Society of American Archivists
Council Meeting
May 11–13, 2016
Chicago, Illinois

Staff Report: Education
(Prepared by Director of Education Solveig De Sutter)

FY 2016 YTD
- Scheduled 105 events for FY 2016.
- Offered 80 face-to-face programs.
- Delivered "live" education to a total of 1,408 attendees.
- Cancelled two courses.
- Worked with four new hosts.
- Scheduled the DAS Comprehensive Examinations in 17 locations.
- See Table 1 for details on FY'16 schedule YTD.
- Work in process with 17 potential co-sponsors.

A&D Certificate Program

Development/Revisions Completed YTD:
- Fundamentals of Project Management for Archivists
- Arrangement and Description Fundamentals
- RDA I and II Webinars
- Arrangement and Description for AV Records

Revisions/Updates in Process:
- Rights and Confidentiality Webinar
- Grant Proposal Writing for A&D
- Financial Management for Archivists

Under Development:
- MARC for Archival Description
- Appraisal for A&D Webinar
- Ethics for Archivists

Committee on Education:
Met February 25-26, 2016, in Chicago and received a briefing by the DAS Subcommittee chair regarding that program's status, direction, and plans. Addressing the needs and expectations for

the A&D program line up, including status of each course and its exams resulted in further clarification of A&D exam policy. They worked on fine tuning the ACE Guidelines, revised the CoE charge, and spent considerable time discussing the pros and cons of vendor inclusion in SAA education offerings.

DAS Certificate Program

Development/Revisions Completed YTD:
- Providing Access to Digital Archives (1/2 day course).
- Providing Access to Born-Digital Archives (Webinar) offered in July to approximately 85 participants at 31 locations.
- Web Archiving Fundamentals (Webinar) offered in live sessions (January and March) to 51 participants.
- User Experience Design and Digital Archives (Webinar) offered in March to approximately 30 participants at 15 locations.
- Thinking Digital (Webinar) offered in March to approximately 23 participants at 8 locations.

Revisions/Updates in Process:
- Appraisal of Electronic Records
- Digital Repositories
- Introduction to Premis

Under Development:
- XML – EPADS
- Preservation for Audio and Video Formats
- Command Line Interface
- Research Data Curation

DAS Participation:
- 1,034 individuals have taken one to two DAS courses.
- Approximately 600 are pursuing the DAS Certificate and have taken exams.
- 265 individuals have fulfilled all requirements and were awarded the DAS Certificate.

FY '16 DAS Comprehensive Examinations Schedule:
- August 2015 in Cleveland and New York.
- November 2015 in Boston, Chicago, Denver, Fairfax (Virginia), Austin, Los Angeles, Minneapolis, New York, and Honolulu.
- February 2016 in Chicago, Fairfax (Virginia), New York, Los Angeles, Honolulu, Salt Lake City, and several individual exams.

DAS Subcommittee:
Met in Chicago February 23-24, 2016, and worked on solidifying duties and responsibilities to ensure institutional memory as people are rotating off. That included revised roles/ responsibilities, course development guidelines, a push to increase developers/instructors from across the profession, and a simplified course proposal form and streamlined workflow to make

process more transparent (based on faculty session feedback). This culminated in a strategic plan.

The group also took another look at correlating existing courses with ACE categories, core competencies, and the basis for the "What You Should Know" information in course descriptions. This should ensure even distribution of course functionality.

The Digital Archives Continuing Education Task Force (DACE) developed core competencies in 2010 and DAS Subcommittee members felt it was time for edits. Goals must be achievable, the field has changed, expectations are different, etc., and the group is trying to make the cycle of exams more predictable/programmatic and stay on the same schedule. A timeline for exam revisions was developed and processes solidified to introduce new questions and retire old questions. The Comprehensive Examination Key Validation Report indicates questions that are easy, hard, or pose a problem and the group resolves the issues.

Other Continuing Education

Development Completed YTD:
- Secure and Protect Your Collections
- Basics of Preservation for Archives

Other:
- Created, revised, and migrated web education pages.
- Contracted and booked five DAS courses with Yale University (contract).
- Contracted with SRMA to offer a series of webinars and courses.

