

**Society of American Archivists
Council Meeting
May 12 and 15, 2025
Virtual Meeting**

**Graduate Archival Education Subcommittee, Committee on
Education: Request for Revision to Committee Charge
(Prepared by: Karen Gracy, Chair of GAES)**

As the chair of the Graduate Archival Education Subcommittee of the Committee on Education, I (Karen Gracy) request that the SAA Council consider a proposal to revise the charge for GAES.

At our meetings on January 15 and February 19, 2025, the current committee members reviewed the existing charge as found in the SAA Governance Manual (2016) and recommended certain changes to better reflect the current work of the committee. Members present at these meetings included Karen Gracy (Chair), Colin Post (Vice-Chair, only 1/15/2025), and members Jesse Johnston, Katie Kerekes, and Heather Soyka. Staff members present were Rana Salzman (1/15/2025) and Michael Santiago (2/29/2025).

The original charge for GAES may be found at:
<https://www2.archivists.org/governance/handbook/section7/groups/Education/GAE>. The suggested revisions are attached to this report--please see the following documents: 1) a version of the revised charge with tracked changes to show what changes were made and 2) a clean copy of the revised version.

BACKGROUND

- This proposal for revising the charge of the subcommittee was initiated by Council's request for updates to all committee and component group charges (as part of ongoing efforts to revise the SAA Governance Manual).
- The proposed revisions to the existing charge reflect changes in the priorities of the subcommittee, particularly recommendations to remove responsibilities deemed extraneous to the focus of the group, which is graduate archival education.

DISCUSSION

The GAES reviewed the current language of the charge and suggested changes that covered the following areas: updates to reporting procedures to reflect current practices and SAA Office staffing, updates to duties and responsibilities, specifically cycles for reviewing the Graduate Programs in Archival Studies and Best Practices for Internships standards, consolidation of responsibilities relating to the Directory of Archival Education, clarification of the relationship between GAES and the Committee on Education relating to assessment of the profession's educational needs (to focus primarily on higher education opportunities rather than continuing education, and removal of responsibility for oversight of student chapters.

It is the opinion of GAES that the changes to the subcommittee's charge which have been proposed more fully reflect its regular activities and responsibilities. To be blunt, our plate is quite full, given the committee's responsibilities to manage two educational standards, keep an up-to-date Directory of Archival Education, and develop additional educational resources where needed (such as the recent initiative to develop teaching resources that help instructors integrate materials on inclusive equity into their courses). We are fast approaching a new cycle of revisions to the GPAS standard, which is a significant investment of time for a committee that has only six members, five of whom are full-time faculty members with heavy work responsibilities.

In regard to the student chapters: we realize that the removal of student chapters from our purview may result in a lack of oversight for these groups, but we feel that other SAA component groups may be better placed to serve such a role, e.g., the Archival Educators Section, perhaps in conjunction with the Students and New Professionals Section. Council may wish to consider a working group composed of members from each section to study how to best position student chapters to serve a wider variety of students; in particular, students in online programs have much lower levels of engagement in student chapters than students enrolled in in-person programs.

RECOMMENDATION

- The GAES recommends that the SAA Council adopt the proposed revisions to its charge (as found in Section VII, Committees and Boards), which were endorsed by GAES committee members on February 19, 2025.

Support Statement:

- The revised version of the charge better represents the current activities and responsibilities of the Graduate Archival Education Subcommittee.

Impact on Strategic Priorities:

- While this proposal does not specifically target a particular strategic priority, our work does support education-related priorities through our maintenance of standards such as the GPAS and BPI (see 3.1, part of Goal #3: Advancing the Field).

Fiscal Impact:

- The GAES does not foresee any fiscal impact in adopting these changes to the committee's charge.

Attachments:

Current GAES Charge,
Proposed Changes to GAES Charge (with tracked changes)
Clean Copy of Revised GAES Charge

Back-up Document Part 1

Taken directly from SAA Governance Manual ([Graduate Archival Education \(GAE\) Subcommittee](#) | [Society of American Archivists](#)):

Graduate Archival Education (GAE) Subcommittee

I. Purpose

The Graduate Archival Education Subcommittee of the Committee on Education is charged with reviewing needs for graduate archival education, drafting and promulgating guidelines, and providing guidance to the Society in this area. The Subcommittee establishes its own agenda in conjunction with the Committee on Education, except as otherwise directed by the Council to perform specific tasks. Due to resource limitations, SAA and the GAE do not address accreditation issues.

