

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

**Staff Report: Education  
(Prepared by Solveig De Sutter)**

*Please note that the following report includes both the staff report (January to May 2013) and the Committee on Education Annual Report (listed as Agenda Item 0513-VI-H).*

**Staff Report, January to May 2013**

**FY 2013 YTD Summary**

- Scheduled 88 programs.
- Offered 67 face-to-face programs.
- Delivered education to a total of 1,590 attendees.
- Cancelled three workshops due to lack of sufficient registrants.
- Secured 11 new hosts.
- See Table 1 for details on FY13 schedule.
- The Association of Research Libraries (ARL) and SAA agreed to offer six DAS courses per week to ARL constituents at 11 locations for a total of 66 courses starting in late July 2013.

**DAS Certificate Program, Phase II**

Contracted for two new courses:

- Accessioning and Ingest (Shallcross)
- Digital Curation Planning and Sustainable Futures (McGovern/Tibbo)

Managed revision of five courses:

- Arrangement and Description for Electronic Records revised into two one-day courses (Prom)
- Legal Issues in Digital Archives revised into one course on copyright and one course on privacy and confidentiality (Briston/McKay)
- Digital Forensics for Archivists revised into two one-day courses (Lee/Woods)
- Thinking Digital web seminar (G. and J. Colati)
- Viewshare web seminar in collaboration with Library of Congress (New)

**DAS Participation**

- 898 registrants have attended DAS courses.

- 600+ registrants (as of 4/6/13) are pursuing the DAS Certificate and have taken course exams.
- 15 registrants have fulfilled the nine-course requirement.

## Other

- Interviewed candidates and hired Ania Jaroszek to fill the position of Education Coordinator.
- Offered a newly developed “Reappraising and Deaccessioning Archival Materials from Start to Finish” in Nashville.

## DAS Subcommittee

The DAS Subcommittee completed creation of 115 items for the comprehensive examination at its February meeting, and also worked with the psychometrician to create data that allowed her to arrive at the minimal passing rate (using the Gangoff method) for the comprehensive exam.

The Subcommittee meets monthly via conference call to continually evaluate course content, course examinations, and revisions.

**Table 1: Summary of Offerings, FY 2013**

7/20/2012	Preserving Digital Archives: Concepts and Competencies [DAS] (Norris) <b>TA</b>	Knoxville, TN	26 (30)
7/20/2012	Digital Curation: Creating an Environment for Success [DAS] (Esposito) <b>SA</b>	Lafayette, IN	25 (35)
8/5-6/2012	Archives: Principles and Practices (Hackbart-Dean/Ostendarp)	San Diego	25 (35)
8/6/2012	Describing Moving Images with PBCore (Leigh/Michael)	San Diego	15 (25)
8/6/2012	CURATEcamp SAA 2012 (Garcia-Spitz/O’Meara/Sotelo)	San Diego	40 (40)
8/6/2012	Digital Forensics for Archivists [DAS] Lee	San Diego	41 (45)
8/6/2012	EAC-CPF (Wisser)	San Diego	24 (35)
8/6-7/2012	Here Today, Hear Tomorrow: a Workshop on Archival Audio (Blood)	San Diego	29 (35)
8/6-7/2012	Fundamentals of EAD and XSLT Stylesheets (Fox/Kiesling)	San Diego	24 (25)
8/7/2012	Web Archiving: Selection, Capture, Preservation and Marketing (Eubank/Schmitz-Fuehrig/Wright)	San Diego	32 (35)
8/7/2012	Utilizing Focus Groups to Gain User Feedback - <i>Cancelled</i>	San Diego	6
8/7/2012	Developing Specifications and RFPs for Recordkeeping [DAS] (Ghering)	San Diego	35 (35)
8/23-24/2012	Managing Electronic Records in Archives and Special Collections [DAS] (Deromedi/Shaw)	Washington	27 (35)
9/14-15/2012	Copyright: The Archivist and the Law (Maher)	Mt. Carroll, IL	9 (10)
9/21/2012	Oral History: From Planning to Preservation (Calabretta)	New York	20 (25)
9/28/2012	Describing Archives: A Content Standard (Dean)	Waco, TX	23 (30)
10/3-5/2012	Business Archives (Adkins/Mooney)	Minneapolis	31 (31)
10/5/2012	Appraisal of Electronic Records [DAS] (Wojcik) <b>SSA</b>	Austin	26 (26)
10/8/2012	Basic Electronic Records [DAS] (Huth) <b>Contract</b>	Minneapolis	35 (36)
10/12/2012	Preserving Digital Archives: Concepts and Competencies [DAS] (Norris) <b>CIMA</b>	Ogden, UT	21 (25)
10/15/2012	Copyright Issues for Digital Archives [DAS] (Behrnd-Klodt) <b>TA</b>	Knoxville, TN	18 (25)
10/15/2012	Advocacy, Archives, and Archivists Workshop -	Laramie, WY	26 (30)
10/19-20/2012	Archives: Principles and Practices - <i>Cancelled</i>	N. Hollywood, CA	4
10/22/2012	Archives Overview (Ostendarp) <b>ISHRAB</b>	Danville, IL	25 (30)
10/25/2012	Managing Literary Manuscripts: Identification, Arrangement, and Description (Hamburger/Melville-Johnson) - <i>Cancelled</i>	Richmond, VA	5
10/26/2012	Copyright Issues for Digital Archives [DAS] (Behrnd-Klodt)	Philadelphia, PA	21 (30)
10/26/2012	Digital Curation: Creating an Environment for Success [DAS] (McGovern/Smith)	New Orleans	19 (30)
10/29/2012	Grant Proposal Writing (Minks) <b>KYSHRAB</b>	Frankfort, KY	21 (30)
11/2/1012	Achieving Email Account Preservation with XML [DAS] (Ferrante) <b>NEA</b>	Boston	23 (25)

