**SSRIC MEETING MINUTES**

**Friday, October 27, 2017**

**California State University, Long Beach**

2017-10-27: Fall 2017

Minutes, SSRIC Fall Meeting

Submitted by: Stafford Cox

Friday, October 27, 2016, 9 am  
Host Campus: California State University, San Francisco

**Attending in person:** Tim Kubal (SSRIC Chair, Fresno), Eugene Turner (Past-Chair, at large; non-voting), Stafford Cox (Long Beach), Matt Holian (San Jose), and Francis Neely (San Francisco).

**Attending On-line via Zoom:** Chris Den Hartog (San Luis Obispo), Rhonda Dugan (Bakersfield), Gilbert Garcia (Los Angeles), Marcela Garcia-Castañon (San Francisco), Nancy Hudspeth (Stanislaus), Aya Ida (Sacramento), John Korey (at large; non-voting), Regan Maas (Northridge), Ed Nelson (at large; non-voting), Ginger Shoulders (San Diego), Ken Shultz (San Bernardino), Lori Weber (Chico) and Jill Yamashita (Monterey Bay).

**Guests:** Dr. Shannon Williams, Director of Institute for Social Research, California State University, Sacramento; Kimberly Nalder, Executive Director of the CALSPEAKS Opinion Research Program at ISR-CSUS; Patty Crosby, Associate Director of Operations at ISR-CSUSU.

**Quorum:** (21 subscribing campuses with 11 campuses required for quorum)   
18 representatives in attendance – representing 14 campuses; with 3 at-large members and 1 alternate SFSU member.

**Note:** Recorded votes are *italicized*; motions and action items are in **boldface**, and bracketed statements [supplemental inserts] are to clarify discussion.

1. **Call to Order** (9:05 am) by Tim Kubal, Chair 2017-2018. Zoom used for the online participants for the first time.
2. **Approval of Agenda / Minutes / Announcements:**
   1. Fall Newsletter is on the SSRIC Website and emailed to the Long List at the beginning of October.
   2. **ACTION:** John requests that Council representatives update their profiles. John will distribute the Council roster for updates.

**MOTION: To approve the Fall 2017 Agenda (October 27, 2017)**. *M/S/P (Unanimous - Yeas 14, Nays 0) with* Time Certain: *CalSpeaks Presentation at 9:30 am.***MOTION: To approve the Spring 2017 Minutes (May 6, 2017)**. *M/S/P (Unanimous - Yeas 14, Nays 0)*

Calendar of Events

* 1. Fall Business Meeting SFSU October 27, 2017
  2. Winter Business Meeting On-line using Zoom January 26, 2018
  3. Student Symposium CSULB May 3, 2018
  4. Spring Business Meeting CSULB May 4, 2018

Discussion: Given the travel budget, Stafford C. recommended that the Council should consider making the Winter Business meeting a Hybrid allowing for in-person and on-line attendance. This discussion was tabled.

1. **Approval of SSRIC Executive Committee 2017-**2018 as submitted by Tim Kubal, who will also serve as chair of the Executive Committee.

**MOTION: To approve the 2017-2018 SSRIC Executive Committee.** Members include:   
Tim Kubal (Chair), Regan Maas (Chair-Elect), Eugene Turner (Past-Chair), Stafford Cox, Ed Nelson and John Korey. *M/S/P (Unanimous - Yeas 14, Nays 0).*

1. **Budget and Data Subscriptions Report 2017-2018**
   1. We currently have 21 participating campuses for $224,440.
   2. 2017-2018 year is SSRIC’s 4th year of self-support by the campuses.
   3. All confirmations were completed and in Pamela Estaniel’s office by October 19, 2017.
   4. Pomona appears not be participating again this year.
   5. Subscription fees are prorated by size of campus (more or less from about 25-30 years ago).
   6. ACTION: John K. suggests we review the subscription fee shares this year.
   7. ACTION: John K. recommends and, given no dissent, will place the Council budget on its website.
   8. John Korey asks that the Council act quickly on the Faculty Development RFP ($9,000). ACTION: The SSRIC Executive Committee will develop a Faculty Development RFP, which will focus on instructional materials in empirical methods.

