Boise State University

ScholarWorks

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Research Data Management Group Strategic Agenda (Fall 2019-Summer 2021)

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1. Team Development

Activity 1.1: Develop guidelines to support and assess the behavior and performance of the Research Data Management Group's consultation services.

Description: Albertsons Library has a proven track record of effective customer service. The foundation of this work is training and ongoing assessment based on established professional standards. In particular, the Instruction and Research Services unit utilizes the Reference and User Services Association's [Guidelines for Behavioral Performance of Reference and Information Service Providers](#). To ensure that the Library's Research Data Management Group is providing similarly effective service, they will work on identifying the core elements of providing successful consultation and support interactions and develop a set of standards similar to the RUSA guidelines.

Lead: Michelle

Action item 1.1.1: Identify core elements of successful consultations
Timeline: Summer 2020

- Review previous DMP consultations and outline positive and negative elements of the exchange

Action item 1.1.2: Develop a set of guidelines based on the best practices/lessons learned from prior data consultations and related literature
Timeline: Summer-Fall 2020

- Review any literature related to data management consultations, library consultations, or other library service outreach
- List out the best practices for data management consultations based on prior experiences and common recommendations by others.

Action item 1.1.3: As the team receives consultation requests, review those interactions based on the guidelines, refining as needed
Timeline: Spring 2020-ongoing

Activity 1.2: Successfully integrate the new Scholarly Communications and Data Management Head into the Research Data Management Group

Description: Albertsons Library is currently seeking a new Head of Scholarly Communications and Data Management. Once identified, that individual will be successfully onboarded to the unit and Research Data Management Group.

Lead: Michelle

Action item 1.2.1.: Generate a list of files, folders, and other resources that should be shared with the new unit head
Timeline: Fall 2019

Action item 1.2.2: Generate a list of individuals the new unit head should meet with in regards to data management services
Timeline: Fall 2019

Action item 1.2.3: Plan a series of meetings to explain how the library's different data management services are provided
Timeline: Spring 2020

Action item 1.2.4: Schedule time during the regular Data Management meetings to discuss in detail the strategic agenda, the expected outcomes, and strategies we will use to accomplish it
Timeline: Spring-Summer 2020

Activity 1.3: Continue to develop the library's Research Data Management Group's skills and competencies

Description: As documented in the previous strategic agenda, the Research Data Management Group has continued to maintain a successful record of self-development. These efforts have helped establish research data management initiatives requiring progressively more sophisticated knowledge and skills. The Research Data Management Group will continue actively pursuing formal learning opportunities and self-education activities to fill gaps where specific knowledge and skills are needed.

Lead: Research Data Management Group

Action item 1.3.1: Continue to incorporate into regular group meetings discussions of selected articles and resources, and how they apply to our work
Timeline: Fall 2019-ongoing

Action item 1.3.2: As needed,utilize professional literature and other research to develop and improve our services and activities
Timeline: Ongoing

Action item 1.3.3: Work with the new SCDM unit head to obtain any needed training in order for them to fully participate in the group
Timeline: Spring 2020-onward

Activity 1.4: Develop an ability to explain and apply descriptive, variable-level, structural, and administrative metadata to specific research contexts.

Description: In order to communicate the importance of, and to provide valuable guidance about, metadata standards, the Research Data Management Group will utilize professional literature and other resources to acquire a greater understanding of various metadata types, and will develop and deliver a workshop for the Boise State community.

Action item 1.4.1: Use regular meeting times to discuss and obtain a thorough understanding of the different types of metadata.
Timeline: Spring 2020 - Fall 2020

Action item 1.4.2: Create a section of the Research Support website on this topic.
Timeline: Fall 2020 - Spring 2021

2. Outreach/Marketing

Activity 2.1: Revisit outreach/marketing goals when incoming Head of Scholarly Communications & Data Management is integrated into the team based on capacity of Albertsons Library to provide direct services to the Boise State community.

Description: The Research Data Management Group has had preliminary discussions regarding possible outreach and marketing activities such as implementing the existing communication plan and marketing future workshops. Advice from the Outreach Coordinator has emphasized the importance of focusing on the end user and how our services support their needs. With this understanding, it is important for the Research Data Management Group to consider the capacity of the Library to deliver these services.

Lead: Research Data Management Group

Timeline: Summer 2020

3. Education

Activity 3.1: Create and test a program of action-oriented training sessions.

Description: The Research Data Management Group will create and test a program of action-oriented training sessions to assist researchers and faculty. Possible sessions include: metadata, creating a research presentation poster, writing a data management plan, establishing a file structure for a research project, selecting journals for optimal discoverability and impact, and developing learning objectives for in-course data management lessons.

