<div align="center">

Society of American Archivists
***The American Archivist* Editorial Board Meeting**
Washington, DC | August 13, 2014

MINUTES

</div>

In Attendance: Greg Hunter (chair and editor), Amy Cooper Cary (Reviews Editor), Karen Gracy, Thomas Hyry, Cal Lee, Katie McCormick, Jennifer Meehan, Todd Daniels-Howell, and *ex officio* members Alexandra Orchard (Reviews Portal Coordinator), Chris Prom (Publications Board Editor), Timothy Pyatt (Council liaison), and SAA staff Teresa Brinati and Anne Hartman.
Unable to attend: Brien Brothman and Jennifer McDaid.

I. REPORTS

A. Online Publication: Paul Conway

1. *Background:* MetaPress, *The American Archivist*'s hosting service since 2007, sent a termination notice in early spring. The online content will be accessible without interruption or adverse effect through January 28, 2015. SAA is not privy to the inside details of this decision, but does know that the company has terminated a number of journals that don't fit with its mission.

- A working group has been assembled to identify a solution; the group consists of: Paul Conway (chair), Amy Cooper Cary, Brad Houston, Bethany Anderson, and SAA staff.
- The number-one goal of the group is to provide uninterrupted service of *The American Archivist* online. However, the group is also willing to weigh options if interrupted service comes at the benefit of other features.
- The group sent out RFPs to 16 prospective vendors. Proposals were due at the end of August and are being evaluated by the group.
  - The vendors fall into three categories: pure commercial services, open-source group, and hybrids of commercial services and open-source groups.
- The migration process opens up new possibilities for *The American Archivist* online. MetaPress is a hosting service. SAA can find another hosting service, or we can work with a publishing platform.
  - A publishing platform supports the entire process of producing a journal. It can facilitate the submission of manuscripts, the peer review process, the editorial process, and production.
  - With a publishing platform, the journal would be designed for digital first. The print edition would become a byproduct.

2. *Transitional Period/Alternative Ways to Read the Journal:* The board agreed an interruption in service would be acceptable if it is needed to produce a dramatically improved online version of the journal. The length of the interruption should be carefully considered in the decision as well.

- The length of the interruption would need to be clearly communicated to readers, and SAA would need to direct readers to other ways of accessing journal content online.
- Currently, readers can access the journal through JSTOR (which not all readers have access to) as well as HathiTrust. HathiTrust, however, does not offer access to content that has been published in the past five years.

        o   HathiTrust URLs can be copied to SAA's website and organized by volume/issue to give readers easier access to the content.

<mark>**TO DO #1 (Brinati, Hartman):** Add HathiTrust URLs by journal volume to SAA website by fall.</mark>

3. ***Digital First vs. Online First***: Digital first means the journal is produced for online distribution. Articles can be distributed immediately once editing and production has been completed. Print is the byproduct of the online edition. Online first means that articles are published as they are completed. Once editors feel there is enough content for an issue, an issue will be printed and distributed. The timing of issue printing is random and not predetermined.

- Publishers need to go to digital first before they go to online first.
- The board felt that the journal should be published digital first, rather than online first. Online first is far down the road at this point, but they want to keep the option open.
- A large chunk of the membership still wants print copies, so the board did not feel that they should not be abandoned. Vendors can produce high-quality printed journals. A big downside is that SAA just spent money and effort to do a redesign of the journal. SAA should determine if elements from the design could be incorporated into a digital-first journal.

4. *Subscriptions/Access to Content:* The board agreed that content should still be open to members and embargoed for three years for nonsubscribers for the time being, and that any vendor that cannot institute an embargo should not be considered unless their proposal is exceptional.

However, the board felt that SAA should eventually consider moving to an open-access model, particularly if the technology to institute an embargo costs SAA more than it receives from subscriptions. The conversation would need to be taken to Council.

Subscribers to the journal are almost entirely institutions. The cost of this subscription should be studied, and SAA should determine if it can base subscription costs on the size of the institution. A better subscription model could offset any costs lost from allowing open access to the content.

5. *Next Steps:* The working group will review the proposals received with the board's comments in mind. The 78:1 issue will be produced/distributed as SAA has done in the past, but a print issue may also be distributed to students to avoid any disruptions in service. The 78:2 issue will be the first to notice the shift in production processes.

