



## Information Technology Committee

Minutes of January 27, 2021  
Circulated: February 24, 2021  
Approved: February 24, 2021

Present: Echlin, Ryan; Richter, Rick; Liu, Allen; Lewis, Colby; Vacek, Rachel; Kaciroti, Niko; Conte, Marisa; McInnis, Melvin; Qiu, Rachel

Absent; Dyson, Melissa; Fuentes, Emily; Liu, Zhixin,

### **Minutes:**

3:05 pm: Chair Kaciroti called the meeting to order.

Motion to approve November 17, 2020 minutes was made by Lewis and seconded by Richter. The minutes were approved.

### **Announcements:**

Vlad Wielbut retired from the School of Public Health and was a great contributor to ITC.

### **Discussion: Information Technology Needs in Research and Collaboration**

- Research Data Management/Data Management Plans:  
Uniform, centralized ways to keep/store research data from research labs  
Ideas how to address the needs of the faculty researchers for centralized support that will benefit them.
  - Storage Possibilities:
    - Dropbox: Campus wide storage capabilities with five terabytes of space.
  - Data Management:
    - Library: Offers services for storing and saving research data and data management. These services are initiated from the start of the project and after project wrap up.
    - Lab Notebook: PI has the ability to create a lab space and set the policy and procedures on how data will be stored and managed. This is available university wide. <https://ern.umich.edu>
    - Michigan Medicine: Contains networked file service that can be mapped to PC's.
  - Recommendations:
    - Identify campus wide who provides Data Management services, description of services and disseminate the information to faculty/researchers. How to maximize the communications to coordinate with a specific lab to inform what the university has to offer.
    - Discuss and implement Data Management plan prior to project with appropriate University Data Management Service.
    - Create a document to circulate to researchers to let them know the options available as part of orientation for students and faculty.



- Follow-up
  - Designate a person to identify which units provide Data Management resources.
  - Discuss how to maximize the communications to coordinate with a specific lab to inform what the university has to offer.
  - Standardize the process of storing data to streamline data retrieval by providing examples or best practices. In order to retain data after researcher departs the university.
  - Discussion will continue next meeting with Jake Carlson.

**Discussion: Statistical Software for Big Data:**

- -How does UM approach site licenses as an institution? If there is a need for this type of software what is the best way to move forward, how to communicate with the committee to get the needs brought up to leadership to help provide the best tools for research. Example: SAS Viya (currently not available)
  - Recommendations:
    - Gather a group of faculty or instructors interested in the specific software and reach out to local IT contact, or have the chair or department reach out to IT. IT will be able to investigate costs, free trial availability, and campus compatibility.
    - Communicate to faculty the availability and capabilities of software requested by faculty and instructors to garner a large interest to increase probability of purchase.
    - Survey to faculty and instructors as to what software they would be interested in utilizing in their lab or department.

Follow-up:

- Identify the University's approach to obtaining software requested by faculty/instructors.
- Identify current needs and how the committee can address those emergent needs.
- Identify the UM approach to site licenses and understanding the process, costs, and legal challenges.

**Open Discussion: 3:51 pm**

Collaborative Software

Slack

- Units were able to purchase small licenses for their own groups.
- Enterprise-wide contract is not viable at this time.
- Efforts to obtain enterprise-wide contract will continue.

Rachel Qiu invited to present at a future meeting.

Adjournment at 3:58 pm

Respectfully Submitted,

Elizabeth Devlin  
Faculty Senate Office