Table 1. FY '16 YTD

7/14/2015	Providing Access to Digital Archives [DAS] *Webinar*	N/A	85	Veronica Martzahl
7/16-17/2015	Arrangement and Description of Manuscript Collections	Charlottesville, VA	32	P. Hackbart-Dean/ S. Potts- McDonald
7/21/2015	Providing Access to Digital Archives [DAS] 1/2 day **CoSA**	Austin, TX	35	Veronica Martzahl
7/27/2015	Preserving Digital Archives [DAS] **ARL**	Boston, MA	30	Kelcy Shepherd
7/28/2015	Arrangement and Description of Electronic Records, Part I [DAS] **ARL**	Boston, MA	25	Carol Kussmann
7/29/2015	Privacy and Confidentiality in Digital Archives [DAS] **ARL**	Boston, MA	19	Jean Dryden
7/30/2015	Digital Forensics for Archivists: Foundational [DAS] **ARL**	Boston, MA	24	Martin Gengenbach
7/31/2015	Appraisal of Electronic Records [DAS] **ARL**	Boston, MA	17	Mark Myers
7/22-23/15	Preservation and Identification of 20th Century Visual Materials	Lakeland, FL	15	John Waggener
8/3-4/2015	Archives: Principles and Practices (**Contrac**t)	Mt. Carroll, IL	8	Pam Hackbart-Dean

8/16/2015	Digital Forensics for Archivists: Foundational [DAS] (New)	Cleveland, OH	28	Martin Gengenbach
8/16-17/2015	Archives: Principles and Practices	Cleveland, OH	27	A. Ostendarp/ P. Hackbart-Dean
8/16-17/2015	Architectural Records: Managing Design & Construction Records (Revised)	Cleveland, OH	21	T. Nelb/W. Lowell
8/17-18/2015	Digital Forensics for Archivists: Advanced [DAS]	Cleveland, OH	28	C. Lee/M. Gengenbach
8/17-18/2015	Encoded Archival Description (EAD3) (Updated)	Cleveland, OH	15	M. Fox/K. Kiesling
8/16/2015	Fundamentals of Project Management for Archivists (Revised)	Cleveland, OH	26	Rosemary Flynn
8/17/2015	Managing Audiovisual Digitization Projects (New)	Cleveland, OH	24	G. Blood/J. Ranger/ R. Pike
8/17/2015	Privacy and Confidentiality in Digital Archives [DAS]	Cleveland, OH	36	Heather Briston
8/17/2015	Premis Tutorial	Cleveland, OH	21	K. Bredenberg/ R. Guenther
8/17/2015	Toward Financial Sustainability in Archives *Cancelled*	Cleveland, OH	0	R. Flynn/D. Flynn
8/18/2015	Advanced Project Management for Archivists (New)	Cleveland, OH	18	Rosemary Flynn
8/18/2015	Describing Archives: A Content Standard (DACS) (Revised)	Cleveland, OH	16	Gordon Daines
8/18/2015	Rights & Permissions: Policies for Reproduction & Reuse of Archival Holdings	Cleveland, OH	24	Jean Dryden
8/18/2015	Developing Specifications and RFPs [DAS]	Cleveland, OH	22	Cynthia Ghering
8/19/2015	DAS Comprehensive Examination	Cleveland, OH	51	
8/27/2015	Digital Forensics for Archivists: Fundamentals [DAS]	Sacramento, CA	33	Martin Gengenbach
9/1-2/2015	Copyright Law for Archivists: A Risk Assessment Approach **(Contract)**	Mt. Carroll, IL	6	William Maher
9/17-18/15	Arrangement and Description of Electronic Records Part I & II [DAS]	Austin, TX	26	Seth Shaw
9/18/2015	Appraisal of Electronic Records [DAS]	Milwaukee, WI	14	Mark Myers
9/22/2015	Digital Curation: Fundamentals for Success [DAS]	Chicago, IL	9	Kari Smith
9/28-29/2015	Real World Reference: Moving Beyond Theory	Jefferson City, MO	17	Nora Murphy
9/30-10/1/15	Records Management for Archivists	Charleston, SC	8	Brad Houston
10/1/2015	Fundamentals of Project Management for Archivists	Austin, TX	10	Rosemary Flynn
10/2/2015	Advanced Project Management for Archivists (New)	Austin, TX	9	Rosemary Flynn
10/9/2015	Privacy and Confidentiality in Digital Archives [DAS]	Salt Lake City, UT	11	Jean Dryden
10/12-13/15	Digital Forensics for Archivists: Advanced [DAS]	Seattle, WA	14	Cal Lee
10/26/2015	Grant Proposal Writing	Dallas, TX	8	Gina Minks

