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
  
    Action Item:

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/](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