B. Publishing Program Overview: Chris Prom

1. *Archival Fundamentals Series III:* SAA has taken initial steps in beginning production on the next iteration of the Archival Fundamentals Series. Peter J. Wosh will edit the series, which is slated for publication beginning in 2017. Authors have been identified and are in the process of signing on to prepare their respective volume.

The series will consist of seven titles:
- *Introducing Archives and Manuscripts,*
- *Leading Archives and Manuscript Programs,*
- *Appraising and Acquiring Archives and Manuscripts,*

- *Arranging and Describing Archives and Manuscripts,*
- *Preserving Archives and Manuscripts,*
- *Providing Access and Reference Services for Archives and Manuscripts,* and
- *Advocacy and Outreach for Archives and Manuscript Programs*

2. *Trends in Archives Practice Series:* Progress continues to be made with the series. An individual module (*Becoming a Trusted Digital Repository*) and five clusters will be published 2014–2015. The clusters are: Digital Preservation Essentials, Rights in the Digital Era, Teaching with Primary Sources, Putting Descriptive Standards to Work, and Archival Appraisal and Acquisition.

3. *Partnering with Education:* The Publications Board has made progress in its efforts to partner with the Education program. Gordon Daines will be teaching a DAS webinar largely based on his module, *Processing Digital Records and Manuscripts.* Course participants will be required to purchase the module.

4. *Case Studies:* Groups or individuals can now complete and submit case studies to be published on the SAA website. The open-access case studies go through a peer review and are signed off by the Publications Editor. A case study in archival ethics, *An Online Exhibit: A Tale of Triumph and Tribulation*, was published in July.

C. Council Liaison: Tim Pyatt

1. *At its August Meeting, Council:*
- Approved *Best Practices for Volunteers in Archives*, based on a recommendation from the Standards Committee. The document complements *Best Practices for Internships as a Component of Graduate Archival Education.*
- Adopted the revised "Terms of Participation for the Archives and Archivists List," based on the recommendations of a short-term working group. The survey on the list had more than 1,200 responses. The Council decided to continue the SAA sponsorship of the list but will review it again after a year.
- Adopted an issue brief on the Health Information Portability and Accountability Act.
- Agreed to seek member comment on a draft "Principles and Priorities for Planning Joint Meetings with Other Professional Organizations."
- Approved, in principle, establishment of a Joint Working Group on Issues and Awareness with the Council of State Archivists and the National Association of Government Archives and Records Administrators.
- Reviewed a report on the Committee on Public Awareness's July meeting.
- Discussed a Joint Task Force between SAA and RBMS, *Development of Guidelines for Primary Source Literacy*. The Council asked for revisions before moving forward.

D. Publishing Program Overview: Teresa Brinati

1. *New Output:* SAA recently published *Through the Archival Looking Glass: A Reader on Diversity and Inclusion* (May 2014, print and PDF); two ethics case studies, *An Online Exhibit: A Tale of Triumph and Tribulation* and *FOIA Request* (July 2014, online); and the brochure *Copyright and Unpublished Material: An Introduction for Users of Archives and Manuscript Collections.*

2. *In Development/Production:* Nineteen modules from the Trends in Archives Practice Series are in progress. *EAD3* is now expected to be available in early 2015.

3. *Marketing:* *Conceptualizing 21st-Century Archives*, *How to Manage Processing in Archives and Special Collections*, *Perspectives on Women's Archives*, and *Waldo Gifford Leland and the Origins of the American Archival Profession* have been reviewed in various outlets. In addition, books have been promoted at regional archives and allied professional meetings and institutes. Within SAA, publications have been promoted at continuing education offerings, in SAA periodicals, and through summer sales offers.

4. *Periodicals:* Per recommendations from the Communications Task Force, *Archival Outlook* is being offered as a digital edition through BlueToad, and there is no longer an embargo on recent issues. According to BlueToad analytics, between February 1 and August 4 there were 13,610 total issue visits with a peak of 8 minutes spent per issue visit. A new mobile design for *In the Loop* debuted in spring. Open rates have tipped 27 percent and click rates are around 12 percent.