11/7/2012	Basic Electronic Records [DAS] (Huth) <b>SGA</b>	St. Simon's Island, GA	21 (30)
11/9/2012	Describing Archives: A Content Standard (DACS) (Dean)	St. Louis, MO	25 (30)
11/12/2012	Preserving Digital Archives: Concepts and Competencies [DAS] (Shepherd) <b>NYART</b>	New York, NY	33 (35)
11/12/2012	Appraisal of Electronic Records [DAS] (Wojcik)	Ann Arbor, MI	12 (25)
11/30/2012	Privacy and Confidentiality Issues in Digital Archives [DAS] (Behrnd-Klodt)	Northfield, MN	15 (25)
12/3/2012	EAC-CPF (Wisser)	New Brunswick	21 (30)
12/3/2012	Digital Forensics for Archivists [DAS] (Lee)	Philadelphia, PA	22 (30)
12/4/2012	Digital Forensics for Archivists [DAS] (Lee)	South Hadley, MA	22 (30)
12/5/2012	Archival Exhibits (Lacher Feldman)	Athens, OH	20 (25)
12/5/2012	Arrangement and Description of Electronic Records [DAS] (Prom)	Laramie, WY	23 (25)
12/7/2012	Digital Curation: Creating an Environment for Success [DAS] (Esposito) <b>SSA</b>	Austin	18 (25)
12/7/2012	Appraisal of Electronic Records [DAS] (Wojcik)	Chicago	27 (30)
1/14-15/2013	Archives: Principles and Practices (Hackbart-Dean/Ostendarp)	Denton, TX	21 (25)
1/23/2013	Measuring Dollars and Cents (R. Flynn/D. Flynn)	Tempe, AZ	0 (25)
2/1/2013	Arrangement and Description of Electronic Records [DAS] (Prom)	Cambridge, MA	33 (35)
2/11/2013	Copyright Issues for Digital Archives [DAS] (Behrnd-Klodt) <b>Contract</b>	Minneapolis, MN	31 (35)
2/12/2013	Privacy & Confidentiality Issues in Digital Archives [DAS] (Behrnd-Klodt) <b>Contract</b>	Minneapolis, MN	29 (35)
3/4-5/2013	Arrangement and Description of Electronic Records [DAS] (Prom)	Arlington, TX	37 (37)
3/7/2013	Digital Repositories [DAS] (G. Colati/J. Colati)	Cheney, WA	15 (35)
3/8/2013	Digital Repositories [DAS] (G. Colati/J. Colati)	Seattle, WA	32 (30)
3/11/2013	Inreach and Outreach for Digital Archives [DAS] (Eaton) <b>SNCA</b>	Greensboro, NC	21 (35)
3/11/2013	EAC-CPF (Wisser)	Hyattsville, MD	37 (37)
3/12/2013	Copyright Issues for Digital Archives [DAS] (Behrnd-Klodt) <b>SNCA</b>	Greensboro, NC	20 (35)
3/12-13/2013	Preservation and Identification of 20th Century Visual Materials (J. Waggener)	Columbus, OH	13 (30)
3/13/2013	EAC-CPF (Wisser)	Atlanta, GA	27 (35)
3/15/2013	Achieving Email Account Preservation with XML [DAS] (Eubank) <b>CIMA</b>	Ogden, UT	19 (35)
3/21/2013	Digital Forensics for Archivists [DAS] (Lee)	Worcester, MA	26 (30)
