

## Information Technology Committee

Minutes of March 24, 2021

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Present: Chair Niko Kaciroti, Ravi Pendse, Marisa Conte, Melissa Dyson, Ryan Echlin, Rick Richter, Allen Liu, Stefanie Horvath, Elizabeth Devlin

Absent: Emily Fuentes, Melvin McInnis, Rachel Qiu, Rachel Vacek, Zhixin Liu, Colby Lewis,

### **Minutes:**

3:04 pm: Chair Kaciroti called the meeting to order.

Motion to approve February 24, 2021 meeting minutes was made and seconded. There being no further discussion the minutes were approved.

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

- Chair Kaciroti opened the meeting for discussion.
- VP Pendse indicated that a critical aspect of Dropbox Teams along with unlimited storage is that it is a team account so if an individual contributor were to leave the university the account and the data would stay with the institution. This would help to resolve the issue of having to track down the data.
  - Sharing data to external contributors using Dropbox is as straightforward as using Mbox.
    - Sharing of data must always follow university policy and guidelines.
    - Once the relationship with the external contributor is completed/ended, it is the responsibility of PI, project leads, or team leads to remove access to those that no longer require access.
- Data Management Support – Provide support to labs and departments that do not currently have the resources for support, identify what those resources are and how to maximize those resources.
  - Michigan Medicine Data Management update, Ryan Echlin and Marisa Conte
    - Committee member Ryan Echlin shared a link to one-hour weekly office hours (every Tuesday at 3pm) on Zoom to the Michigan Medicine Data Management Office. <https://hits.medicine.umich.edu/research-education/research-education-consultation/data-management-office-hours>
    - This is a joint effort with HITS Academic Engagement and Taubman Health Sciences library to provide and discuss data management and data management support.
    - Researchers can get help during this time with building a data managing plan, how to use the electronic research notebook within their lab, and advice on how to manage data pertaining to their work. This is open to anyone on campus and is not limited to Michigan Medicine.
    - There is a variety of free data management software options that they can recommend.
      - Electronic Research Notebook is a starting point for individuals that do not have data or information management system for their lab. <https://ern.umich.edu/>
        - PI creates lab notebook and grants access to contributors. All the work that is done in that space is owned by the PI. <https://guides.lib.umich.edu/ern>
      - Dropbox.
      - Research computing package from ARC.



- Advise on best practices for data management and storage.
- Advise standardizing filing naming conventions.
- Committee members requested resources to help teach their students how to standardize naming conventions and to communicate data management processes to make data more accessible to everyone involved in the project.
  - Committee member Marisa Conte will provide resources to documents and short 3–5-minute videos on data management.
- VP Pendse would eventually like to see when the grants are being written to build into the workflow the appropriate data management tools and naming conventions.
- It was recommended by committee member Marisa Conte to invite a representative from Center for Surgical Training and Research (CSTAR) to speak with the committee regarding their resources and data management solutions.
- It was suggested to perhaps a one credit class could be offered to graduate students to learn how to manage data.

3:30 pm VP Pendse left the meeting.

**Recommendations:**

- Include in the ITC year-end report a one-page list of the available data management resources on campus to faculty and students. This could then be sent to Senate Assembly to provide faculty members the information to share with their respective unit/school/college/department.

**Next Steps:** Jake Carlson, Director of Deep Blue Repository and Research Data Services, University Library will be attending the April meeting to continue the discussion about research data services available from the U-M Library.

Adjournment at 3:45 pm

Respectfully Submitted,

Elizabeth Devlin  
Faculty Senate Office