with possible questions to add related to DDN, IR@UF, and other services that exist and could be added/altered; questions to add could include:
	+ How would you like authenticated users to be able to interact with the data on-line, if you were to make it available? [Download only; Search on site, no download; Run statistical analysis across my data; etc.]
	+ What type of data visualizations would you like authenticated users to have access to regarding my data on-line? [A, B, C, D, etc., write-in]
	+ If you (or other authenticated users) could add individual records through a form on the online system, would you transfer the data to the system and rely on it for working access and long-term preservation?

**2014 DMCTF Meetings: 2nd & 4th Monday each month, 11am-12pm**

*Date* *Location Notes*

24-Nov Library West 419

8-Dec HSC Library C2-41

22-Dec Library West 419

1. Data <http://www.uflib.ufl.edu/datamgmt> & DMCTF resources: <http://ufdc.ufl.edu/AA00014835/> . Meetings for 2014 are the 2nd and 4th Monday each month. Meetings rotate locations: HSC Library C2-41, Library West 429, Marston Science Library L107. [↑](#footnote-ref-1)
2. More from report (page 5-7, <http://ufdc.ufl.edu/AA00014835/00032/pdf>) [↑](#footnote-ref-2)