

**Society of American Archivists
Council Meeting
May 19, 2021
Virtual Meeting**

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

(Online) Education by the Numbers (November 2020 through April 2021)

In light of the continuing COVID-19 pandemic, we have persisted with our all-online education model, using Zoom for full-day courses as well as short, topical webcasts.

Webcast Sales Summary

	November	December	January	February	March	April
Paid content	122	122	204	145	172	129
Free content	137	131	119	65	44	78
TOTALS	259	253	323	210	216	207

New Online and On-Demand Format

In February, we debuted three courses as fully revised, on-demand offerings, fulfilling a need in the Management Track as well as in the Tactical and Strategic tier of both the A&D and DAS certificate programs. Promotions included this language:

Revised and updated courses on grant writing, copyright, and privacy and confidentiality are now available for purchase. Each course, taught by an expert practitioner, consists of multiple video presentations, slides, and various exercises, and includes the exam at the end of the course. Work through the material at your own pace and complete the work as your schedule allows.

- Writing a Grant Proposal (A&D: Tactical & Strategic), Instructor: Gina Minks
 - 8 registrants to date
- Copyright in Digital Archives (A&D, DAS: Tactical & Strategic), Instructor: Joshua Kitchens
 - 29 registrants to date
- Privacy and Confidentiality in Digital Archives (A&D, DAS: Tactical & Strategic), Instructor: Joshua Kitchens
 - 27 registrants to date

Online Courses and Webcasts

The Education team has been busy developing new courses, working with instructors to convert in-person courses to online formats, and making progress on the Management Track and DEI initiatives funded by NHPRC and the SAA Foundation. A summary of activity is below.

Date	Course	Enrollment	Paid or Free
11/4-5, 2020	Arrangement and Description of Audiovisual Materials	33	Paid
11/6/2020	Introduction to XML Analysis and Manipulation	25*	Paid
11/10/2020	Practical IT Security for Archivists	8	Paid (Management)
11/17/2020	Tool Integration: From PSIP to DIP	38	Paid
12/1/2020	Preserving Digital Archives	37	Paid
12/9/2020	Appraisal of Digital Records	35	Paid
1/5-7/2021	Cultural Diversity Competency (for Society of Rocky Mountain Archivists)	25*	Paid
1/13/2021	Building Advocacy and Support for Digital Archives	41	Paid
1/27/2021	Advocating for Archives in State and Local Policymaking	8	Paid
2/22-24/2020	Encoding Archival Description (EAD3)	39	Paid
3/8-9/2021	Arrangement and Description of Digital Records	45	Paid
3/10/2021	Disaster Planning	28	Paid (Management)
3/15/2021	Digital Forensics Fundamentals	40	Paid
March 2021	Introduction to Financial Management for Archivists	27	Paid (Management)
April-May 2021	Digital Curation: Fundamentals to Sustainability	40	Paid
4/20/2021	Linked Data Principles and Practices	50	Paid
4/28/2021	Introduction to PREMIS	23	Paid
4/30/2020	Introduction to XML Analysis and Manipulation	25*	Paid
TOTALS		567	

*Some courses had intentionally limited enrollments, on instructor request.

DAS Update

We continue to see increased uptake in DAS courses offered virtually, and solid numbers for the DAS Comprehensive Exam.

- 33 are signed up to take the exam during May.
- 22 took the exam in January; 18 passed.

The DAS Subcommittee is working on revisions to the Certificate requirements language, with the intention to omit the requirement of two “in-person” courses and replace it with a balance of live, online (synchronous) classes and webcasts (asynchronous).

DEI Next Steps: SAA Foundation Grant

In February, we released the following call for applicants to teach the webinars stipulated in the grant proposal.

SAA Seeking Instructors/Developers for DEI Training Webinars

SAA Education is seeking two to four candidates to develop and present four training webinars for the DEI Next Steps grant-funded project. These webinars are intended to meet specific training needs for archives managers and ideally will be ready to launch in June 2021. We are looking for experienced candidates who can offer guidance from practice in one or more of these areas:

- HR practices/job descriptions for attracting diverse pools of candidates
- Mentoring and staff retention for employees from underrepresented and marginalized communities
- How to perform a DEI Audit in LAM collections and services
- Facilities/collections security practices that support a welcoming environment

Prospective instructors/presenters should demonstrate active involvement with and fluency in current antiracist practice along with familiarity with online presentation platforms (i.e., Zoom). Compensation of \$1,000 will be provided for each webinar produced. If the webinar is team-taught, the compensation will be split among instructors.

If you are interested in applying as an individual or a team, please submit a letter of interest and CV to SAA Director of Education Rana Salzmann at rsalzmann@archivists.org. In the letter, please identify your specific qualifications as they relate to the above competencies and topics.

Deadline to submit: February 15, 2021

After reviewing 15 applicants with the assistance of the DEI team on the Committee on Education, in April I announced the recruitment of six skilled, experienced instructors to develop four training programs on DEI topics for archives managers.

- Martha Anderson and Tarida Anantachai - *Mentoring and Support for BIPOC Staff*
- Lorin Jackson – *Facilities/Collections Security Practices to Support a Welcoming Environment*
- Azalea Camacho and Amalia Castaneda - *Nontraditional Advocacy and Outreach Practices from an EDI Perspective*
- Sharon Mizota - *DEI and Collections Metadata/DEI Audit*

I will host a project kick-off call on May 5, 2021, for the team and anticipate the webinars will launch in July or August 2021. I have secured a deadline extension from the SAA Foundation which allows us until August 31, 2021, to complete the project.

NHPRC-Funded Management Track

Activity on the Management Track has continued, albeit at a slower pace over the winter and spring months as I spent time on the DEI Next Steps project and continued to negotiate with instructors and finalize development plans. COVID-19-related delays have affected this work, as our colleagues (prospective and contracted instructors) have competing life schedules and sometimes conflicting priorities. I continue to recruit archivist managers to teach various topics and hope to bring several “to be determined” topics to this schedule in the coming months.

Date	Title (Speaker)	Description/Notes	Enrollment + On-Demand Sales (as of 4/30/2021)
11/10/2020	Practical IT Security for Archivists (Blake Carver)		8
February 2021	Grant Writing (Gina Minks)	Asynchronous online course, launched in February 2021	8
March 10, 2021	Disaster Planning (Gwendolyn Higgins, Rosemarie Kimbell, and Ryan Leimkuehler)		28
March 4-25, 2021	Introduction to Financial Management (Rebekah Beaulieu)	Longer-term, in-depth course that builds on the October 2020 basics class.	28
Dates TBD	Technology Management (Carson Block)	Asynchronous. Follow up to June 2020 pilot. Under contract to complete in Fall 2021.	n/a
Dates TBD	Project Management (Rosemary Pleva-Flynn)	Asynchronous online course.	n/a

Sponsored Content

SAA Education participated in two partnerships with vendors in the past few months.

- Preservica.** As part of their sponsorship of the 2020 Annual Meeting, SAA and Preservica collaborated to offer free, optional training to education program participants. Preservica staff provided 30 minutes of “add-on” training on their Starter platform after two webinars in March, Arrangement and Description of Digital Records (March 8-9, 2021) and Digital Forensics (March 15, 2021).
- Pass It Down.** As part of a sponsorship agreement, SAA Education and Pass It Down collaborated to present a fireside chat-format panel discussion on the Future of Archives (featuring Rachel Vagts and CoSA President Tom Ruller) on January 19, 2021. The second of these webinars is scheduled to take place on May 25.