Bioconductor Community Advisory Board (CAB) Minutes

11th June 2020

Attending: Lori, Kozo, Saskia, Yagoub, Johannes, Susan, Matthew, Aedin, Benilton, Leonardo
Guests: Levi Waldron (TAB member reporting on Code of Conduct committee)

Schedule
:00 - :05: Welcome!

:05 - :15: Review minutes from previous meeting and actions Items:
> **Completed**
> - Added May minutes to CAB to Bioconductor website (see here)
> - Locked Community slack channel strictly for board members
> - Individual accounts linked to Bioconductor official Twitter
> - Public facing google calendar created (google calendar). Email created
> events@bioconductor.org for requests for events to be added. Current Lori, Mike and
> Matt but would like one or two volunteers to maintain the calendar.
> > **Action Item:**
> > - 1-2 volunteers to manage adding events?
> >   **Volunteers:** Saskia, Kozo
> >   **Supplementary:** Johannes
> > - cab@bioconductor.org email created.
> > **Action Item:**
> > - Post on CAB page of Bioconductor website. Resolved through
> >   https://github.com/Bioconductor/bioconductor.org/pull/58.
>
> **Ongoing**
> - Revisit committees and working groups after further discussion of activities
> - List of Current/Potential Funding applications (should be regular CAB agenda item)
>   NSF, CZI Essential Open Source Software for Science (EOSS)

:15 - :30: Bioconductor TAB & Meetings update
> Previously approved TAB minutes (May meeting)
> The proposal of changing the executive community and adding 5 new members.
> Organizing more training.
>
> **Action Item :** Contact Laurent to get Carpentries training course link (AC)

- Bioc2020
  - July 27-31 (5-days). Meeting registration open. Registration Page
    - Featuring the registration process.

- - ■ Captioning software for zoom (suggestion: captioning service / Or using google-meet).
    - ■ Nominate people for the award.
    - ■ Extend the scholarship deadline.

  - ○ Call for birds-of-feather, hack-a-thon, and how-to sections. Late posters, scholarships open. Should CAB host session/BoF/hackathon??? Volunteer.
  - ○ Bioc Awards (closing date June 15th). Time of meeting TBC - time zones (possibly 3 EST morn/2 afternoons)
  - ○ Bioc2020 will examine captioning of talks in response to CAB suggestions. Request CAB recommendations- particular zoom- captioning software, sufficient on youtube recording/live etc? Levi suggested hiring a professional service to do this.
  - ○ Ask workshop presenters to present Q&A over range of time zones

    Action Items:

    - ● Advertise/tweet late posters/BoF etc and also awards to increase diversity of nominations.CAB suggestions for community, inclusion, diversity events
    - ● Individual announcements (Lori).
    - ● CAB members to retweet and promote.
- ● Potential CAB activities requiring a budget (Levi)
  - ○ Bioconductor awards
  - ○ RFA for contributions to Bioconductor
  - ○ internship program
- ● Proposal: have one TAB member and one CAB member whose responsibility it is to attend both meetings, and provide brief updates back to their own board
  - ○ should be agreed on by both TAB and CAB (I think this is already in place - Aedin is member of both CAB and TAB and can fulfil this role)

:30 - :40 Bioconductor Statement on inclusion
    Action item to develop a statement of inclusivity and empowerment, especially in the light of #shutdownstem and similar movements. Maybe with a strategy to engage the community. Ref carpentries point (others from SMBE)
    - Matt, Benilton, Aedin to work on this.
    Suggestion: have a working group to focus on Inclusion and Diversity

:40 - :60: Discussion about CAB activities / initiatives
    - Code of Conduct Committee (Levi)
        - New members to join
        - Summary of activities to date

- Is there a need to develop a project-wide code of conduct policy (Levi/Stephanie were developing a project wide one but CoC is under CAB, Levi/Aedin/Laurent were on Bioc2018, Bioc2019 and Bioc2020 meeting CoC BioC2020).
- Project wide one should cover interactions on the support site / slack / package submission process, pull requests and issues on (core or contributed) package repositories.
- Volunteers: Saskia, Leonardo, Johannes, Yagoub
    - To recheck it again
    - Inclusion of new terms
    - Using professional terms
    - Making people know that the "Code of Conduct Committee' is very important.
    - Help create (translate) training materials to make sure other cultures understand the Code of Conduct. (Leonardo- Mexico)
- Activities in Africa (Yagoub):
    - Host webinars in the Pan African Bioinformatics Network for the Human Heredity and Health in Africa (H3ABioNet) (https://www.h3abionet.org/). The first one is on the 22nd of July 2020 at 3 PM CAT.
        - Inviting CAB members who might be able to teach on different topics
            - Matt -RNAseq analysis (workflow package)
            - Saskia -materials for creating Bioconductor packages and I am happy to teach it again!
            - Johannes -Metabolomics data processing (concepts, data import, peak detection, normalization, ...) - depends a little on the format wanted (time, hands-on...)
            - Susan - Material that starts from the beginning, is sensibly ordered and well organised using Blogdown
        - Providing a link for teaching materials

        - Yagoub to contact H3ABioNet groups to collect feedback/ determine needs/ list of courses (within two weeks)
    - **Nigeria**
        - (in-person training + includes some course content on Bioconductor in postgrad courses at Covenant University).
    - **Sudan** Providing a webinar for the staff of the Department of Biology and Biotechnology, ALNeelain University, Sudan**.**
        - Yagoub to contact the head of the department to collect the list of courses (within two weeks)
        - Virtual meetings and webinars present opportunities to create a wealth of youtube videos for training. However the wealth of these materials are not realized if these are not indexed/searchable etc.

Novices don't know which video to start with. Order/Structured training

- **Action Item**: Funding application to support Mike Smith (or someone like that) who is experienced in creating Blogdown to work on improving the Bioconductor teaching materials.

Held over to next meeting

40 - :60: Discussion about CAB activities / initiatives

- A suggestion of formation of the Education working group. Collaborate with capentries trainers
- Activities in Africa (Yagoub):
    - Bioconductor training content for H3AFRICA and H3ABIONET
        - Apply to [CZI EOSS](#) fund
    - **Nigeria** (in-person training + includes some course content on Bioconductor in postgrad courses at Covenant University).
    - **Activities in Brazil** (Yagoub and Benilton):
        - Contacted the group of Bioinformatics students at the University of Sao Paulo to train them on building and testing Bioconductor packages and is looking into expanding to other universities.

- New working groups (volunteers)
    - Brainstorming on [Slido](#) #26895.
    - Refer to planning document that includes points from previous meeting that we didn't have time to discuss in detail
    - For reference, the proposed committees in the CAB [Governance Document](#):
    User Outreach and Education, including
        - development of guidelines and processes for community-developed material;
        - coordinating trainer and training activities;
        - coordinating meetup and other event awareness.
        - Developer Training, including oversight of the Bioconductor developer forum.
        - Conference Oversight (North American, Asia-Pacific, European)
        - Code of Conduct

    Proposed working groups
        - Overcoming barriers to diversity in Bioconductor
        - Enabling community-driven development
        - New package intake
        - Guide to maintaining packages