

**Society of American Archivists  
Council Meeting  
May 16-17, 2017  
Chicago, Illinois**

**Revise Description of  
Digital Archives Specialist (DAS) Subcommittee**

**(Prepared by Governance Coordinator Felicia Owens)**

**BACKGROUND**

At its February 2017 meeting in Chicago, the DAS Subcommittee discussed the structure of the subcommittee in regard to continuity of knowledge and balance of leadership. The subcommittee determined that a four-year term length for the chair was too long and did not allow for adequate turnover.

**DISCUSSION**

The DAS subcommittee proposes that the leadership structure be changed so there are vice chair, chair, and past chair positions. The vice chair will be chosen each year from among the upcoming second year members, so she/he can serve as vice chair in the second year, chair in the third year, and past chair in the fourth year of her/his term. Limiting the length of the chair's term to one year will provide more members with leadership opportunities on the subcommittee and provide more variety and input for the direction of the DAS Subcommittee. Adding a "past chair" term will ensure that continuity is maintained despite the more frequent chair turnover.

The language in Section II has been amended to indicate that anyone appointed to the subcommittee must have already earned her/his DAS certificate. All subcommittee members have access to privileged information on DAS courses and involvement in developing the DAS exam, which would compromise the integrity of their pursuit of a DAS certificate.

The other proposed change to the DAS Subcommittee description would grant outgoing committee members a two-year grace period in which to fulfill the necessary requirements to maintain and renew their DAS certificate. This is a more realistic timeline given that committee members, due to their privileged position, cannot participate in the DAS program while on the committee.

## RECOMMENDATION

**THAT the Digital Archives Specialist (DAS) Subcommittee description be revised as follows (~~strikethrough = deletion, underline = addition~~):**

### Digital Archives Specialist (DAS) Subcommittee

#### I. Purpose

The Digital Archives Specialist (DAS) Subcommittee is responsible for ensuring that the Digital Archives Specialist curriculum remains up-to-date. Because the curriculum is likely to require frequent changes, the Subcommittee suggests and implements changes to the curriculum (including the examinations) as needed. In addition, the Subcommittee is responsible for ensuring the currency of the core competencies for a DAS certificate, overseeing the learning outcomes to ensure that they support the core competencies, and supporting the development of new courses.

#### II. Committee Selection, Size, and Length of Terms

The Digital Archives Specialist (DAS) Subcommittee consists of eight members (including a chair) appointed by the SAA Vice President for staggered four-year terms. Each year, a vice chair will be appointed from among the upcoming second-year members and will serve as vice chair in the second year, as chair in the third year, and as past chair in the fourth year of her/his term. The subcommittee chair serves as an *ex officio* member of the Committee on Education. The SAA Education Director serves as an *ex officio* member of the subcommittee.

The membership of the subcommittee shall comprise a mix of practicing archivists with e-records/digital experience and or knowledge, teaching experience, technical skills, expertise covering the archival spectrum, and administrative or supervisory experience. Ideally, the subcommittee as a whole will reflect individual and institutional diversity. ~~It is preferred that subcommittee members~~ Members must have a DAS certificate to serve on the subcommittee.

Outgoing committee members will be granted a two-year grace period to allow adequate time for the necessary requirements to maintain and renew their DAS Certificate. Courses for which a committee member serves as a course shepherd (i.e. liaison) do not apply toward DAS Certificate renewal.

Members can expect to spend four to five hours per month on subcommittee work.

#### III. Reporting Procedures

The subcommittee reports to the Committee on Education, providing updates at each meeting and intermittently as appropriate.

The subcommittee works closely with the Education Director, serving in an advisory capacity on education-related projects and programs operated out of the executive office.

#### **IV. Duties and Responsibilities**

- Assess and recommend changes to the DAS curriculum as needed.
- Ensure the currency and relevance of the core competencies for a DAS certificate.
- Oversee course learning outcomes to ensure that they support the core competencies.
- Identify new topics for development.
- Liaise with developers/instructors to ensure high-quality offerings.
- Author the Comprehensive Examination and assure its integrity.

#### **V. Meetings**

When resources are available, the subcommittee meets up to two times each year and via monthly conference calls.

*Approved by the SAA Council: May 2011*

*Revised: April 2012, January 2014, June 2016, February 2017, May 2017.*

**Support Statement:** These changes will allow for more leadership opportunities while ensuring there is no loss of knowledge or continuity. The change to DAS certificate renewal will allow subcommittee members to fulfill the necessary requirements on a more realistic timeline.

**Relation to Strategic Plan:** These changes support Goal 4.2. Create opportunities for members to participate fully in the association, and Goal 4.3. Continue to enrich the association and the profession with greater diversity in members and expanded leadership opportunities.

**Fiscal Impact:** None.