Date	Title	Location	#	Instructor
10/30/2015	Secure and Protect your Collections	New Orleans	23	Shelby Sanett
11/10/2015	DAS Comprehensive Examination in Boston, Chicago, Denver, Fairfax, Austin, Los Angeles, Minneapolis, New York, and Honolulu	Various	40	
11/16/2015	Web Archiving Fundamentals **Webinar**	N/A	20	Anna Perricci
12/1/2015	Privacy and Confidentiality in Digital Archives [DAS]	College Park, MD	23	Jean Dryden
12/2/2015	Copyright Issues in Digital Archives [DAS]	Fairfax, VA	12	Jean Dryden
12/3-4/2015	"Real World" Reference: Moving Beyond Theory	Washington, DC	23	Nora Murphy
12/10/2015	Forming Names According to RDA: Part II **Webinar**	N/A	12	Kathy Wisser
1/15/2016	Appraisal of Electronic Records [DAS]	Corvallis, OR	27	Mark Myers
1/15/2016	EAC-CPF	State College, PA	10	Kathy Wisser
1/25/2016	Preserving Digital Archives	New York, NY	24	Kelcy Shepherd
1/26/2016	Digital Curation: Fundamentals for Success [DAS]	New York, NY	24	Kari Smith
1/28-29/2016	Arrangement and Description of Electronic Records Part I & II [DAS]	New York, NY	24	Seth Shaw
2/22-23/2016	Encoded Archival Description (EAD3) (Updated) [Postponed from 11/2015]	New York, NY		M. Rush/K. Shepherd
2/24/2016	DAS Comprehensive Examination in Chicago, New York, Los Angeles, Edmonton, Honolulu, Salt Lake City, College Park	Various		
3/1/2016	User Experience Design and Digital Archives **Webinar**			Mahnaz Ghaznavi
3/3-4/2016	Arrangement and Description of Electronic Records Part I & II [DAS]	Milwaukee, WI		Carol Kussmann
3/7/2016	Fundamentals of Project Management for Archivists	Denton, TX		Gina Minks
3/8/2016	Advanced Project Management for Archivists (New)	Denton, TX		Gina Minks
3/10/2016	Fundamentals of Project Management for Archivists	Cleveland, OH		Rosemary Flynn
3/11/2016	Advanced Project Management for Archivists (New)	Cleveland, OH		Rosemary Flynn
3/21-22/2016	"Real World" Reference: Moving Beyond Theory	Philadelphia, PA		Nora Murphy
3/24/2016	Thinking Digital: A practical session to help you get started! **Webinar**	N/A		Veronica Martzahl
3/24–25/2016	Encoded Archival Description: EAD3	Minneapolis, MN		Michael Fox/K. Kiesling
3/31/2016	Appraisal for Arrangement and Description **Webinar**	N/A		Mark Greene
3/31/2016	Accessioning and Ingest of Electronic Records [DAS]	Corvallis, OR		Erin Faulder
3/31/2016	Arrangement and Description of Electronic Records, Part I [DAS] **NEA Annual MTG**	Portland, ME		Seth Shaw
4/1/2016	Providing Access to Digital Archives [DAS]	Corvallis, OR		Erin Faulder

