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

Report: Committee on Education
(Prepared by: Rachel Morris)

The SAA Committee on Education (CoE) met via Zoom calls each month (August - December 2019, and January, March, and April 2020), and held a mid-winter virtual retreat in February 2020.

Though the Committee had two long-standing members resign for personal reasons in the Fall of 2019, and though CoE has had to adapt and change timelines and work due to the Covid-19 pandemic, CoE has continued to evolve and stabilize its communication, practices, and workflows.

Members continue to perform course liaison duties to review and revise existing course offerings and to help scope new course offerings for SAA members. CoE members will also be liaisons for non-certification courses when needed, a practice not traditionally done within CoE before. The Committee also continues to explore new forms of delivery for courses in order to provide more online content and create more dynamic learning environments for participants.

1) SAA Section Group Monitoring and Involvement

CoE leadership encouraged all members to not only be active in their respective SAA Section groups they were members of, but also to monitor the conversations, activities, and ideas within the section that might pertain to SAA Education. Members report back each monthly call on items that would be of interest to the goals and mission of CoE.

2) RIM Course Content

In April 2020, CoE began discussing opportunities to update existing educational offerings, and explore the creation of new ones, centered around Records and Information Management. This discussion and new project was in response to a call from the SAA RIM Section membership.

3) Work Group Creation

In order to streamline responsibilities and practices within CoE, as well as tackle the educational needs of SAA's membership, the Committee created four workgroups, each consisting of 3 Committee members, that work independently throughout the month through email and

conference calls. The workgroups then solicit feedback and have discussions with the Committee at large each monthly call. The workgroups, and their major projects, are as follows:

1. Management Group:
   a. Help with creation of a Management track and courses
   b. Serve as a sounding board to follow up and push forward ideas that came from Managers Unconference at the 2019 Annual Meeting
   c. Serve as reviewers for new management course creations, such as the TILMORE Managing Process, Salary Negotiation, Management of IT, and Mid-Career Pivot
   d. Help SAA Education staff facilitate the soft launch of these management courses and track throughout 2020

2. Arrangement and Description Certificate Group:
   a. Help coordinate tasks around A&D course development
   b. Conducted analysis of current curriculum: overlaps, gaps, obsolete courses, online conversion
   c. Created a proposal for a redesign of the A&D certificate program focused on streamlining the structure to make it easier for participants and allow flexibility. Move from tiered structure to required and elective courses, combining/ redesigning/creating courses, putting as much online as possible, and allowing for a more sustainable method of recertification for both participants and SAA Education staff (endorsed by CoE in April 2020)

3. Diversity, Equity, and Inclusion Group:
   a. Discuss ways to create a culture of embedding DEI within SAA Education
   b. Through a series of conference calls, worked with SAA Diversity Committee to embed DEI into courses and work on instructor recruitment
   c. With the Diversity Committee, created a spreadsheet list of people who could be speakers and/or trainers on DEI topics and cultural competency
   d. Plans for a second SAA unconference focused around DEI at the 2020 Annual Meeting
   e. Worked with the Accessibility and Disability Section steering committee to explore options for captioning for recorded webinars; embedding disability inclusion in all SAA educational content; create a webinar centered around SAA's Accessibility Guidelines for archivists; creation of a checklist/rubric for incorporating accessibility and disability issues into curriculum (deadline is end of June 2020)

4. Instructor Recruitment and Cultivation Group:
   a. Brainstormed recruitment messaging
   b. Brainstormed marketing and social media engagement strategies
   c. Worked with the DEI workgroup and the SAA Diversity Committee on ideas for broadening instructor pool
   d. Currently working on ideas on training instructors (possibly creating a free webinar series of short videos) and updating resources on SAA's website

Report: Digital Archives Specialist (DAS) Subcommittee
(Prepared by Alice Prael, chair)

Moving DAS Program Online

The DAS Subcommittee has drafted a proposal for making the DAS program available online without an in-person requirement. We have identified phases for moving more courses online and identified the first phase of courses that would be well suited to an online format.

