

**Society of American Archivists
Council Meeting
July 26, 2023
Hybrid Meeting - Washington, D.C.**

Staff Report: Education

(Prepared by Director of Training and Organizational Development, Rana Salzmann)

The FY23 budget projected 60 courses to be held via Zoom and a modest return to face-to-face courses (4). We scheduled a total of 44 courses (live and online) for FY23, of which three were canceled due to low enrollment. In FY23, we offered closed courses for the following groups: Diversity Archivist Partnership (IMLS grant), Triangle Research Network, Texas State Library and Archives Commission, and the Hong Kong Government Records Service.

In the spring quarter of FY23, we canceled two courses due to low enrollments (one online and one in conjunction with a regional archive meeting). In happier news, we offered a series of three free Professional Wellness webinars that were fully subscribed at 50 attendees for the live events and continue to enroll on-demand participants.

For the first time since the COVID-19 disruption, we were able to schedule Digital Forensics Fundamentals, now online and with a new instructor. The first iteration sold out at 40 to the archival community, and the second session was offered as a closed professional development training for the Hong Kong Government Records Service. A&D Fundamentals and Managing Digital Records in Archives and Special Collections also made their post-COVID return to the schedule this spring.

In the lead-up to Annual Meeting 2023, we are offering three new webinars in July as an alternative to the traditional “pre-conference” courses: Privacy 101 with Alison Macrina, Fire Protection in Archives with Kyle Lehman, and Basics of Qualitative Data Analysis with Sarah Pugachev.

On-Demand Webcast Sales Summary

April 1 – June 30, 2023

	April	May	June	Grand Totals
Paid content	73	71	42	186
Free content	138	149	212	499
TOTALS	\$8,517.00 211 sales	\$ 15,123.00 220 sales	\$ 21,168.00 254 sales	\$44,808.00 685 sales

Completed Live Courses (Zoom and In-Person)
April 1 – June 30, 2023

Date	Course	Enrollment	Paid or Free
04/04/2023	PDAX2304 Preserving Digital Archives	40 (out of 40)	Paid; zoom
04/11- 04/12/2023	ADRX2304 Arrangement & Description of Digital Records: Parts 1&2	25 (out of 26)	Paid; in person @ MAC
04/19/2023 and 04/21/2023	APRX2304 Appraisal of Digital Records	41 (out of 40)	Paid; zoom
5/1/2023 - 5/2/2023	ADFX2305 Arrangement & Description: Fundamentals	38 (out of 38)	Paid; in person
5/2/2023 and 5/3/2023	PSIP2305 Tool Integration: From Pre-SIP to DIP	40 (out of 40)	Paid; zoom
5/3/2023	CDCX2305 Cultural Diversity Competency	0 (out of 35)	paid; in person; cancelled due to low enrollment
5/10/2023	MDRX2305 Managing Digital Records in Archives and Special Collections	18 (out of 35)	Paid; in person @ CIMA
05/10- 05/11/2023	ACIN2305 Accessioning and Ingest of Digital Records	35 (out of 35)	Paid; zoom
5/16/2023 and 5/17/2023	FRN12305 Digital Forensics: Fundamentals	40 (out of 40)	Paid; zoom
5/30/2023	FRN12325 Digital Forensics: Fundamentals (Hong Kong close course)	27 (out of 30)	paid; zoom; closed course to HKGRS
6/05/2023; 6/12/2023; 6/19/2023; 6/26/2023	IFMA2306 Introduction to Financial Management in the Archives	0 (out of 35)	paid; zoom; cancelled due to low enrollment
06/06- 06/07/2023	ADRX2306 Arrangement & Description of Digital Records: Parts 1&2	33 (out of 35)	Paid; in person @ US Army Heritage Center
6/8/2023	BTCS2306 Better Together: Collective Strategies That Promote Healthy and Balanced Workloads For You and Your Team	52 (out of 50)	Free; zoom
6/13/2023	CWMX2306 Crosswalking Metadata	40 (out of 40)	Paid; zoom

06/14-06/15/2023	BASA2306 Building Advocacy & Support for Digital Archives	22 (out of 35)	Paid; zoom
6/15/2023	YDHT2306 You Don't Have to Leave: Strategies for Self-Advocacy	53 (out of 50)	Free; zoom
6/22/2023	GWYA2306 Go where you're appreciated: Knowing your worth and moving on	54 (out of 50)	Free; zoom

Planned Classes

July 1 – December 31, 2023

The FY24 budget plans for 50 face-to-face or Zoom courses, plus 4 new webinars. The current fall calendar is below. In addition to “bootcamps” at the University of Washington and Caltech, we are planning two closed in-house training events for the Architect of the Capitol’s office and two final in-person events for the US Army Heritage Center. Finally, the long-awaited revision of the Managing Business Archives course is ready to launch with new instructors Jamie Martin and Jennifer Johnson in Detroit in October.