4/6/2016	Digital Forensics for Archivists: Fundamentals [DAS]	Baton Rouge, LA	C. Lee
4/7-8/16	Digital Forensics for Archivists: Advanced [DAS]	Baton Rouge, LA	C. Lee/K. Woods
4/7/2016	Grant Proposal Writing **[Cancelled]**	Indianapolis, IN	Gina Minks
4/7 - 4/8/2016	Archives: Principles and Practices	Notre Dame, IN	A. Ostendarp/ P. Hackbart-Dean
4/8/2016	Archivists Guide to Balancing Legal Issues	Philadelphia, PA	Heather Briston
4/27/2016	Digital Curation Planning and Sustainable Futures [DAS] **ARL**	Milwaukee, WI	Helen Tibbo
4/28/2016	Describing Archives: A Content Standard	Seattle, WA	Gordon Daines
4/28/2016	Arrangement & Description of Electronic Records [DAS]	Seattle, WA	Chris Prom
5/2/2016	Privacy and Confidentiality in Digital Archives [DAS]	Nashville, TN	Jean Dryden
5/2/2016	Digital Curation: Fundamentals for Success [DAS] **ARL**	Tallahassee, FL	Kari Smith
5/3/2016	Digital Archives and Libraries [DAS] **ARL**	Tallahassee, FL	Tom Rosko
5/4/2016	Privacy and Confidentiality in Digital Archives [DAS] **ARL**	Tallahassee, FL	Jean Dryden
5/5/2016	Digital Forensics for Archivists: Fundamentals [DAS] **ARL**	Tallahassee, FL	Cal Lee
5/6/2016	Managing Electronic Records in Archives and Special Collections [DAS] **ARL**	Tallahassee, FL	Seth Shaw
5/5/2016	Digital Curation: Fundamentals for Success [DAS]	Denver, CO	Jackie Esposito
5/11/2016	Copyright Issues in Digital Archives [DAS] - **CIMA Annual Meeting**	Ogden, UT	Heather Briston
5/11/2016	Fundamentals of Project Management for Archivists	Ogden, UT	Rosemary Flynn
5/18/2016	Preserving Digital Archives [DAS]	Oklahoma City, OK	Liz Bishoff
5/23/2016	Preserving Digital Archives [DAS]	Boston, MA	Liz Bishoff
5/31/2016	Accessioning and Ingest of Electronic Records [DAS]	Montreal, CANADA	Erin Faulder
6/6-7/2016	Copyright Law for Archivists: A Risk Assessment Approach	Chicago, IL	William Maher
6/8/2016	Copyright Issues for Digital Archives [DAS]	Plattsburgh, NY	Jean Dryden
6/10/2016	Managing Electronic Records in Archives and Special Collections [DAS]	Honolulu, HI	Seth Shaw
6/14/2016	Digital Repositories [DAS]	Athens, GA	Lori Lindberg
6/21– 22/2016	Fundamentals of Arrangement & Description	Boston, MA	P. Hackbart-Dean/ S. Potts- McDonald

Table 2. FY '17 YTD

7/18-19/2016	Arrangement & Description of Electronic Records [DAS]: Parts 1 & 2	Denver, CO		Carol Kussman
7/31/2016 – 8/1/2016	Archives: Principles and Practices	Atlanta, GA		Annie Ostendarp /Jamie Roth
7/31/2016	Describing Archives: A Content Standard [A&D] REVISED	Atlanta, GA		Jackie Dean
7/31/2016	Digital Forensics: Fundamentals	Atlanta, GA		Marty Gengenbach
8/1-2/2016	Fundamentals of Arrangement and Description [A&D]	Atlanta, GA		Susan Potts McDonald
8/1-2/2016	Copyright Law for Archivists: A Risk Assessment Approach	Atlanta, GA		Bill Maher
8/1-2/2016	Digital Forensics: Advanced [DAS]	Atlanta, GA		Marty Gengenbach
8/1/2016	Fundamentals of Financial Management for Archivists	Atlanta, GA		Rosemary Flynn
8/1/2016	The Basics of Preservation for Archives – pending review	Atlanta, GA		Paula DiStefano
8/1/2016	Command Line Interface [DAS] NEW	Atlanta, GA		Bertram Lyons
8/2/2016	Secure and Protect Your Collections	Atlanta, GA		Shelby Sanett
8/2/2016	Arrangement and Description for AV Materials [A&D]	Atlanta, GA		Megan McShea
8/16-17/2016	Archives: Principles and Practices	Mt. Carroll, IL		Pam Hackbart-Dean
9/23-24/2016	Copyright Law for Archivists: A Risk Assessment Approach	Mt. Carroll, IL		W. Maher
9/23/2016	Fundamentals of Acquisition and Appraisal	Morgantown, WV		Virginia Hunter
10/10-11/2016	Real-World Reference: Moving Beyond Theory	State College, PA		Nora Murphy