3/22/2013	Reappraising and Deaccessioning Archival Materials from Start to Finish (Carmack/Uglean-Jackson) <b>NEW</b>	Nashville, TN	15 (30)
3/29/2013	Digital Curation: Creating an Environment for Success [DAS] (Esposito)	Fairfax, VA	24 (30)
4/8-9/2013	Arrangement and Description of Electronic Records [DAS] (Prom)	Cheney, WA	31 (35)
4/11/2013	Privacy and Confidentiality Issues in Digital Archives [DAS] (Briston) <b>SCA</b>	Berkeley, CA	37 (37)
4/17/2013	Developing Specifications & RFPs for Recordkeeping [DAS] (Ghering) <b>MAC</b>	Indianapolis, IN	15(30)
4/25/2013	Digital Curation: Creating an Environment for Success [DAS] (Esposito) <b>MARAC</b>	Erie, PA	10 (30)
4/29-30/2013	Arrangement and Description of Electronic Records [DAS] (Prom) <b>Contract</b>	Minneapolis, MN	26 (35)
5/2/2013	EAC-CPF (Wisser)	Bellingham, WA	18(25)
5/6/2013	Appraisal of Electronic Records [DAS] (Wojcik) <b>Contract</b>	Minneapolis, MN	26 (35)
5/7/2013	Basic Electronic Records [DAS] (Huth)	Tallahassee, FL	20 (30)
5/10/2013	Achieving Email Account Preservation with XML [DAS] (Fuhrig)	Chicago, IL	6 (35)
5/13/2013	EAC-CPF (Wisser)	Cambridge, MA	17 (20)
5/22/2013	Managing Electronic Records in Archives and Special Collections [DAS] (Shaw) <b>CIMA</b>	Salt Lake City, UT	21 (35)
5/22/2013	Developing Specifications & RFPs for Recordkeeping [DAS] (Ghering) <b>SSA</b>	Austin, TX	20 (35)
6/5/2013	Privacy and Confidentiality Issues in Digital Archives [DAS] (Briston) <b>NYAC</b>	Brookville, NY	8 (35)
6/7/2013	Describing Archives: A Content Standard (Dean)	Columbus, OH	6 (35)
6/7/2013	Digital Curation: Creating an Environment for Success [DAS] (Esposito)	Milwaukee, WI	1 (35)
6/10/2013	Inreach and Outreach for Digital Archives [DAS] (Eaton)	Cambridge, MA	12 (35)
6/10/2013	Appraisal of Electronic Records [DAS] (Wojcik)	New York, NY	35 (35)
6/14/2013	EAC-CPF (Wisser)	Chicago, IL	2 (15)
6/17/2013	Implementing "More Product, Less Process"(Meissner)	Indianapolis, IN	15 (20)
6/18/2013	Inreach and Outreach for Digital Archives [DAS] (Eaton)	Philadelphia, PA	10 (35)
6/24/2013	EAC-CPF (Wisser)	New York, NY	5 (15)
6/24-25/2013	Digital Forensics for Archivists [DAS] (Lee)	Ann Arbor, MI	3 (30)
6/25/2013	Appraisal of Electronic Records [DAS] (Myers) <b>SGA</b>	Kennesaw, GA	1 (35)
6/27-28/2013	Rare Books for Archivists [DAS] (Laird)	Beltsville, MD	6 (15)
6/28/2013	Accessioning and Ingest of Electronic Records [DAS] (Shallcross) <b>CIMA</b>	Provo, UT	4 (25)

