

**Society of American Archivists
Council Meeting
May 7-9, 2018
Chicago, Illinois**

**Revisions to Committee on Education Description
(Prepared by Lauren Goodley, Chair, and Erin Faulder, Vice Chair)**

BACKGROUND

Through the process of determining appointment recommendations for the Committee on Education in the 2018 cycle, Lauren Goodley (chair) and Erin Faulder (vice chair) discovered that the current committee description provides guidelines for appointing the vice chair that do not match recent practice.

DISCUSSION

Through discussion with Director of Education Rana Hutchinson Salzman and Governance Coordinator Felicia Owens, Goodley and Faulder determined that it would better suit the Committee on Education to maintain the recent practice of appointing a new vice chair from among current second-year members, so that an individual would serve as vice chair in the third year of service and ascend to chair in the fourth year. This practice will provide better overall continuity and ensure that more experienced members are leading the committee.

RECOMMENDATION

THAT the following revisions to the Committee on Education description be approved (*underline=addition, strikethrough=deletion*):

**Society of American Archivists
Committee on Education**

I. Purpose

The Committee on Education has four complementary purposes: 1) to assess the profession's educational needs; 2) to prepare and promote standards for archival education programs based in graduate schools; 3) to prepare and promote post-appointment and continuing education and training programs; and 4) to provide advice to the SAA Education Office.

The Committee on Education's work is based on the following assumptions:

- Education and professional development are essential to the continued advancement of the profession;
- As the profession continues to grow and change, continuing education programs must be addressed in a coordinated manner, ensuring that developments in all areas are based on a common understanding of the profession at all levels;
- Education and professional development offerings must be responsive to the forces and circumstances that could or should shape the profession; and
- Education and professional development should be a cooperative enterprise involving various participants, including SAA; other national, regional, and local archival organizations; graduate-level academic programs; employers; and related professional associations.

II. Committee Selection, Size, and Length of Terms

The Committee on Education consists of ten members (including a chair and vice chair) appointed by the SAA Vice President for staggered three-year terms. The vice chair is appointed by the Vice President normally from among the committee members currently serving in the second year of their appointment; that individual then serves as vice chair in her or his third year on the committee. The vice chair assumes the chair in her or his ~~third~~ fourth year on the committee. The chair of the Graduate Archival Education Subcommittee serves as a member of the committee. The chair of the Digital Archives Specialist Subcommittee and the SAA Education Director serve as ~~an~~ *ex officio* members of the committee.

The membership of the committee shall include a mix of archival educators and practicing archivists with expertise in one or more of the ACE categories and in continuing education development.

The vice chair of the Committee on Education serves as an *ex officio* member of the Theodore Calvin Pease Award Subcommittee of the SAA Awards Committee and as an informal advisor to the Students and New Archives Professionals Section.

III. Reporting Procedures

The committee reports to the Council, providing a formal written report in the spring of each year and reporting on special initiatives as necessary or requested.

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

IV. Duties and Responsibilities

The Committee on Education's charge is to review the needs for continuing education, assist the SAA Education Office in developing relevant programming, and provide guidance to the Society in this area. The tasks and responsibilities of the Committee include:

- Advise the SAA Education Director in:
 - Establishing directions and priorities for the Society's continuing education program;
 - Monitoring the effectiveness of the offerings in light of professional needs and developments;
 - Ensuring that the education programs are of high quality;
 - Coordinating the work of the Education Office with other educational initiatives within SAA;

- Compiling a list of educational opportunities.
- Review educational initiatives proposed and/or undertaken by other SAA committees and sections, as appropriate;
- Review and assess information provided by the Education Office, the Digital Archives Special Subcommittee, and the Graduate Archival Education Subcommittee on the full range of the profession's educational needs and the degree to which they are being met by existing educational opportunities, and make recommendations or undertake initiatives as appropriate;
- Advise the Council on conditions and developments that affect educational program needs;
- Maintain contact with educational offices / committees in related professions and organizations to explore opportunities for cooperative and mutually beneficial efforts;
- Revise and update Archival Continuing Education (ACE) Guidelines in accordance with policy, including publishing revisions for member comment and submission to the Standards Committee per the internal approval process.

V. Meetings

The committee meets at the SAA Annual Meeting. Additional mid-year meetings are scheduled depending on the availability of financial resources.

Approved by the SAA Council: August 2008

Revised: January 1992, January 1998, May 2005, August 2008, May 2011, November 2016, May 2018.

Support Statement: Having more experienced committee members eligible for vice chair/chair-elect will provide better leadership turnover and continuity for the committee going forward.

Impact on Strategic Priorities: These changes support Goal 2: Enhancing Professional Growth.

Fiscal Impact: None.