Society of American Archivists
Council Meeting
May 16-17, 2023
Chicago, Illinois (Hybrid Meeting)

Staff Report: Education
(Prepared by Rana Salzmann, Director of Training and Organizational Development)

The FY23 budget projected 60 courses to be held via Zoom and a modest return to face-to-face courses (4).

Our first in-person class since COVID, Arrangement and Description of Digital Records, took place at DePaul University in April in conjunction with MAC. In May, we will host classes in Albany, NY, and Logan, UT. Unfortunately, however, we had to cancel a planned offering of Cultural Diversity Competency in conjunction with Northwest Archivists in Salem, OR, due to low enrollment. In addition, for the first time since the pandemic began, we canceled an online course, Advanced Financial Management, due to insufficient enrollment. To address this enrollment shortfall, we increased the max registration numbers for a few of the more popular courses, including ePadd and Arrangement and Description Fundamentals, when space permits, and instructors are amenable. By adding 5 people to 5 classes at the $219 rate, we lessened the shortfall by approximately $5,475.

We have seen an uptick in requests for in-person teaching in the summer and fall months of 2023, including a couple of courses in partnership with the US Army Heritage Center in Carlisle, PA, and boot camps planned for West Coast locations. Amid shifting purchase and attendance patterns, the FY24 budget will attempt to balance the varying levels of interest in in-person vs. Zoom courses and "right size" the Education offerings calendar to ensure program success within the framework of a "new normal."

For the remainder of FY23, the Education team is focused on the successful execution of a mix of in-person, Zoom, free, and paid events while onboarding new instructors to the teaching team and gearing up for the Annual Meeting, for which we will host two new online events – Privacy 101 with Alison Macrina of Library Freedom Project and Fire Protection for Archives with Kyle Lehman of SmithGroup.

On-Demand Webcast Sales Summary (January 01, 2023 – April 14, 2023)

	January (2023)	February (2023)	March (2023)	April (to April 14, 2023)	Grand Totals
Paid content	78	77	62	42	259
Free content	119	170	12	2	303
TOTALS	**197**	**247**	**74**	**44**	**562**

Completed Live Courses: Zoom and In-Person (January 01, 2023 – April 30, 2023)

Date	Course	Enrollment	Zoom or In-Person
01/09/2023 01/11/2023	Building Advocacy & Support for Digital Archives	35 (max 35)	Zoom
01/10/2023; 01/12/2023; 01/17/2023; 01/19/2023	Tool Selection & Management (newly revised for online)	19 (max 30)	Zoom
01/24/2023-01/25/2023	Arrangement & Description of Audiovisual Materials	35 (max 36)	Zoom
02/6/2023; 02/13/2023; 02/27/2023; 03/6/2023	Advanced Topics in Financial Management (Management Track)	3 (max 35) canceled due to low enrollment	CXL
02/08/2023-02/09/2023	Arranging & Describing Photographs (newly revised for online, new instructor)	40 (max 40)	Zoom
02/20/2023 02/22/2023	Describing Archives: A Content Standard (Fundamentals)	41 (max 40)	Zoom
02/27/2023 03/01/2023	Describing Archives: A Content Standard (Advanced)	19 (max 40)	Zoom
03/02/2023; 03/09/2023; 03/16/2023; 03/23/2023	Technology Management for Archivists (Management Track)	19 (max 35)	Zoom
03/08-03/09/2023	Using ePADD in Email Archiving	15 (max 15)	Zoom
3/13/2023	Encoded Archival Context (EAC-CPF)	16 (max 35)	Zoom
4/4/2023	Preserving Digital Archives (new instructor)	41 (max 41)	Zoom
04/11/2023-04/12/2023	Arrangement & Description of Digital Records: Parts 1&2 (Chicago, IL; MAC)	25 (max 26)	In Person!
4/18/2023	Remote Work in Archives (new; Management Track)	14 (Max 50)	Zoom
4/19/2023 and 4/21/2023	Appraisal of Digital Records	41 (max 40)	Zoom
	Totals	**385 (max 529)**	