ACTION: SSRIC Representatives will distribute the RFP on their campuses; the RFP will be emailed to the Council Long List.

ACTION: Evaluate proposals using three reviewers with non-voting Council member as chair.

Discussion: General consensus supports the term instructional materials versus instructional modules or instructional exercises.

Current budget would fund three (3) projects. Surplus funds could support additional proposals. Since No one attended the ICPSR OR meeting in Ann Arbor, current travel funds could also be used support the development of instructional materials

All can apply to develop instructional materials. Once an RFP is developed, Executive Committee will email to Council representatives and the Council Long list.

Applications will be evaluated by a review committee consisting of non-Council members from non-applicant campuses and a non-voting SSRIC member who will serve as chair.

It was also asked if the Council can use surplus monies for student awards? Stafford C. has been told at CSULB that general funds cannot be used for student awards.

1. **CALSpeaks Discussion -** Memorandum of Understanding Between CSU Sacramento (Institute for Social Research) and CSU Chancellor’s Office (Council) – Guests: Kim Nalder, Shannon Williams and Patti Crosby.  
   1. Section 4, paragraph 1 – Define “Online Panel Survey”. What is an omnibus survey versus an online panel survey? These survey types are the same, but Kim will remove omnibus term.
   2. Section 4, paragraph 2 – “Access will be otherwise restricted.” Client surveys will not be available to CSU faculty/students. Archive two survey types: in-house surveys and fellowship surveys. SSRIC would have access to both, but Kim will remove sentence.
   3. Section 4, paragraph 3 – “Full access to such CSU omnibus survey datasets will be unrestricted to all CSU faculty and students after an 18-month embargo period.” This is to protect faculty investigators and to allow faculty/student fellows exclusive access for 18 months. Field referred to those receiving awards as Field Faculty Fellowships. Maybe CALSpeaks Faculty-Student Fellowships would work.
   4. Section 4, paragraph 7 – “In exchange for such exclusive access, the SSRIC will pay the ISR $20,000 annually. Quarterly payments are preferred and Kim will revise this language. Note that if we pay for only the last quarter, we will again have a budgetary surplus.
   5. Ed N. says that Pamela Estaniel pointed out via email that until a contract is approved, we will not be able to pay CALSpeaks. Tim K. suggests that we need to advertise the fellowships prior to the signing of the contract. Ed N. does not think that’s a good idea. Gene T. recommends that submissions be tagged as proposed research projects that will be funded contingent upon the approval of the contract.
   6. Section 5a. Indemnification is included in the contract.
   7. Section 5h. Counterparts – “This MOU may be executed in any number of counterparts, each of which shall be deemed as original but all such counterparts together shall constitute one and the same instrument.” Is this relevant? Who are the counterparts?
   8. Section 5i Independent Status – “It is understood and agreed that the parties are independent contractors and that no relationship of employer-employee exists between the parties hereto.” Who are the parties? Michelle will respond. If SSRIC is a party, we are not an independent contractor. SSRIC carries out the contract. SSRIC is not the funder per se; we only carry out the contract. Since SSRIC is a CSU affinity group, the contract language might best be served with minimal conditions.
   9. What can SSRIC expect to do in this academic year?

Francis suggests that we could implement the contract sooner than later. Earliest would be the Spring Survey. Doesn’t take much time to get the RFP out – in the next week to ten days, put a short turnaround time, 3rd week of November.  
  
For example, the Field announcement allowed months to prepare - selection process was always for the following year. Field never had more than six applications and as few as three. Applicants had months to prepare whereas CALSpeaks would have less time. The awards are valuable and applicants may not need too much time to submit proposals.  
  
