

**Society of American Archivists
Council Meeting
May 15 – 17, 2013
Chicago, Illinois**

**Discussion: Creation of Arrangement and Description
Certificate Program
(Prepared by Solveig De Sutter)**

BACKGROUND

At its February 2013 meeting, the Committee on Education (COE) discussed creating other certificate programs with individual workshop examinations (no comprehensive exam) that would enable certificate holders to show that they took workshops and passed exams that SAA deemed important in regard to specific ACE categories. The continuing education catalog (i.e., the list of SAA offerings available for hosting) currently shows the tiers used in the DAS Program applied to non-DAS continuing education workshops. The process of planning for a new certificate program would take place while Phase III (FY 2014) of the DAS Program is completed.

DISCUSSION

After compiling a list of possible programs, COE members identified Arrangement and Description as an appropriate track that is also “low-hanging fruit” in terms of the number of workshops already developed and the existence of SAA-approved standards in this topic area.

QUESTIONS FOR DISCUSSION

1. Does the Council agree with the concept of creating additional certificate programs?
2. If so, does Arrangement and Description appear to be an appropriate topic area to pursue?

A “straw man” recommendation is provided below should the Council agree with proceeding with this idea.

RECOMMENDATION

THAT the Committee on Education and staff be directed to proceed with creation of additional certificate programs (based in part on the Digital Archives Specialist Curriculum and Certificate program), and

THAT a certificate program on Arrangement and Description be developed in FY 2014 and offered in FY 2015.

Support Statement: The success of SAA's DAS program points to the value of providing members with professional development opportunities that include the model of a planned curriculum in a topic area along with evidence of successful completion of the curriculum. Given the strength of current offerings in arrangement and description and the existence of SAA-approved standards in this topic area, development of a certificate program seems a logical step in enhancing SAA's professional development program.

Fiscal Impact: Development will require a significant investment (indirect expense) of volunteer and staff time. Direct expenses in FY 2015 are to be determined.