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

Chair Report: Committee on Education
(Prepared by James Roth)

The SAA Committee on Education (CoE) met March 6-7, 2014, at SAA headquarters. In attendance were Committee Chair James Roth; Vice Chair Shelby Sanett; Committee members Alison Clemens, Lorraine Dong, Erin Faulder, Morgan Gieringer, David Kay, Naomi Nelson, Marty Oliff, and Jennifer Pelose; Lori Lindberg, *ex officio*; Education Director Solveig De Sutter; and Education Coordinators Mia Capodilupo and Ania Jaroszek. Absent: Geof Huth, Council liaison.

COMMITTEE ON EDUCATION STRATEGIC PLAN AND NEEDS

The Committee discussed current resources and support for both the Committee and the staff to 1) maintain and build on the momentum of the DAS program to keep it relevant and sustainable; 2) develop other tracks/programs in the Archival Continuing Education (ACE) categories; and 3) strategically position SAA as the archival continuing education provider of choice.

Maintain and Build Momentum of the DAS Program
The Committee has supported the Subcommittee's request to appoint additional members and to reappoint members whose service was to expire. The Council approved expansion of the DAS Subcommittee by two positions in January 2014. In addition, working with the Vice President we implemented a one-time extension of one term for current members of the DAS Subcommittee to ensure continuity in the DAS Program development.

Develop Other Tracks/Programs in ACE Categories
The early success of DAS led the Committee to examine how other tracks/programs within ACE categories might benefit from the DAS structure. It was felt that the tiered structure gave meaning and purpose to the DAS courses. During the past year, CoE has assessed the categories and determined that the most fully developed workshops (breadth and scope) were found in the Arrangement and Description (A&D) category. CoE reviewed and evaluated all A&D workshops and then proposed an A&D track whose tiered structure follows DAS: Fundamental, Tactical and Strategic, Tools and Services, and Transformational. After sorting by tiers, CoE determined that "paths" could be identified within the structure so that an individual interested in electronic/digital records could concentrate on attending courses/workshops with a related A&D Electronic/Digital

component. Five "paths" were identified: Electronic/Digital, Standards, Core/General, Legal Issues, and Administrative. This enabled the CoE to identify an additional 11 topics to fill in gaps in the existing workshop curriculum. (See <mark>Attachment</mark>: A&D track courses/workshops spreadsheet. Identified gaps appear in dusty rose and courses that are already a part of DAS appear in gray).

Path Definitions:
- *Core/General:* Workshops that have general A&D knowledge and can fit with any path. There may not be enough Core workshops to make this a separate path.
- *Electronic/Digital:* Workshops geared toward archivists who work with electronic/ digital records.
- *Standards:* Workshops related to various standards within Arrangement and Description.
- *Legal Issues:* Workshops related to various legal issues associated with Arrangement and Description.
- *Administrative:* Workshops related primarily to the administration of A&D programs.

Position SAA as the Archival Continuing Education Provider of Choice
Continue to support new initiatives and ideas to further provide continuing education opportunities. Some initiatives the CoE has been working on include:

Request for Task Force: To strategically position SAA as the archival continuing education provider of choice, the CoE is requesting that the SAA Council create a task force to research and make recommendations for the structure, support, and sustainability of the expanding educational offerings. (See Agenda Item 0514-V-C.)

Collaboration with SAA Publications Board: CoE and the Publications Board are working on tying new publications to courses, workshops, and webinars. Publications Editor Chris Prom suggested using the "Trends in Archives" series, citing that the first module developed was Archival Arrangement and Description. Because the module is published and dovetails with CoE's emphasis on reviewing the A&D track, it was thought this would be a perfect opportunity to start the collaboration. In essence, the webinar and e-publication will be offered as a package. As CoE does with other webinars, the recorded presentation will be offered on demand. This also creates a partnership in which the Publications Board and CoE together can develop publications and workshops/webinars in a consistent manner, thereby strengthening both areas.

SNAP Forum: The "education forum" proposal from SNAP – originally submitted to CoE – was approved for a noon-time forum slot during the Annual Meeting. CoE suggested that SNAP collaborate with the Archival Educators Roundtable (AERT) and offered to assist in submitting the proposal and marketing it if accepted by AERT.

"Coalition for National Learning": Kathleen Roe alerted CoE about an upcoming conference called "Coalition for National Learning." Its purpose is to explore the creation of a coalition of "libraries and other cultural institutions" focusing on how to

collaborate on continuing professional education in areas of common concern. The CoE will continue to work with Kathleen on any outcomes or communication from this conference.

The Committee will continue to work to support the educational initiatives set forth by the Council.

	Workshop/Course	Path (Electronic/Digital; Standards; Core; Legal Issues; Administrative)	A & D Tier?	A & D Sequence/Status
	Fundamental (F)			
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 *Web Seminar DAS*	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	
	Tactical and Strategic (TST)			
REQ	Confidentiality and Privacy Issues in Digital Archives **DAS**	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 **DAS**	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 **DAS**	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	
	Tools and Services (T&S)			
	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	Determing options for and selecting tools (appropriiate for a webinar)		T&S	
	Transformational (TR)			
	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