

**Society of American Archivists
Council Conference Call
February 6, 2017
2:00 – 3:30 EST**

**Revision of Digital Archives Specialist (DAS) Subcommittee
Description
(Prepared by Solveig De Sutter)**

BACKGROUND

The DAS Subcommittee description was last revised in June 2016. Since inception of the Subcommittee in May 2011, the SAA Council has been receptive to extending DAS members' terms to ensure continuity and momentum in carrying out its main charge.

DISCUSSION

The DAS Subcommittee has now reached a point at which most long-time members are rotating off and new members are in their first or second year of service.

The DAS Subcommittee feels that, to continue the momentum of the last five years, it is necessary to extend the traditional three-year term of its members to four years, as it takes more than a year to get acclimated and fully knowledgeable about processes and the curriculum. This change would mirror the term length of Journal Editorial Board and Publications Board members.

The Committee on Education (CoE) reviewed the DAS Subcommittee recommendation in collaboration with its Council liaison and the SAA Education Director and endorsed the recommendation.

RECOMMENDATION

THAT the description of the the DAS Subcommittee of the Committee on Education be revised as follows (*strikethrough = deletion, underline = addition*):

I. Purpose

The Digital Archives Specialist (DAS) Subcommittee is responsible for ensuring that the Digital Archives Specialist curriculum remains up-to-date. Because the curriculum is likely to require

frequent changes, the Subcommittee suggests and implements changes to the curriculum (including the examinations) as needed. In addition, the Subcommittee is responsible for ensuring the currency of the core competencies for a DAS certificate, overseeing the learning outcomes to ensure that they support the core competencies, and supporting the development of new courses.

II. Committee Selection, Size, and Length of Terms

The Digital Archives Specialist (DAS) Subcommittee consists of eight members (including a chair) appointed by the SAA Vice President for staggered ~~three-~~ four-year terms. The subcommittee chair serves as an *ex officio* member of the Committee on Education. The SAA Education Director serves as an *ex officio* member of the subcommittee.

The membership of the subcommittee shall comprise a mix of practicing archivists with e-records/digital experience and or knowledge, teaching experience, technical skills, expertise covering the archival spectrum, and administrative or supervisory experience. Ideally, the subcommittee as a whole will reflect individual and institutional diversity. It is preferred that subcommittee members have a DAS certificate.

Members can expect to spend four to five hours per month on subcommittee work.

III. Reporting Procedures

The subcommittee reports to the Committee on Education, providing updates at each meeting and intermittently as appropriate.

The subcommittee works closely with the Education Director, serving in an advisory capacity on education-related projects and programs operated out of the executive office.

IV. Duties and Responsibilities

- Assess and recommend changes to the DAS curriculum as needed.
- Ensure the currency and relevance of the core competencies for a DAS certificate.
- Oversee course learning outcomes to ensure that they support the core competencies.
- Identify new topics for development.
- Liaise with developers/instructors to ensure high-quality offerings.
- Author the Comprehensive Examination and assure its integrity.

V. Meetings

When resources are available, the subcommittee meets up to two times each year and via monthly conference calls.

Approved by the SAA Council: May 2011

Revised: April 2012, January 2014, June 2016, February 2017

Support Statement: Extension of DAS Subcommittee members' terms to four years will help to ensure that development and maintenance of the DAS Curriculum and Certificate Program proceeds as intended.

Relation to Strategic Plan: Goal 2: Enhancing Professional Growth: Archivists have access to the professional resources they need to be successful and effective in their careers.

Fiscal Impact: None.