If it takes longer, could we pay IRS now for next academic year? After July 1, 2018, where we pay for time in advance. Kim and Patty will confirm this is possible.  
  
Who’s going to put the RFP together?

1. Is there only one survey? No, there are three surveys per year. If we use this year’s budget line item to pay for next year’s fellowships, then faculty will have more flexibility into which of the three surveys their questions will appear. IRS will be more flexible.
2. IRS runs three surveys per academic year and SSRIC fellowships recipients will be able to choose in consultation with IRS which of the surveys will be best.
3. We have budgeted for 4-6 research teams, but if we funded four (4) fellowships at 3 minutes each with 12 questions, this would cost $18,000 or $4,500 per fellowship.
4. How many fellowships can IRS handle? If SSRIC granted two (2) minutes per proposal, then six (6) fellowships could be funded. Kim will review David Barker’s paperwork.
5. If we will not be spending the $20,000 for Archive access this year, could the remainder be used for additional fellowships? Kim suggests that IRS could accommodate additional fellowships, but that she will have to confirm the ability to move monies from Archives to the Fellowships line item.
6. Could a single fellowship have more time and questions if we paid an additional amount for the individual proposal?
7. Longer surveys for fewer recipients. Could we increase the time to 10 or 15 minutes for a single fellowship? This would cost $7,500 for 5 minutes (20 questions),$15,000 for 10 minutes (40 questions), $22,500 for 15 minutes (60 questions). Kim says that after 10 minutes, there is a respondent dropoff. IRS cannot do a 15 or 20 minute survey.
8. Can IRS increase the sample size (Omnibus surveys have 1,000 respondents) How about 10 minutes for 2,000 respondents? IRS pay incentives, additional recruitment. Maximum is 1,000.
9. Is 8-12 questions – length of question – video, open ended. Normal surveys come in about 50 regular questions for 10 minutes.
10. Profile measures already exist. Kim will provide list of profile measures?
11. How do you count questions? Each part of a question becomes individual questions. Time is critical. Questions can be counted. Some people won’t have a clue.
12. Are multiple response questions, one or twelve questions. But it’s about time.
13. How does a panel estimate time for the proposals?
14. We will need reviewers.
15. Experimental Design questions are encouraged. Response times to answer questions for a fellowship award? Yes.
16. RFP – promotional items to draft RFP. It is possible to have three fellowships on the same survey as long as the total time is less than 10 minutes. 3-4 minutes with 12 questions each. Kim will send dates that would be options for fellowships.
17. Embargo is for just the fellowship questions.
18. Kim will send the future survey dates for RFP.
19. If one survey includes one set of fellowship questions, the fellow has 18 months to publish.

* 1. Gene T. asks how does one access the survey archive? The CSUS library will archive each survey with codebook, report, data in multiple formats such as STATA, SPSS and Excel. Users will use their CSU ID/email account and password to log into the site.

Survey archive will be user friendly with citations and metadata search capabilities.

Timeline: Some time to prepare metadata, Google Scholar could be used to locate surveys. The contract should be include a timeline for availability. After the month is signed, the library should be able to complete baseline setup within two months.

For campuses that do not subscribe to SSRIC, will the library have a way to block those users. Kim will have to verify and Ed N. suggests this issue be addressed in the contract.

The MOU will be revised, sent to the CO (Pamela Estaniel) and the CSUS/CO contract can be agreed upon. Ed N. asks that the Council needs to see the revise before sending to the CO. Kim agrees.

1. Surplus Funds Report, Gene Geisler Fund and Student Awards – Stafford Cox  
     
   The 2016-2017 Field line item surplus of $22,250 was transferred to CSULB (Terie Bostic, College of Liberal Arts) and was partially used for the ICPSR 2017 Summer Workshop participants.   
     