RFPs for New Courses

We have drafted RFPs for three new courses and two additional RFPs are in progress. These new courses will fill gaps identified in the feedback survey and will focus on content that can be taught online.

Instructor Survey

DAS surveyed instructors to identify topics that should be covered in an Intro to DAS class that could serve as an optional prerequisite for many or all DAS courses. This introductory course will help cut down on topics that are covered in many classes right now, such as the OAIS model. The survey also asked instructors if they feel their courses could be adapted for an online offering.

Requested to Update DAS Subcommittee Description

The updated committee description will increase committee membership from eight to ten members to reflect our growing number of courses.

Updated DAS Reading List

This year DAS updated the reading list for the comprehensive exam to replace broken links, requested instructors provide additional readings and reviewed SAA publications for inclusion in the list.

Graduate Archival Education (GAE) Subcommittee
(Prepared by Jane Zhang, chair)

GAE Subcommittee (September 2019 to August 2020): Jane Zhang (Chair), Edward Benoit (Vice Chair / Chair-Elect), Ashley Todd-Diaz (member), Jessica Newell (member), Angela White (member), and Arlene Schmuland (member)

GAE Subcommittee held seven monthly meetings (September, October, November and December 2019, February, March and April 2020) and focused on the following three areas of work. Please note there are some delays / changes in project timelines due to the COVID-19.

1. GPAS Review

GAE tried several approaches re: GPAS revision, including 1) identifying major gaps observed in GPAS compared with the Association of Canadian Archivist's Guidelines, 2) reviewing the GPAS comments received by SAA in 2016, 3) reviewing Ed Benoit's paper recently published in AA (One Size Does Not Fit All: Graduate Archival Education in the Twenty-First Century).

After careful discussions, GAE decided the best approach is to re-write the GPAS with feedback from stakeholders. We planned to use this summer (by August 2020) to collect thoughts towards GPAS revision from the archival graduate education community: 1) GAE submitted a GPAS Revision Workshop Proposal for the 2020 AERI. Unfortunately, AERI was cancelled this year and we plan to participate next year; 2) GAE proposed a Joint AES and GAE meeting at the 2020 SAA Annual meeting and planned to work with AES in August to discuss GPAS revision with AES members.

2. Directory of Archival Education (DAE) Update

GAE continued to work on finalizing archival curriculum checklists, designed to display the archival curricula of LIS and History master's degree programs in three contexts: the structure of their degree requirements, the framework of GPAS curriculum requirements, and the percentage of course offerings by the total programs. If finalized, the curriculum checklists will be posted as an additional item in the DAE for each program. GAE also started to work on updating DAE contact information. We proposed a draft list with updates on existing program (46 programs) and new programs (20 programs).

As not all program information can be confirmed (no responses after multiple email contacts) and due to the current Coronavirus situation, the Subcommittee agreed to postpone the DAE updating to fall 2020. We'll put a pause on checking until the fall when things will get more settled and programs have time to update their program information. We will use the available program information to calculate course category percentages so that the Subcommittee will have more complete documentation.

SAA Mosaic Scholarship, F. Gerald Ham and Elsie Ham Scholarship and Harold T. Pinkett Student of Color Award needed up-to-date contact information to send out scholarship

announcements. GAE provided them with a temporary updated list (30% programs with obsolete contact information) in December 2019. Six programs' curriculum checklists were shared with the Ham Scholarship Committee in February 2020 to assist their evaluation process.

3. Internship Survey

GAE members reviewed the proposed SAA Internship Best Practices and related documents (2008 Best Practices for Internships as a Component of Graduate Archival Education, 2018 Comments Submitted to SAA HQ Email, 2019 GAES Discussion Comments, and 2019 SNAP Roundtable Survey). We identified major areas to be addressed and designed an internship survey. We planned to deliver the survey to the 60+ programs to gather information about their internship programs. As DAE won't be updated now, internship survey will be postponed until fall 2020.