

**Society of American Archivists  
Council Meeting  
May 22 – 24, 2014  
Chicago, Illinois**

**Action: Creation of Arrangement and Description Curriculum  
(Prepared by Committee on Education Chair Jamie Roth and  
SAA Education Director Solveig De Sutter)**

**BACKGROUND**

At the May 2013 Council meeting, the Committee on Education (CoE) proposed creation of new certificate programs (based in part on SAA's experience with the Digital Archives Specialist Curriculum and Certificate Program), beginning with development of an Arrangement and Description certificate to be offered in FY 2015. (See 0513-V-A.) The Council applauded the Committee's initiative, encouraged the group to continue refreshing SAA's Arrangement and Description course offerings, and requested a more in-depth report that 1) outlines the curriculum and 2) analyzes SAA's development and implementation capacity.

**DISCUSSION**

**Proposed Arrangement and Description Curriculum**

During the course of 2013, the Committee on Education developed a matrix to evaluate and review existing SAA Arrangement and Description workshops and others that might fit into an A&D curriculum. (For details on path information, see the Committee on Education Annual Report at Agenda Item 0514-VII-H). At the Committee's March 2014 meeting, each member presented her/his findings and the group determined the content for an Arrangement and Description Curriculum, including revisions, updates, and new topics. See attached chart (Appendix). The first recommendation below proposes that the Council approve creation of an Arrangement and Description curriculum.

**SAA's Capacity for Development and Implementation**

The Committee also has discussed SAA's development and implementation capacity at length. Based on both the number of individuals who request and participate in SAA's courses, workshops, and webinars and the evaluations associated with those offerings, we believe that we can characterize the current education program as highly successful. As one metric: Gross revenues in Education have increased from \$279,753 in FY 2010 to \$525,944 (projected) in FY 2014. During that period the number of SAA courses and workshops offered has increased from 58 (with 1,166 students) to 115 (with 2,294 students), and we have expanded format options to include course plus examination, comprehensive examination, traditional workshop, webinar,

CURATEcamps, and Hack-A-Thons. For additional details and statistics, see the Committee on Education annual report at 0514-VII-H and the Education Director's report at 0514-VII-E-3.

The flip side of this success is that the challenges associated with implementing current and new offerings, experimenting with and implementing new formats, and ensuring a high level of quality are straining current resources and departmental infrastructure, thus inhibiting future growth. Although we were able to add a full-time staff member (Mia Capodilupo) to the department effective February 2014, the current workload has forced us to steer demand for courses and workshops in March through June to Fall 2014 due to our inability to accommodate more programs at this time.

The Digital Archives Specialist program provides a successful model that we believe will continue to expand and may be replicated in other ACE Categories, such as Arrangement and Description. However, the Committee on Education has seen that managing the very active DAS program in addition to other offerings has become a challenge to the existing infrastructure. We believe that with more resources, the Committee and the Education Department can continue work on course track development and can develop the potential for ACE categories to evolve into additional certificate programs. The second recommendation below proposes creation of a task force to examine the additional resources that may be necessary to continue to "grow" this important program. The work of the task force would be especially timely and valuable as it would provide specifications to be included in selection and development of a new association management software (AMS) system.

### **RECOMMENDATION 1**

**THAT the Committee on Education and staff create and implement an Arrangement and Description Curriculum as outlined in the Appendix.**

**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 core topic area. Based on previous discussions and the outline provided by the Committee on Education, Arrangement and Description is a topic area that lends itself to this sort of curriculum.

**Fiscal Impact:** Development requires a significant investment of volunteer and staff time (indirect expense). Direct expenses of \$5,000 for development of three webinars and revisions/update of five workshops are included in the FY 2015 proposed budget. Five additional updates/revisions for the A&D track are expected to take place in FY 2016.