   $8,195 has been encumbered to reimburse five (5) faculty for their registration fees. We had funded eight (8) faculty initially, but with three unable to attend, we have a balance of $14,055. This account is called “Professional Development Fund”.

With this year’s budget, we have a line item of $16,000. So combined with the Faculty Development Fund, we currently have $30,055 to use for workshops, travel and ICPSR Summer Workshops. Stafford C. suggests that we could pay for more than just the registration fees for faculty attending ICPSR workshops. This discussion is tabled for the Winter meeting.

Another surplus fund at CSULB supports travel. The beginning balance in Fall 2016 was $19,778. Terie Bostic distributed $1,132 for travel claims through Spring 2017,  leaving a balance of $18,646.

Concerning new monies for 2017-2018, we have $3,000 for representatives’ travel. Stafford C. suggested that representatives consider traveling to the Winter meeting.

John K. asks a point of information - how we have protected our past budget surpluses from disappearing?

* 1. Pamela Estaniel suggested that we would lose any surplus left at the CO, which apparently has happened in the past.
  2. Terie Bostic at the CSULB CLA agreed to setup temporary accounts to receive an electronic transfer from the CO.
  3. At the end of 2015-2016, we transferred the travel line item into an SSRIC Travel Fund.
  4. At the end of 2016-2017, we transferred Field line item into an SSRIC Professional Development Fund and also travel monies were transferred into the SSRIC Travel Fund

 Can these funds be used for other things? Yes, but just not for student awards.

Terie has confirmed that we can use the Travel account for student travel stipends of $100 each based on non-host status. The surplus accounts, which are from the General Fund, cannot be used for the three student awards. Nor can we move into our forthcoming SSRIC endowment.

Francis N. asks if these accounts need to be closed out in 2017-2018. No, but Terie Bostic did not agree to have these accounts reside at CSULB indefinitely.

Stafford C. suggests that we may need to repurpose the two funds to escalate spending. One suggestion was to use some of the monies for CALSpeaks, but it is clear that we will have trouble spending our current CalSpeaks line item. However, if we can pay monies forward, this could be a great place to transfer the monies. Nor can we move into our forthcoming SSRIC endowment.

Gene Geisler is concluding his series of donations with one last donation of $25,000. If we use the money to create an endowment, the money will generate interest, which could be used for student awards. Wendy Chavira at the CSU Foundation has confirmed that we are not obligated to increase the endowment through fundraising efforts. Four (4) percent interest could generate about $1,000 per year. SSRIC could offer $300 awards indefinitely – starting in the year three.

Last year at the Fresno S4, we had 20 students receiving $100 travel stipends plus three students winning the $5,000 awards. So, we dispersed $17,000, leaving a balance of $7,425.

SSRIC will need to decide how much the S4 awards will be worth.

Francis N. supports the endowment even if we never increase the award amount.

John K. thinks that the $5,000 awards could be continued using General Funds. We will not create much excitement with $400 awards. If we drop Roper, we could use this line item for the awards. John believes general funds could be used for the awards. The Council impression is that the $100 awards were using General Funds. Gerry Hanley at the Chancellor’s Office suggested that each campus has had their own way of awarding the prize monies. Stafford C. believes that when the awards were at $100, the campus processes were not flagged.   
Ed N. suggested keeping the awards at $1,000 or $2,000. Concerning Roper, Ed N. thinks we should consider dropping the subscription. Utilization does not justify the expense. We could keep Roper given our current budget. John K. reports that Pomona faculty do not care about the subscriptions at this point. Faculty use their own data or free databases. If we could say that 50% of a campus subscription is going toward student awards. We have an obligation to support members of the scholarly community with the ICPSR subscription, but we do not have the same obligation with Roper.

1) Check with Pamela concerning returning the Terie Bostic accounts to Pamela to use for student awards. Could Pamela do an electronic transfer to the students’ home campuses such that the individual campuses will figure out how to credit the students.

3) Continue discussion about Roper

4) Can CSULB use the general funds for awards? Get Council approval.