II. Committee Selection, Size, and Length of Term

The subcommittee consists of six 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 SAA Vice President normally from among the subcommittee members serving in the second year of appointment. The vice chair assumes the chair in her or his third year on the subcommittee.

The membership of the subcommittee shall include five archival educators and a student or new professional, all selected with an eye to including expertise, perspective, and community input from around the profession. The chair may bring on ad hoc volunteers for expertise as required. The chair serves as a member of the Committee on Education and as a liaison to the Archival Educators Section.

III. Reporting Procedures

The subcommittee reports to the Committee on Education. The subcommittee chair or designee provides updates during Committee conference calls and attends the Committee's in-person meetings.

The subcommittee works closely with the Education Director, serving in an advisory capacity on education-related projects and programs operated out of the Executive Office.

IV. Duties and Responsibilities

The Graduate Archival Education Subcommittee is charged with reviewing needs for graduate archival education, drafting and promulgating guidelines, and providing guidance to the Society in this area. Duties and responsibilities include:

Regularly assess the Guidelines for a Graduate Program in Archival Studies (GPAS), publish appropriate revisions for member comment, and submit to the Standards Committee per the internal approval process;

Research existing programs in graduate archival education to create a comprehensive list; Assist the Education Office with enhancing and maintaining the Directory of Archival Education based on the research;

Maintain contact with graduate archival education programs and other groups in related professions and organizations to explore opportunities for cooperative and mutually beneficial efforts;

Encourage communication about the role of continuing education in tandem with graduate programs, and communicate with SAA's membership about the role of the Committee on Education in the world of graduate archival education;

Review and assess the full range of the profession's educational needs and the degree to which they are being met by existing educational opportunities, and make appropriate recommendations; and

Assist the Executive Office with issues relating to student chapters.

V. Meetings

The Graduate Archival Education Subcommittee meets via monthly conference calls and may conduct in-person meetings when a need is demonstrated, and financial resources are available.

Approved by the SAA Council: November 2016.

Back-up Part 2

Graduate Archival Education (GAE) Subcommittee

I. Purpose

The Graduate Archival Education Subcommittee of the Committee on Education is charged with reviewing needs for graduate archival education, drafting and promulgating guidelines, and providing guidance to the Society in this area. The Subcommittee establishes its own agenda in conjunction with the Committee on Education, except as otherwise directed by the Council to perform specific tasks. Due to resource limitations, SAA and the GAE do not address accreditation issues.

II. Committee Selection, Size, and Length of Term

The subcommittee consists of six 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 SAA Vice President normally from among the subcommittee members serving in the second year of appointment. The vice chair assumes the chair in their third year on the subcommittee.

The membership of the subcommittee shall include five archival educators and a student or new professional, all selected with an eye to including expertise, perspective, and community input from around the profession. The chair may bring on ad hoc volunteers for expertise as required. The chair serves as a member of the Committee on Education and as a liaison to the Archival Educators Section.

III. Reporting Procedures

The subcommittee reports to the Committee on Education. The subcommittee chair or designee provides updates during Committee monthly conference calls and attends the Committee's in-person meetings at the Society's Annual Meeting when available.

The subcommittee works closely with the SAA's staff person who directs education-related activities and initiatives, serving in an advisory capacity on education-related projects and programs operated out of the Executive Office.

IV. Duties and Responsibilities

The Graduate Archival Education Subcommittee is charged with reviewing needs for graduate archival education, drafting and promulgating guidelines, and providing guidance to the Society in this area. Duties and responsibilities include:

- Regularly assess the Guidelines for a Graduate Program in Archival Studies (GPAS), publish appropriate revisions for member comment, and submit to the Standards Committee per the internal approval process (reviewed and updated every four years);
- Regularly assess the Best Practices for Internships (BPI) guidelines, publish appropriate revisions for member comment, and submit to the Standards Committee per the internal approval process (reviewed and updated every four years);
- Maintain the Directory of Archival Education with the assistance of SAA office staff members by regularly reviewing and updating listings, and communicating with program contacts as needed to obtain current information about their offerings; and,
- Review and assess the full range of the profession's educational needs and the degree to which they are being met by existing higher education opportunities and make appropriate recommendations.

V. Meetings

The Graduate Archival Education Subcommittee meets via monthly conference calls; in-person meetings may also be held at the Annual Meeting if a need is demonstrated and a majority of Committee members are available. The Subcommittee will have an open meeting for all interested SAA members during the Annual Meeting, which may be held virtually or in person.

Approved by the SAA Council: [Month Year].