Date	Course	Paid or Free; In person or Zoom
7/10/2023	P1AX2307 Privacy 101 for Archivists: Understanding Issues and Best Practices	Free; zoom
7/20/2023	FPAM2307 Fire Protection in Archives, Museums, and Collections: Alternatives to NOVEC 1230 for Fire Suppression	Free; zoom
7/11/2023, 7/29/2023	BQDA2307 Basics of Quantitative Data Analysis Using A*CENSUS II	Paid; in person and zoom
08/14-08/15/2023	DACS2308 Describing Archives: A Content Standard (Fundamentals)	Paid; in person; closed course for AOC
9/6/2023	SDGC2309 Strengthening DEIA Goals through Collaboration	Paid; zoom
09/6-09/07/2023	ADFX2309 Arrangement & Description: Fundamentals	Paid; in person; closed course for AOC.
9/7/2023	PDAX2309 Preserving Digital Archives	Paid; in person @ US Army Heritage Center

09/11- 09/12/2023	EADX2309 Encoded Archival Description 3 (EAD3)	Paid; in person.
9/13/2023	TRXX2309 Tribal Relations: Consultations Tools for Archive Managers Working with Tribal Communities	Paid; zoom
9/22/2023	APRX2309 Appraisal of Digital Records	Paid; in person @ US Army Heritage Center
9/28- 9/29/2023	CPYX2309 Copyright Law for Archivists	Paid; in person.
10/04- 10/05/2023	IPRM2310 Introduction to PREMIS	Paid; zoom
10/05/2023?; 10/12/2023; 10/19/2023; 10/26/2023; 11/02/2023; 11/09/2023	DCUX2310 Digital Curation Fundamentals & Sustainability	Paid; zoom
10/10/2023 AND 10/12/2023	PDAX2310 Preserving Digital Archives	Paid; in person
10/11/2023	AALA2310 Advocacy and Activism (for Lone Arrangers): How to ensure your position and work is properly respected and funded	Paid; Zoom
10/16/2023	APRX2310 Appraisal of Digital Records	Paid; in person
10/17- 10/18/2023	ADRX2310 Arrangement & Description of Digital Records: Parts 1&2	Paid; in person
10/18/2023	AAIX2310 Advocacy and Activism (for Institutions): How to build powerful relationships for your organization	Paid; Zoom
10/19/2023	CDCX2310 Cultural Diversity Competency	Paid; in person
10/23- 10/24/2023	MBAX2310 Navigating and Managing a Business Archives	Paid; in person
10/30/2023	NBEL2310 Navigating Barriers to Ethical Labor Practices	Paid; zoom
11/2/2023	RFPS2311 Developing Specifications and RFPs	Paid; zoom
11/6/2023 and 11/09/2023	EDAX2311 Enhancing Digital Access...	Paid; zoom

11/01/2023; 11/08/2023; 11/15/2023; 11/29/2023	TMAX2311 Technology Management for Archivists	Paid; zoom
11/13- 11/14/2023	ADFX2311 Arrangement & Description: Fundamentals	Paid; in person
11/14/2023	BAWX2311 Blindsided at Work	Paid; zoom
11/15/2023	MPLP2311 Implementing "More Product, Less Process"	Paid; in person
11/16/2023	MDRX2311 Managing Digital Records in Archives and Special Collections	Paid; in person
11/27- 11/28/2023	IXML2311 Introduction to XML Analysis and Manipulation	Paid; zoom
12/6/2023	TRXX2312 Tribal Relations: Consultations Tools for Archive Managers Working with Tribal Communities	Paid; zoom; closed course for University of Michigan Libraries

Certificate Program and Curriculum Updates

The Committee on Education developed a proposal to restructure and refresh the A&D Certificate Program. That proposal was approved by Council in the May 2023 meeting and will inform a large part of the Education staff workplan in FY24.

In addition, Council approved a plan to commit resources and staff bandwidth to the Management Track in FY24, allowing SAA Education to continue developing courses in this area.

We secured the services of a psychometrician consultant to assist with maintenance and update of the DAS Comprehensive Exam beginning with the September 2023 cycle. DAS Subcommittee members serve as subject matter experts in the process of exam item writing, analysis, and update. DAS Subcommittee members have been asked to sign Confidentiality Agreements as part of this work, to ensure the integrity of exam process and data.

In addition, the DAS Subcommittee has a proposal in process with Council that would allow DAS certificate holders to apply external (non-SAA Education) courses toward certificate renewal. Approval of that proposal will represent a significant change in DAS administration that will need to be integrated into DAS and staff workflow in the coming year.

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> and here: <https://www2.archivists.org/prof-education/a-d/certificate-holders>

- 26 new DAS Certificates were awarded this period, in addition to 6 DAS renewals.
- 6 people earned their A&D Certificate this period.

Finally, the GAE Subcommittee has completed a long-awaited revision of the Guidelines for Graduate Programs in Archival Studies (GPAS) and formally adopted the Best Practices for Internships as a Component of the Graduate Education standard for future analysis and revision.

Grants, Partnerships, Outreach

Work continues on 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 have recruited and hired the Regional Coordinator role, and the team is currently reviewing responses to the call for participants here:

<https://www2.archivists.org/news/2023/call-for-participants-indigenous-archival-training-program>