5) Did Ed N. list the awards at $5,000 in the newsletter? Yes. But we will need to send out a correction.

Marcela suggested that we create the endowment and use the current fund for awards spread out over the next few years.

John K. thinks the increased student registrations are directly related to the $5,000 awards.

[www.ssric.org/node/437](http://www.ssric.org/node/437)

Another suggestion is that We could make one large award rather than 3 smaller awards. We must ask Gene Geisler to make his donation soon. John K. reminds the Council that Gene preferred (2014) to refer his donation as “faculty award”.

Francis N. encourages us to make the decision.

MOTION: That we support starting an endowment with Gene Geisler funds to be used to fund the Social Science Student Symposium Awards. (Lori Weber) Marcela seconds. Frances N. says that it is for any CSU student, who presents at the Conference. (YEAS 14, NAYS 0)

It turns out that we cannot use the $7,245 towards the endowment because it was previously gifted into its current account and cannot be re-gifted. Only new donations can be deposited into the endowment.

This motion doesn’t preclude John’s recommendation to use general funds to pay for the $5,000 awards. Stafford C. will determine if CSULB can do the above.

ACTION: 1) Executive Committee will create the endowment with Gene Geisler’s new donation of $25,000.

1. **Committee Reports**
   1. Web and Outreach Committee – Tim Kubal (Chair, Fresno), John Korey (Pomona), and Ginger Shoulders (San Diego).  
        
      **Report:** John K. reports that the new website looks very similar to the original website. CALSpeaks is not listed on the website. John asks that the Council elect another member to serve as webmaster. The committee name is now Web and Outreach Committee (previously know as the Web Liaison Committee) as of this meeting.
   2. Social Science Interdisciplinary Program Task Force – Marcela Garcia-Castañon (SFSU, provides report), Billy Wagner (Channel Islands - Chair), Regan Maas (Northridge), Brian Gillespie (Sonoma) and Francis Neely (SFSU).   
        
      **Report:** None. The Council recommends that the committee conclude its activities and the Council thanks the committee members for their service. Final product appears to be the provision of insights and lessons learned from those campuses at the forefront of the interdisciplinary program concept. If the committee would like to prepare a document to share, the Council will post it on the website.

* 1. ICPSR Summer Program – Greg Bohr (San Luis Obispo), Stafford Cox (CSULB) and Gene Turner (Northridge)

**Report:** CSU had 13 applicants in the 2017 Summer Program. CSU faculty, staff and students are eligible for a nearly 50% discount on registration fees. [Returning participants and those attending two or more statistical three- to five-day workshops receive an additional 15% discount on their total registration fee.] The SSRIC and its 21 campus membership are considered a federation and qualify for these reduced fees.

Because of the cost savings resulting from the closure of the Field Institute, the Council has directed $15,200 to fund the registration cost for faculty to attend the ICPSR Summer Program in 2017. Courses run from one week to one month in length in Ann Arbor, Michigan and elsewhere. These attendees identified Fresno, Long Beach, Los Angeles, Sacramento, San Bernardino, and Stanislaus as their home campuses.

On May 2017, Greg Bohr sent an email out to the Representatives and Long List Email distribution lists. The email invited faculty to complete an online application for ICPSR Summer Workshop Registration Fee reimbursements. Using Qualtrics, the submission deadline was closed on June 1, 2017.

Qualtrics Online Instructions: The Social Science Research and Instructional Council (SSRIC) will review all CSU applications for ICPSR Travel Stipends. The online submission deadline is June 1, 2017. These stipends will cover the cost of registration for one workshop. Those selected will be reimbursed. The Council anticipates funding 4-6 attendees depending upon available funds. The purpose of this financial support is to promote survey research training that will benefit CSU students in the classroom. Successful applicants will demonstrate how their attendance at the Summer Program will enhance both the teaching and research missions of the CSU.