### **RECOMMENDATION 2**

**THAT a task force be created to research and make recommendations for the structure, support, and sustainability needed to continue to expand SAA's educational offerings, and that it focus its recommendations on the operational resources (e.g., staffing and IT infrastructure) that may be necessary to support current Education Department operations and to accommodate future program growth.**

**Support Statement:** Although SAA's current education program is both highly successful and profitable, the increased demand for courses is straining current resources and departmental infrastructure, inhibiting future growth. The work of the task force would be especially timely and valuable as it would provide specifications to be included in selection and development of a new association management software (AMS) system.

**Impact on Strategic Plan:** The work of the proposed task force would assist in achieving Goals 2, 3, and 4 of SAA's Strategic Plan. By researching, reviewing, and evaluating the Education Department operations, the task force can make considerable strides by furthering the goal of enhancing professional growth by providing high-quality educational opportunities in a variety of formats and time-frames.

**Fiscal Impact:** Expense for one face-to-face meeting in the Chicago office, based on three task force members and three staff members is \$1,950. (This amount is included in the FY 2015 proposed budget, Program 105, Activity 2.c., pending the Council's approval.)

	<b>Workshop/Course</b>	<b>Path (Electronic/Digital; Standards; Core; Legal Issues; Administrative)</b>	<b>A &amp; D Tier?</b>	<b>A &amp; D Sequence/Status</b>
<b>Fundamental (F)</b>				
REQ	Arrangement and Description of Manuscript Collection	All	F	
REQ	Describing Archives: A Content Standard (DACS)	Core, Standard	F	
	Copyright: The Archivist and the Law	Core, Legal, Administrative,	TBD	Under revision
	Encoded Archival Description	Electronic/Digital, Standard, Core	F	
	Beginner's Guide to Metadata <i>Web Seminar DAS</i>	Electronic/Digital, Standard, Core	F	
	Ethical Problem Solving	Core, Legal, Administrative	F	Under revision
NEW	Appraisal (appropriate for a webinar)		F	
NEW	Rights and Confidentiality (appropriate for a webinar)		F	
NEW	Archival Authorities	Core, Standard	F	
<b>Tactical and Strategic (TST)</b>				
REQ	Confidentiality and Privacy Issues in Digital Archives <b>DAS</b>	Electronic/Digital, Legal, Administrative	TST	
	Applying DACS to Single-Item Manuscript Cataloging	Standard	TST	Beginning of Track
	Arrangement and Description of Electronic Records Parts 1 & 2 <b>DAS</b>	Electronic/Digital, Core	TST	
	Managing Architectural Design and Construction Records	Core-TBD	TBD	Introductory
	Project Management for Archivists	Electronic/Digital, Core, Administrative	TST	Beginner/intermed
	Photographs: Archival Principles & Practices	Core-TBD	TST	Mid-track
	MARC According to DACS: Archival Cataloging to the New Descriptive Stand.	Standard	TST	
	Copyright Issues in Digital Archives <b>DAS</b>	Electronic/Digital, Legal, Administrative	TST	
	Implementing More Product, Less Process	Core, Administrative	TST	Between F & TR
	Grant Writing	Administrative	TST	
NEW	Arrangement and Description for AV Materials (one day workshop, at least)		TST	
NEW	Arranging and Describing Ephemera		TST	
<b>Tools and Services (T&amp;S)</b>				
	Implementing DACS in Integrated CMS Archivists' Toolkit	Standard	T&S	
	Style Sheets for EAD--Delivering Your Finding Aids on the Web	Electronic/Digital, Standard	T&S	
	Fundamentals of Encoded Archival Description and XSLT Stylesheets	Electronic/Digital, Standard	T&S	F or T&S
NEW	Determining options for and selecting tools (appropriate for a webinar)		T&S	
<b>Transformational (TR)</b>				
	Financial Management for Archivists	Legal, Administrative	TR	TBD
	SAA Standard: EAC-CPF	Electronic/Digital, Standard	TR	Between F - TST
NEW	Name Authorities and RDF		TR	

NEW Linked Archival Open Data	TR
NEW Big Data Set Management	TR
NEW Arrangement and Description for Outreach - Processing for the Camera	TR
NEW Visualizing Description (colored maps/timelines)	TR