Planned Classes (May 1, 2023, to June 30, 2023)

Date	Course	Enrollment	Paid or Free Zoom or In Person
5/1/2023 – 5/2/20223	Arrangement & Description: Fundamentals (Albany, NY; NY State Archives)	Max 35	Paid; in person
5/2/2023; 5/3/2023	Tool Integration: From Pre-SIP to DIP	Max 35	Paid; Zoom
5/3/2023	Cultural Diversity Competency (Salem, OR; NWA)	Canceled due to low enrollment	Paid, in person
5/10/2023	Managing Digital Records in Archives and Special Collections (Logan, UT; CIMA; first offering since 2020)	Max 35	Paid; in person
05/10/2023-05/11/2023	Accessioning and Ingest of Digital Records	Max 35	Paid; Zoom
5/16/2023; 5/17/2023	Digital Forensics: Fundamentals (newly revised for online; new instructor)	Max 40	Paid; Zoom
5/30/2023	Digital Forensics: Fundamentals (Hong Kong closed course)	Max 30	Paid; Zoom
6/05/2023; 6/12/2023; 6/19/2023; 6/26/2023	Introduction to Financial Management in the Archives	Max 35	Paid; Zoom
06/06/2023-06/07/2023	Arrangement & Description of Digital Records: Parts 1&2 (Carlisle, PA)	Max 20	Paid; in person
6/8/2023	Professional Wellness Series, #1 Better Together: Collective Strategies That Promote Healthy and Balanced Workloads for You and Your Team	Max 50	Free; Zoom
6/13/2023	Crosswalking Metadata	Max 35	Paid; Zoom
06/14/2023-06/15/2023	Building Advocacy & Support for Digital Archives	Max 35	Paid; Zoom
6/15/2023	Professional Wellness Series, #2 You Don't Have to Leave: Strategies for Self-Advocacy	Max 50	Free; Zoom
6/22/2023	Professional Wellness Series, #3 Go Where You're Appreciated: Knowing Your Worth and Moving On	Max 50	Free; Zoom

A&D and DAS Program Updates

While recruitment continues for two individuals to share the role of DAS Comprehensive Exam Question Manager, we have received few qualified applicants in response to our announcement and, instead, will budget for a return to professional psychometrician and exam management consultant services in FY24. An external professional needs to maintain control of items and exam

data to ensure the continued validity and security of the exam. We clearly need the internal staff or volunteer expertise required to ensure rigorous exam management and continuous assessment. A contractor will be selected, and a new exam will be in place for the September 2023 administration period.

Work is underway to implement the first prerequisite for DAS, a new course focusing on OAIS. The development will be complete by the end of June 2023, for implementation planned in September 2023, pending an investigation into timelines with Nimble.

We continue to highlight each new DAS and A&D certificate holder on the website here:
https://www2.archivists.org/prof-education/das/certificate-holders
https://www2.archivists.org/prof-education/a-d/certificate-holders

- 34 new DAS Certificates were awarded in January, in addition to one DAS renewal. May exam period numbers are forthcoming.
- 9 people earned their A&D Certificate this period.

Grants, Partnerships, Outreach

- On February 23, 2023, we hosted a free Meet and Greet webcast with Internet Archive, which 261 people have accessed to date. This has proven to be a successful outreach model, and I will look to host additional non-commercial informational sessions with other GLAMs organizations going forward.
- Work is underway to complete the $98,000 *Indigenizing Archival Practices* pilot project funded by the Mellon Foundation. The core grant team of NAAS members, partners, and SAA Education staff meets regularly via Zoom. We are focused on recruiting the part-time regional coordinator position that is instrumental to planning and executing the September 2023 Santa Fe training event.
- The SAA Foundation funded a project led by Jessica Chapel, Lydia Tang, and Alison Clemens on Anti-Oppressive Leadership and Collaborative Facilitation. Course development is underway for teaching planned for FY24.