The program committee review the applications and, on June 9, award letters were email out to the applicants as well as emails of regrets. The approval email text is shown below.

“Hello -

I'm writing to let you know that your application for an ICPSR Summer Program workshop stipend has been approved. The Social Sciences Research and Instructional Council will reimburse you in the amount of the proposed workshop fee, upon completion of the workshop.

Instructions for submitting a travel claim form and the certificate of completion for the workshop are in the attached letter. Please let me know if you have any questions. Also, I'd appreciate it if you could confirm that you are still intending to attend the requested workshop.

Congratulations!

- Greg

--

Dr. Gregory S. Bohr

Associate Professor of Geography, Social Sciences Department Cal Poly, San Luis Obispo

(805) 756-1322, Building 47 - 12C”

Eight (8) applicants were funded – two associate professors and 6 assistant professors. Of those, five (5) attended workshops as reported by Dieter Burrell, Director of the ICPSR Summer Workshops.

Jo Brocato, Associate Professor CSU Long Beach, Social Work $1,500  
Wil Greer, Assistant Professor CSU San Bernardino, Education $850  
Nancy Hudspeth\*, Assistant Professor CSU Stanislaus, Political Sci & Public Admin $1,700  
Ali Masood, Assistant Professor CSU Fresno, Political Science $1,445  
Sudhir Thakur, Associate Professor CSU Sacramento, Business Administration $2,700

The 2018 ICPSR Summer Program can be viewed at <http://www.icpsr.umich.edu/icpsrweb/sumprog/index.jsp>

* 1. Bylaws and Policies Committee – Stafford Cox (Long Beach - Chair), Rhonda Dugan (Bakersfield), John Korey (Pomona) and Jill Yamashita (Monterey Bay).

**Report:** No activity, but suggests that Policy and Procedures be worked on. The committee will be the “Bylaws and Policies” Committee as of this meeting.

* 1. S4 Awards/Paper Review Committee: Gilbert Garcia (Los Angeles, Chair – non-voting), Kristin Bates (San Marcos), Rhonda Dugan (Bakersfield), Brian Gillespie (maybe not the paper review -Sonoma), John Menary (Dominguez Hills) Tim Kubal, (Fresno).

**Report:** Ginger speaking on behalf of Gilbert asks if we can include readers from outside the Council. There was no dissent other than readers cannot review student papers from their home campuses.

Qualitative papers are re-considered. These papers can compete for the undergraduate and graduate awards. The suggestion not to create a fourth award is agreeable as the mission of the Council is to promote quantitative research.

Penny Crane was involved in initiating the Quantitative award, named after Gloria Rummel award, which was created in memoriam of her work at the Chancellor’s Office.

ICPSR has an undergraduate and graduate awards in the use of the subscription data.

<http://www.icpsr.umich.edu/icpsrweb/content/ICPSR/prize/index.html>

8. Committee Elections

**By-laws and Policies:**   
Members: Stafford Cox, Rhonda Dugan, John Korey, Chris Den Hartog and Jill (tentative)

**CALSpeaks** (not the review committee):  
Members: Ed Nelson, Marcela, Regan Maas, Nancy Hudspeth, Matt Jarvis (chair tentative) and Aya (tentative),

**Usage Task Force:**  
Members: Ed Nelson (Chair), Ken Shultz, Ginger Shoulders, Matt Holian and (John mentioned someone, but didn’t catch the name. Task: What can we do to increase utilization?

Ed Nelson recommends that the Usage Task Force continue as we have low utilization. We need more feedback from Council members. We need to identify action items – what active steps. The Roper discussion should be addressed by the Council.