**Table 2: Summary of Scheduled Offerings, FY 2014 (as of 4/27/13)**

7/15/2013	Preserving Digital Archives: Concepts and Competencies [DAS] (Shepherd)	New York, NY	1(35)
7/22/2013	Copyright Issues for Digital Archives [DAS] (McKay)	Honolulu, HI	1 (25)
7/23/2013	Privacy and Confidentiality Issues in Digital Archives [DAS] (McKay)	Honolulu, HI	1 (25)
8/11-12/2013	Archives: Principles and Practices (Hackbart-Dean/Ostendarp)	New Orleans	
8/12/2013	Describing Archives: A Content Standard (Revised DACS) (Arnold)	New Orleans	
8/12/2013	EAD Hackathon (New) (Ferrante/Custer)	New Orleans	
8/12/2013	Encoded Archival Context – Corporate Bodies, Persons, and Families (EAC-CPF (Wisser)	New Orleans	
8/12/2013	Digital Curation Planning and Sustainable Futures [DAS] (New) (McGovern/Tibbo)	New Orleans	
8/13/2013	Premis Tutorial [DAS] (New) (Bredenberg)	New Orleans	
8/13/2013	Reappraising and Reaccessioning Archival Materials from Start to Finish (New) (Brett/Wiget)	New Orleans	
8/13/2013	Rights and Permissions: Policies for Reproduction and Reuse of Archival Holdings (New) (Dryden)	New Orleans	
8/13/2013	Managing Electronic Records in Archives and Special Collections [DAS] (Revised) (Shaw)	New Orleans	
8/13/2013	CURATEcamp SAA 2013 (Garcia-Spitz/Mumma)	New Orleans	
9/13-14/2013	Archives: Principles and Practices (Roth)	Mt. Carroll, IL	0 (15)
10/25/2013	Accessioning and Ingest of Electronic Records (Shallcross)	Cambridge, MA	3 (35)
10/28/2013	Digital Curation: Creating an Environment for Success [DAS] (Esposito)	Princeton, NJ	0 (28)
10/28-29/2013	Copyright: The Archivist and the Law (Maher)	Richmond, VA	0 (15)
11/1/2013	Preserving Digital Archives: Concepts and Competencies [DAS] (Shepherd)	San Antonio, TX	1 (30)
12/9/2013	Privacy and Confidentiality Issues in Digital Archives [DAS] (McKay)	South Hadley, MA	0 (35)

## Committee on Education Annual Report (2012 – 2013)

At its February meeting, the Committee on Education (COE) had a lengthy discussion of DAS certificate renewal criteria. Current policy states that the DAS certificate must be renewed every five years. Options discussed included:

- One course per year (total of five) from the Tactical and Strategic, Tools and Services, and Transformational tiers;
- Three or four courses in five years from the Tactical and Strategic, Tools and Services, and/or Transformational tiers.
- Requiring a certain credit point total by assigning different credit hours to webinars (currently considered one course credit) and face-to-face courses (i.e., 7.5 CEUs for 1-day courses, 14 CEUs for 2-day courses, and 1.5 CEUs for webinars or 0.5 ARCs for 1-day courses and 0.15 ARCs for webinars).

### The Committee agreed unanimously on the following criteria for renewal of the DAS certificate:

- DAS Certificate holders may choose which courses they wish to take and pass for renewal, but only one course may be from the Foundational tier (i.e., the other courses must come from other tiers).
- DAS Certificate holders must complete 25.5 credits within a five-year period (i.e., three face-to-face 1-day courses and 2 web seminars OR any other combination that adds up to 17 credits [25.5 CEUs for SAA; 17 ACRs for ACA]).

The COE suggested that one approach to populating the DAS Subcommittee over time may be to solicit interest in serving from individuals who have completed the certificate with excellent test scores.

The COE reviewed course examination pass/fail statistics and discussed staff management of the DAS program, including processing and tracking exams, exam orders, etc. The group concluded that more resources are needed to manage this program so that the staff can spend more time on improving the program, serving member needs, and offering more face-to-face workshops and courses and less time on administration of manual processes. By shifting that focus, members will be better served and more revenues will be generated.

### **Other Certificate Programs That SAA Might Consider**

The list of SAA offerings available for hosting (i.e., the Catalog) is already showing the tiers used in the DAS program applied to CE workshops. COE is envisioning other certificate programs with individual workshop exams (and no comprehensive exam) that would enable certificate holders to show that they took workshops and passed exams that SAA deemed important in regard to that category. The process of planning for a new certificate program would take place while we finish Phase III (FY 2014) of the DAS program.

A certificate program should teach someone to know *why* they are doing something, not just *how* to do it.

Based on existing workshops, the following tracks were identified and ranked:

- Arrangement and Description (A&D)
- Management and Administration
- Visual Materials / AV / Sound (expect difficulty in finding a developer)
- Preservation and Protection
- Reference, Access, and Outreach
- Appraisal
- Ethics / Legal

After A&D was selected for the first track (based on the number of workshops already created and deemed to be low-hanging fruit), the COE determined which workshops should be included in an A&D track. The group will review the identified workshops and this will coincide with the first part of the five-year review mandated by COE policy.

The chairs and staff created procedures/guidelines for the reviews due back to the Education Department by June 15 for compilation. Summaries will be distributed by June 18, and COE will discuss the results during a 30-minute slot at the August meeting.

The group is submitting a recommendation to the SAA Council to approve the planning and implementation of an Arrangement and Description Certificate Program (Agenda Item 0513-V-A-A&DCurriculum).