

2021

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

Albertsons Library Research Data Management Team



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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.

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.

Action item 1.1.1: Identify core elements of successful consultations

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

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

PROGRESS

RDMG has made progress on this goal. As a result of discussions related to our weekly readings, the group began exploring other collections of library and data competencies. A decision was made to compile and modify competencies that we determined to be relevant to data management activities. Ellie Dworak gathered the competencies into a single document, grouped them by type of skill, and provided a scale where group members could rate their level of skill.

The [comprehensive list of competencies](#) serves as an excellent tool to assist data management librarians in gauging areas of strengths and weaknesses. The development of the competencies list will be included as a chapter in the forthcoming ACRL publication on data literacy. Going forward, the RDMG will use these competencies for training and recruitment needs and for team assessment purposes. Prior research consultation experience prompted RDMG to develop guidelines for services provided to researchers based on initial contact and submission timeline.

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

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.

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

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

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

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

PROGRESS

Elisabeth Shook was successfully onboarded as the new Head of Scholarly Communications and Data Management using the materials created and gathered by Michelle Armstrong. Elisabeth has attended weekly RDMG meetings since her arrival in 2020 and is fully integrated into the team.

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

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.

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

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

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

PROGRESS

Continuing education in the field of data management is an ongoing process. Relevant developments are discussed as they come up via suggestions from group members or as they appear in the news of the field. Additionally, when time allows, the weekly agenda setter selects a short article and leads discussion with the group. One example of this in 2020 was the use of literature to assist in the development of a set of RDMG competencies, used to better gauge current knowledge and skills of group members. The list of competencies described in 1.1 above were created by the team and self-assessments were completed. Work to finish identifying and filling gaps is ongoing.

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

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.

Action item 1.4.2: Create a section of the Research Support website on this topic.

PROGRESS

Metadata continues to be a topic of interest among group members and the RDMG plans to further their work in this area to demystify and emphasize the importance of metadata with Boise State researchers.

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.

PROGRESS

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.

The RDMG has discussed ways to increase focus on the end user and support their needs through outreach and marketing. The team identified a need for example data management plans and have worked with previous users to upload their DMP's to ScholarWorks. An additional need that was identified to serve the end user was an increase in team members on RDMG so we may increase capacity and do more management plans concurrently. A plan has been developed to invite the liaison librarian in the user's field of research as a way to gain buy-in from other librarians and potentially greater participation in data management plans library wide. In the meantime the RDMG has created an intake form with information about how much we can offer depending on when the proposal is due. The intake form is also designed to save time by requesting appropriate documentation from PIs before we conduct the data management interview.

The RDMG Team and SCDM completed outreach for the following services:

- Hosting datasets in ScholarWorks
- Minting DOIs for datasets that reside in ScholarWorks
- Helping to create and populate researcher ORCID portfolio
- PlumX metrics

In addition, our data management planning services have created word-of-mouth referrals, and as such, an accidental mode of outreach.

3. Education

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

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.

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

Action Item 3.1.2: Develop and offer training sessions.

Action Item 3.1.3: Define success and assess training sessions.

PROGRESS

Ellie Dworak and Megan Davis created training sessions for students on creating a research presentation poster and writing research abstracts. Both sessions were held early on in the Spring 2020 semester, shortly before the Covid-19 pandemic hit locally, and were lightly attended. Additional sessions on

research posters and data management were presented via Zoom in March 2021 as part of Research Computing Days. Feedback received from attendees was positive but more work needs to be done when marketing and assessing workshops presented by RDMG.

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

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.

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.

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

PROGRESS

Megan Davis presented on "Managing the Chaos: Digital File Organization" in November 2019 where it was attended by ~12 Albertsons Library staff and faculty. Anecdotal feedback from attendees was positive and Megan plans to offer this workshop again in the future for interested students, staff, and faculty.

4. Tools and Resources

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

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. An additional [spreadsheet of recommended research lifecycle tools](#) is also available..

- The team reviewed and updated the [research lifecycle tools spreadsheet](#) to be more inclusive of the entire lifecycle, and clear.
- Created a workflow behind the intake form, using Airtable. This allows us to assign a lead for each data management project, identify the stage of processing for each project, and ensure that all stages are completed in a timely manner.

Action Item 4.1.1: Review and refine current content in the Data Management Planning section of the Library Research Support site

Action Item 4.1.2: Fully implement content in the Organizing and Documenting section.

PROGRESS

Content in the Data Management Planning section of the Library Research Support site section was refined and updated. This will continue as the entire RDMG rethinks the purpose of layout and content within the site.

The team worked together to refine the language on the DMP page of the Library's Research Support site. The DMP Consultations page was updated to indicate the service level provided, dependent on how close to the proposal deadline the team is contacted.

Content in the Organizing and Documenting section was refined and updated and this will continue as the entire RDMG rethinks the purpose of layout and content within the site. Though content in this section has not been fully edited, Megan has presented on file management. File management is also addressed as part of each DMP Consultation.

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

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.

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

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

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

PROGRESS

Megan Davis and Michelle Armstrong completed the major update of guidance language within the DMPTool. Small updates continue to take place as the DMPTool makes its own changes. Michelle coordinated with OIT and OSP to get appropriate guidance language, which was then incorporated into the DMPTool. Updated DMPTool functionality still needs to be announced to the broader University research community.

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.)

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.

Action Item 4.3.1: Review current guidance material and boilerplate language.

Action Item 4.3.2: Collect additional appropriate guidance material and add to the DM website.

PROGRESS

The guidance rubrics have been reviewed, and are regularly checked for updates and revised when necessary. Appropriate materials are discussed in team meetings and added to the site. This will continue as the RDMG rethinks the layout and content of the data management website.

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

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.

Action item 5.1.1: Needs assessment and program design

Action item 5.1.2: Develop consulting services and instructional content

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

5.2.2: Identify potential funding sources and apply for funds

PROGRESS

Strategic Agenda item 5 was put on hold in April of 2020 due to COVID and a need for Ellie Dworak to spend time on library assessment and assessment planning. In addition, these assessment efforts and library strategic planning efforts will inform the need for this type of service.

In the summer of 2021, in consideration of University needs, Ellie's job was revised to Research Data Librarian. This includes, but is not limited to, services related to data visualization. She is working with the SCDM unit to envision her role and related library services. As a result, strategic planning item 5 is no longer relevant to the team's function.

Notes

Contributors to the Fall 2019-Summer 2021 Strategic Agenda include Michelle Armstrong, Megan Davis, Ellie Dworak, Yitzack Paul, and Elisabeth Shook.

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