**Field Committee:**  
This committee officially concluded on January 1, 2017.

**ICPSR Summer Workshops Liaison Committee**  
Members: Chris Den Hartog and Stafford Cox.

**Newsletter**Members: Ed Nelson is the editor –

**Awards and Paper Review Committee**  
Members: Gilbert (Chair), Rhonda, Ginger, Matt Holian, Tim Kubal (Kristin Bates, Brian Gillespie, John Menary)

**Interdisciplinary Task Force**  
This committee officially concluded at the Fall 2017 SSRIC Business Meeting.

**Web and Outreach Committee** (includes Social Media)  
Members: John Korey will continue to post. Ginger and Marcela volunteer. Aya continues via the social media component.

**Workshops**  
Workshop and Outreach is renamed as the Workshops Committee.  
Members: Ed Nelson.

Do we need a Task Force to judge the Instructional Materials Stipends? Leave this to the Executive Committee (John K.)

CALSpeaks Task Force to judge the Fellowship Awardees. The Committee will build the review committee.

**9. Social Science Student Symposium Discussion**

In 2019, Lori suggests that we could join the campus conference with 200 students from 9 departments in social sciences, which will take place at the same time. The campus organizers are interim or on leave, so coordinating the Symposium at Chico will require significant effort. Lori will speak to the Dean. Room reservations over the campus for two conferences. If we don’t combine, we don’t host. Lori will research this possibility. Francis and Marcela would be willing to host.

May 3, 2018 is the 43rd Symposium with May 4 as the SSRIC business meeting. The deadline will be Sunday, April 8, 2018. The committee will contact the top five candidates per award. If the deadline changes, all students will notified.

Tim K. suggests we contact the advisors to increase attendance. Qualtrics include an autoresponse feature where mentors could be contacted.

Could we send out a message to students asking them to confirm their attendance. Yes.

Can Qualtrics send an autoresponse to telephone text message. Can the student reply into another database.

The symposium will be at the Student Union. The planning committee is entertaining names to be our luncheon speaker. Dr. Jose Moreno is a possible speaker.

Keynote Speaker List  
  
Sharon Quirk-Silva, Assembly Member District 65  
<https://a65.asmdc.org/> (AB-2249 bill to freeze tuition and costs in education.)

Allan Lowenthal – U.S. Congressman, 47th District  
https://lowenthal.house.gov/

Jose F. Moreno, Mayor Pro Tem, Anaheim City Council, District 3.  
https://www.anaheim.net/3523/Mayor-Pro-Tem-Jose-F-Moreno

**10. Usage Reports**

Gene T.   
Field Poll data (6 month period – July 1, 2017 through December 31, 2017) indicates low use. SF had 692 downloads followed by Fresno at 320 and Chico at 195. All other campuses were single digits.

ICPSR  
Total 3704 with Northridge, Fullerton. Among the smaller campuses, the usage is in single digits. Rhonda says that their master’s program is in moratorium. Current usage is about the same as 2014.

Roper is low – at 152.

Ed N. Describes how faculty can build the database subscriptions into their class syllabi.

Council could focus on high-end users. The Council representatives can log into ICPSR. Rep must be listed as the designated rep – OR and DR.

**ACTION:** Ed will provide ICPSR and Roper the up-to-date list of ORs.

Roper doesn’t provide user campus information.

Ed N. is saying the $24, 000 for Roper. Consider dropping Roper, but perhaps we can negotiate a lower subscription fee. Ed suggests that we survey the Long List. Could we purchases surveys one at a time.

**11. SSRIC Strategic Plan and Annual Report**Refer to Council Website.

**12. Marketing and Funding Discussion**

Marcela G. suggests that we show what we do and then provide the tools to succeed. Are you interested in using ICPSR, we have workshops for you.

If we highlight top users of ICPSR, we can create a buzz about ICPSR. Faculty and student downloaders.

**ACTION:** Representatives to identify their top users, keeping in mind that the user has the option to remain anonymous.

Matt believes that Richard Taketa reached out to him by looking at the ICPSR users list. Now Matt is San Jose’s Council representative.

Ginger S. You can identify faculty versus students. Then perhaps target the departments.