Lead: Research Data Management Group

Action Item 3.1.1: Finalize list of training sessions to offer.
Timeline: Fall 2019

Action Item 3.1.2: Develop and offer training sessions.
Timeline: Spring 2020-Spring 2021

Action Item 3.1.3: Define success and assess training sessions.
Timeline: Spring 2020-Spring 2021

Activity 3.2: Offer training sessions to library staff on organizing, naming, and managing files and folders

Description: The Research Data Management Group will offer in-house training sessions for library staff and faculty on data organization, file naming, and the active management of files and folders.

Lead: Megan

Action Item 3.2.1: Adapt and revise content from Megan's 2018 ILA presentation into library staff training session; offer session   once during Fall 2019 and once during Spring 2020.
Timeline: Fall 2019-Spring 2020

Action Item 3.2.2: Define success and assess training sessions, focusing on how library staff use or don't use information learned.
Timeline: Fall 2019-Spring 2020

4. Tools and Resources

Activity 4.1: Refine, professionalize, and fully implement previously developed tools, content, and resources that support the DMP process.

Description: Improve the data management-related content available to Boise State researchers by refining and professionalizing current material and adding recently created tools. Examples of tools already created or currently under development are a costing guide to aid researchers in adding data management-related costs to their budget proposal (Activity 1.5 in the 2017-2019 Strategic Agenda) and a spreadsheet of data types to facilitate more specific descriptions in data management plans.

Lead: Megan

Action Item 4.1.1: Review and refine current content in the Data Management Planning section.
Timeline: Fall 2019-Spring 2020

Action Item 4.1.2: Fully implement content in Organizing and Documenting section.
Timeline: Summer 2020-Fall 2020

Activity 4.2: Continue reviewing and updating the university-specific content provided through the DMPTool

Description: In the course of a DMPTool review in 2019 (Activity 4.3 in 2017-2019 Strategic Agenda), it was discovered that local administrators have the ability to create additional guidance language specific to their institutional research practices. The Research Data Management Group will continue to review the guidance language currently in place and add or update it as necessary.

Lead: Megan and Michelle

Action Item 4.2.1: Continue to revise guidance language available to BSU users of the DMPTool.
Timeline: Fall 2019

Action Item 4.2.2: Communicate with appropriate stakeholders for additional guidance content (e.g. storage and security)
Timeline: Fall 2019

Action Item 4.2.3: Announce updated functionality of the DMPTool to those who have used the tool in the past.
Timeline: Spring 2020

Activity 4.3: Identify the best resources out there that we can use as reference materials when consulting. (Ex. FAIR Data standards, ICPSR guides, etc.)

Description: The Research Data Management Group continues to seek out reference materials and best practice guidance to assist during the data management plan process. Examples of these types of resources include FAIR Data standards and ICPSR guides. These support documents will be collected, organized, and made available via the Data Management website as links and/or handouts.

Lead: Megan

Action Item 4.3.1: Review current guidance material and boilerplate language.
Timeline: Spring 2020-Summer 2020

Action Item 4.3.2: Collect additional appropriate guidance material and add to the DM website.
Timeline: Spring 2020-Summer 2021

5. Develop a plan to integrate data visualization services in the SCDM unit

Activity 5.1: Identify and develop a suite of data visualization services

Description: Ascertain the needs of Boise State faculty, students, and staff who use data visualization for their research, classroom instruction, and reporting and use this information to develop a suite of data visualization services, including instructional content and consulting.

Lead: Ellie Dworak

Action item 5.1.1: Needs assessment and program design
Timeline: Fall 2019-Spring 2020

- Conduct information interviews to assess the data visualization needs of various Boise State University constituencies;

- Develop a proposed set of data visualization services and instructional content and send to contacts for comment. Iterate until a preliminary plan has been completed.

Action item 5.1.2: Develop consulting services and instructional content
Timeline: Summer 2020-Fall 2020

- Build a plan to implement the data visualization service suite, including identifying prerequisites such as additional training; success metrics; and a timeline

- Implement the plan to develop each service and or instructional content item in the service suite.

- As each item in the plan is completed, begin a soft rollout, prototyping within the library and then with interested individuals in the Boise State community. Gather feedback, improve, iterate until each is ready for a hard rollout;

- Determine and develop an outreach plan for Library Data Visualization Services.

Activity 5.2: Apply for and obtain special/grant funding to support the creation of a small lab area, student support, and advanced training related to data visualization.

Action item 5.2.1: Create data visualization lab plan
Timeline: Spring 2020-Summer 2020

- Use the needs assessment from Activity 1.1 to inform a detailed plan for a small data visualization "lab," including software, hardware, time, and staffing needs. Each item should include information about its function, cost, and priority.

- Share plan with Library Computing Services and other Library and campus stakeholders and revise as needed.

Action item 5.2.2: Identify potential funding sources and apply for funds
Timeline: Fall 2020-Summer 2021

- Work with the Office of Sponsored Research to identify potential funding sources in the $2000-10,000 range and speak with program officers as appropriate.

- Work with the Office of Sponsored Research and Library Administration to develop and submit applications.