Minutes for April 14, 2016
1:00-2:00 EDT (via phone)
Present: Martha O'Hara Conway, Rachel D'Agostino, Lara Friedman-Shedlov, Emily R. Novak Gustainis, Lisa Miller, Cyndi Shein, Katy Rawdon, Angela Fritz, Haven Hawley, Adriana Cuervo
Note Taker: Angela Fritz

1. Emily gave an update on the NEA presentation. Her PowerPoint presentation is available in the presentation folder on Google Drive.

Emily also provided an update on the status of the one-year extension for the Taskforce. Next month, Emily and Martha will work on a formal request. The request will include a review of our work to date with an agenda for the next year. The request will then be submitted for review by the Standards Committee and SAA's Administrative Council.

2. Progress reports

The anticipated release date for a draft of the Level 1 Count template is still set for SAA's annual meeting in August of 2016.

Emily reported on her progress in gathering and testing survey instruments which included a discussion of UNLV's conversion calculator.

In including/recommending survey tools, the consensus was not to be prescriptive, rather allow for variations in approach by individual institutions. Martha reiterated that in our narrative we need to underscore that regardless of the counting instruments/tools that are used, institutions need to document their counting methodology.

Progress has made on collecting examples. Angela has added examples for state and federal government. And, Martha and Cyndi will add examples from university archives.

3. The group reviewed the "Formats Reference Chart" to make sure it is in sync with our definitions. There was some concern that the format chart was too specific and did not correlate with the Level 1 examples spreadsheet. The consensus of the group was to integrate the definitions, format reference chart, and examples into a more readable format, possibly one document. Lara and Rachel will work on this project for next time.

Lara suggested that a "card sorting" style survey might provide helpful feedback on whether the category definitions provide enough information for people to use them as we intended. She agreed to look into creating something each task force member could share with a few people.

4. The group reviewed the "Working Definitions: Categories/Types of Collection Material" document to make sure it accounts for, and adequately describes, all of the categories/types of material that will be counted. Some definitions were edited for clarity.

The group decided that format examples should be integrated into the scope statement of the definition.

5. Our next meeting is scheduled for May 5, 2016.