Email addresses included.

Most users are outside the home college.

Add faculty without permission and then they have option to be removed.

We need to identify all colleges using ICPSR.

FERPA laws are for release information outside the university?

Council members should create personal twitter and facebook accounts.

ACTION: Send Tim Kubal twitter and facebook accounts addresses.

13. **Workshops and Exercises**

Ed N. – New exercises on the website. Longitudinal examples, research methods.

SPSS Version 25 will be up before the end of the year.

Let Ed know about request workshops.

Online workshops – webinar.

Live webinar and then use the recording for use later.

Zoom can have 100’s of participants. Zoom is supported by the university. There is a way to run breakout rooms. Faculty can dial into Zoom via telephone.

SSRIC recruiting workshop presenters.

Faculty Development Awards

**14. Social Media Discussion**

Tim K. suggests that the Council look at Hootsuite. It is worth using.

Tim K. would like make a motion to pay for a consultant to prepare a social media plan. Ginger has access a plan from San Diego State.

**15. Adjournment: 12:53 pm.**

Next meeting will be at 9 am on Friday, January 26, 2018.

**SSRIC Subscription Revenue 2017-2018**

|  |  |  |
| --- | --- | --- |
| **Campus (N=21)** | **% Shares** | **Subscription** |
| Bakersfield | 3.67% | $8,661 |
| Channel Islands | 2.03% | $4,789 |
| Chico | 4.89% | $11,544 |
| Dominguez Hills | 3.67% | $8,661 |
| East Bay | 3.67% | $8,661 |
| Fresno | 4.89% | $11,544 |
| Fullerton | 6.25% | $14,753 |
| Humboldt | 3.67% | $8,661 |
| Long Beach | 6.25% | $14,753 |
| Los Angeles | 4.89% | $11,544 |
| Maritime Academy | 0.00% | $0 |
| Monterey Bay | 2.03% | $4,789 |
| Northridge | 6.25% | $14,753 |
| Pomona | 4.89% | $0 |
| Sacramento | 6.25% | $14,753 |
| San Bernardino | 3.67% | $8,661 |
| San Diego | 6.25% | $14,753 |
| San Francisco | 6.25% | $14,753 |
| San Jose | 6.25% | $14,753 |
| San Luis Obispo | 4.89% | $11,544 |
| San Marcos | 2.03% | $4,789 |
| Sonoma | 3.67% | $8,661 |
| Stanislaus | 3.67% | $8,661 |
| **TOTAL** | 100.00% | $224,441 |

**SSRIC Budget Expenditures 2017-2018**

|  |  |  |
| --- | --- | --- |
| **Data Subscriptions** | |  |
|  | ICPSR | $123,280.00 |
|  | Roper | $24,102.00 |
|  | CalSpeaks | $38,000.00 |
|  | **Subtotal** | **$185,382.00** |
| **Web & Access Services** | | |
|  | Berkeley | $1,500.00 |
|  | SFSU Annual Maintenance Fee | $2,000.00 |
|  | **Subtotal** | **$3,500.00** |
| **Travel** | | |
|  | Chair | $1,000.00 |
|  | ICPSR OR Meeting (Chair and Chair Elect) | $1,558.00 |
|  | SSRIC Representatives | $2,000.00 |
|  | **Subtotal** | **$4,558.00** |
| **Student Symposium & Meeting Expenses** | |  |
|  | Meeting Expenses | $6,000.00 |
|  | Student Awards |  |
|  | **Subtotal** | **$6,000.00** |
| **Program Initiatives** | |  |
|  | Faculty Development Projects (3 @ $3,000) | $9,000.00 |
|  | ICPSR 2018 Summer Travel Stipends | $16,000.00 |
|  | **Subtotal** | **$25,000.00** |
| **Total** |  | **$224,440.00** |

This budget of $224,440 was passed at the 2017 Spring meeting as an option   
if only 21 campuses subscribed.