5. *Dictionary of Archives Terminology:* The Dictionary Working Group launched Word of the Week in July. This email has more than 700 subscribers and is designed to introduce new terms and definitions as well as get feedback. During the conference, the group hosted a breakfast forum and a "Define This" sticker promo to raise awareness about the dictionary.

II. JOURNAL UPDATE

A. Editor: Greg Hunter

1. *Overview:* Hunter continues to receive a healthy flow of articles. Peer reviews have gone well—particularly with the addition of a third reviewer and the new rubric. The copyeditor continues to be a strong asset, and the production process has been flowing smoothly. Journals have been running about three hundred pages per issue.

B. Reviews Portal: Alexandra Orchard

1. *Background:* The Reviews Portal continues to host reviews on archival technologies and resources to supplement those found in *The American Archivist.* Orchard and Amy Cooper-Cary recently made edits to the front page of the Reviews Portal, as well as removed the "What's Your Favorite *American Archivist*" and "Purchase a Monograph" features. They are continuing to work to add more to the "Written by Our Members" section, and SAA will make efforts to spread the word about this feature.

Orchard has connected with reviewers after putting calls for reviewers out through various channels. She will continue to seek reviewers from various outlets and will work with Roundtables and Sections to find additional reviewers.

The Board suggested reviewing tools and resources discussed in DAS courses or in the Trends series.

2. *Communications Task Force Report:* CTF suggested that the Reviews Portal be changed to a blog format. Orchard and Cary will put that suggestion on hold until the SAA website is redone this fall.

Orchard and Cary will also continue to check in with Matt Black to determine if the Reviews Portal could be connected to the RSS feed.

TO DO #2 (Brinati/Hartman): With the SAA website redesign, ensure other pages of the website link to the Reviews Portal to make it more visible to website visitors.

C. Google Analytics: Anne Hartman

1. *The American Archivist:* From September 1, 2013–August 6, 2014, the homepage of the journal saw 294,579 pageviews; 203,637 unique pageviews; 1:01 average time on page; and a 47.27% bounce rate.

TO DO #3 (Hartman): Submit 2014 analytics to Chris Prom for an analysis. Compare this year's analytics with previous years.

2. The Reviews Portal: Between February 25, 2014, to July 27, 2014, the Reviews Portal's landing page and its subpages saw 1,531 pageviews; 962 unique pageviews; 1:52 average time on page; and a 39.18% bounce rate.

III. GUIDANCE AND EXPECTATIONS FOR ARTICLE ABSTRACTS: Cal Lee

1. Lee drafted *American Archivist* Abstract Guidelines for Authors, which was sent to the board. The new guidelines note that abstracts should be up to 250 words and should be written so that they can stand on their own. Abstracts should summarize: the topic or problem addressed; the methods, process, or approach taken; results or findings (when applicable); and conclusions or implications.

The board agreed with these suggestions and would like authors to follow these guidelines going forward.

TO DO #4 (Hunter): Communicate new expectations on abstracts to journal authors.

IV. REVIEW OF MINUTES FROM AUGUST 2013

A. Remaining To-Dos:

TO DO #5 (Hunter, Board): Look into how the Editorial Board can add international members. Investigate how this would fit in with SAA's established appointment process.

TO DO #6 (Hunter, Brinati): Consult Paul Conway about data mining via JSTOR (see August 2012 minutes).

B. Acceptance Rates (TO DO #6 from 2013 minutes)

In 2013, Hunter received 54 articles, 39 new ones and 16 that were revised after originally being submitted in 2012. The disposition of the new 2013 articles was:

Automatic Acceptance (presidential address, Pease Award, and Jimerson response to Greene)	3
Accept	3
Revise and Resubmit	25
Reject	1
Still in Review Process	7
Total	39

At some point in 2013, 52 different articles were in the "revise and resubmit" category. This includes articles from 2012 as well as 2013. As of December 31, 2013, the disposition of these articles was as follows:

Resubmitted and Accepted	14
Resubmitted and Rejected/Withdrawn	2
Resubmitted and Returned for Additional Revisions	4
Not Yet Resubmitted	32
Total	52