

**Society of American Archivists  
Council Meeting  
May 12-13, 2020  
Virtual Meeting**

**Staff Report: Education  
(Prepared by Rana Salzmann)**

**A note about Education in the wake of the COVID-19 pandemic:**

This is not the spring/summer we had anticipated for SAA Education programming. We came into this season having endured a difficult fall/winter with seven course cancellations. We had hoped for a robust spring to make up for the lackluster fall and had a full calendar planned. The March 9-10 *Managing Physical and Digital Architecture and Construction Records* course offered in Williamsburg, Virginia, was the last “business-as-usual” offering before the wave of coronavirus cancellations hit the department. We cancelled a DAS Bootcamp planned in Northbrook, Illinois, for late March and quickly saw the rest of our schedule of in-person courses evaporate for April, May, and June.

Fortunately, we were able to quickly pivot and begin offering online courses via Zoom. Several instructors were willing and able to experiment with us to offer full-day courses that approximate in-person offerings. I made the decision to allow these new Zoom offerings to count as “in-person” during the pandemic so that members could continue progress toward their DAS and A&D certificates. The schedule for the remaining months of FY20 includes Zoom courses and webcasts (paid) and a series of pop-up topical webcasts (free) addressing crisis topics such as working at home, financial planning, and career management.

The online courses and webcasts have proven extremely popular and while these will not make up for the revenue lost due to COVID-19, I am pleased that Education staff has been responsive to member needs and dedicated to developing as much online education as possible during this unprecedented time.

**By the Numbers (July 1, 2019 – April 23, 2020)**

- **62** in-person courses scheduled
  - 7 cancelled due to low enrollment
  - 10 cancelled due to COVID-19 (not converted)
  - 9 converted to online (Zoom)
  - Budgeted **85** courses for full year.
- Delivered in-person education (including Zoom courses) to a total of **1,056** attendees to date.

- Budgeted **1,700** students for full year.
- 3,450 webcasts sold
  - 299 views of free *Cultural Diversity Competency* webcast
  - 75 registrants attended three *Cultural Diversity Competency* in-person offerings
- Two Bootcamps were held in fall/winter 2019-2020
  - A&D and DAS Bootcamp | Princeton, NJ | September 25-27, 2019
    - *Encoded Archival Context*: 18
    - *Privacy & Confidentiality in Digital Archives*: 28
    - *Arranging & Describing Photographs*: 29
  - DAS and A&D Bootcamp in Salt Lake City, UT (January 2020)
    - *Arrangement and Description of Digital Records*: 34
    - *Accessioning and Ingest of Digital Records*: 36
  - DAS Bootcamp in Northbrook, IL (March 2020) - Cancelled due to COVID-19
- In-house trainings offered at:
  - NARA (College Park, MD)
  - University of Pennsylvania
  - Harvard
  - Texas SHRAB
  - University of Montana
- Three free “pop-up” webcasts developed in response to COVID-19
  - Suddenly Working at Home: Best Practices for Team Management in Crisis (March 30, 2020; 215 registrants to date)
  - Financial Planning in Uncertain Times (May 6, 2020)
  - Managing Your Career in Crisis (June 10, 2020)
- Nine in-person courses converted to online in response to COVID-19
  - Email Archiving
  - DACS
  - Appraisal of Digital Records
  - Introduction to XML Analysis and Manipulation
  - Preserving Digital Archives
  - Copyright Issues for Digital Archives
  - Privacy and Confidentiality Issues for Digital Archives
  - Introduction to PREMIS
  - Technology Management for Archivists (Management Track)

### **DAS and A&D Certificate Participation**

- The DAS Comprehensive Exam was administered as follows:
  - September 2019 (18 passed, 10 failed)
  - January 2020 (32 passed, 1 failed)
  - May 2020 (20 registered as of 4/23)

- Fourteen individuals fulfilled all requirements and were awarded the A&D Certificate to date.
- It is important to note that the decision to allow live Zoom courses to count as “in-person” allowed many to complete their certificate programs on schedule. Moving forward, we will need to re-evaluate the DAS/A&D “in-person” requirement as a significant barrier to uptake of the certificate. I am encouraged that we can quickly adjust the certificate programs to this reality, with the COVID-19 crisis providing us the impetus to make bigger, bolder change in service of member needs. The DAS Subcommittee plans to convene a conversation with the instructors of the newly-online courses to see what we can learn from this experimental phase.

### Management Track Update

Several of the planned programs in this track required last-minute conversion to online or slating of new speakers to avoid cancellation. I am pleased that we were able to add a couple “management in crisis”-themed conversations to our offerings thanks to the speakers’ enthusiasm, availability, and, in some cases, willingness to work *pro bono*. Unfortunately, due to personal circumstances for our instructors and instructional designer, the Grant Writing and Project Management conversion projects have faced significant delays. Nonetheless, I hope to complete them prior to the end of FY20 as they represent cornerstones of the Management Track.

Estimated Date	Title / Content	Format	Notes
April 28, 2020	Salary Negotiation for Archivists	Webcast (free)	New instructor (Emily Benson) filling in for originally contracted speakers not available due to COVID-19
May 6, 2020	Financial Planning in Uncertain Times	Webcast (free)	Pop-up offering; speaker Becky Beaulieu <i>pro bono</i>
May 19, 2020	Managing Teams in the Archives	Webcast + Online group (paid)	Outside expert (Magda Pecsénye) + advisors from CoE
June 1, 2020	Navigating Workplace Conflict	Webcast (paid)	NEW; Member speakers include: Tang, Hamm, Stankrauff, Ganz
June 10, 2020	Managing Your Career in a Crisis	Webcast (free)	Pop-up offering; speaker Kim Dority <i>pro bono</i>
June 11-12, 2020	Technology Management for Archivists	Converted to online due to COVID-19 (paid)	Outside expert (Carson Block) + advisors from CoE

Estimated Date	Title / Content	Format	Notes
Summer 2020	Project Management	Web course (delayed)	Converted from existing in-person
Summer 2020	Grant Writing	Web course (delayed)	Converted from existing in-person
Fall 2020	Career Development Topic TBA	Webcast (paid)	Outside expert (Kim Dority) + advisors from CoE
Fall 2020	Salary Negotiation Update	Webcast (free)	Original speakers for April returning (Shannon Farrell and Aliqae Geraci)
Fall 2020	Financial Management Basics	Web course (paid)	Outside expert (Becky Beaulieu)
Fall 2020	Technology Management for Archivists Part 2	Web course (paid)	Outside expert (Carson Block); development based on lessons from June 2020 pilot

See Agenda Item VI.G. for reports from the Committee on Education, the DAS Subcommittee, and the Graduate Archival Education Subcommittee.