

**Society of American Archivists  
Council Meeting  
August 17-18, 2015  
Renaissance Cleveland Hotel  
Cleveland, Ohio**

**Staff Report: Education  
(Prepared by Solveig De Sutter)**

**FY 2015 SUMMARY**

- Scheduled 111 events in FY 2015.
- Offered 95 face-to-face programs.
- Offered eight webinars.
- Delivered education to a total of 3,073 attendees.
- Cancelled eight courses.
- Worked with 11 new hosts.
- Scheduled the DAS Comprehensive Examinations in 20 locations.
- See Table 1 for details on FY'15 schedule.

**DAS Certificate Program**

***Revisions/Updates Completed:***

- Digital Curation: Foundations for Success (*formerly known as Creating an Environment for Success*)
- Digital Archives and Digital Libraries
- Digital Forensics for Archivists: Fundamentals
- Appraisal of Electronic Records
- Premis Tutorial
- Archival Collections Management Systems (*formerly known as Archival Content Management Systems*) (Webinar) offered in November to approximately 130 participants at 45 locations.
- Basic Electronic Records Management (Webinar) offered in April to approximately 130 participants at 45 locations.
- Electronic Records: The Next Step! (Webinar) offered in April to approximately 130 participants at 45 locations.
- Overview of Metadata for Archivists (*formerly known as Beginners' Guide to Metadata*) (Webinar) offered in June to approximately 49 participants at 29 locations.
- Introduction to Processing Digital Records and Manuscripts (Webinar) offered in June to approximately 214 participants at 59 locations.

- Building Advocacy and Support for Digital Archives (*formerly known as Inreach and Outreach for Digital Archives*).

***Currently Under Development/Revision:***

- Archiving Web Content.
- User-Centered Design: Using Strategies of Information Architecture (*formerly known as Information Architecture*).

***DAS Participation:***

- Approximately 960 individuals have taken one to two DAS courses.
- Approximately 600 are pursuing the DAS Certificate and have taken exams.
- 183 individuals have fulfilled all requirements and been awarded the DAS Certificate.

***FY '15 DAS Comprehensive Examinations Schedule:***

- August 2014: Austin, Washington, Little Rock.
- November 2014: Atlanta, Chicago, Fairfax (Virginia), Houston, Los Angeles, Minneapolis, Salt Lake City, New York.
- February 2015: Austin, Chicago, College Park, Fairfax, Denver, Los Angeles, Minneapolis, New York, Orlando.

***DAS Subcommittee:*** Met September 18-19, 2014, and February 19-20, 2015 in Chicago to work on the Comprehensive Examination questions, discuss results, statistics, the DC Faculty Session, individual course exams, past webinars, and the course maintenance schedule. Each member reported on the courses s/he is shepherding, and the group started outlining a strategic plan for the DAS Program. Action items, in addition to the courses listed above, included creation and dissemination of surveys for instructors and DAS Certificate holders as of August 2014. The group also met monthly via conference call.

**Other Continuing Education Offerings**

***Development/Updates Completed:***

- Records Management for Archivists (Webinar) offered live in October to approximately 120 participants at 48 locations.
- EAD 3: What's New? (Webinar) offered live in October to approximately 189 participants at 70 locations.
- Forming Names according to RDA (Webinar) offered live in December to approximately 159 participants in 53 sites.
- Copyright Law for Archivists: A Risk Assessment Approach.
- Managing Audiovisual Digitization Projects.
- Describing Archives: A Content Standard.
- Fundamentals of Project Management for Archivists.
- Advanced Project Management for Archivists.
- A&D Program Outline and Structure.

***Currently Under Development/Revision:***

- Arrangement and Description for AV Materials (working title).
- MARC for Archival Description.

**Other:**

- Provided six EAC-CPF workshops via live telecast in Boston, Jefferson City, MO; Denton, TX; San Mateo, CA; and Richmond, KY. We are still collecting information to see if this is a viable format for providing education.
- Preliminary talks with a representative of [National and State Libraries Australasia](#) (NSLA) about the DAS Program. NSLA represents the national libraries of Australia and New Zealand and the State and Territory libraries of Australia. NSLA libraries work collaboratively to strengthen the information infrastructure in Australia and New Zealand. (Still pending.)
- Education Research Group (Shelby Sanett, Ciaran Trace, Beth Yakel, Matt Black, Peter Carlson, and Solveig De Sutter) met several times via conference call to discuss infrastructure and resource requirements to maintain and grow the Education Program.
- Approached Lyrasis to determine what online courses developed and offered by Lyrasis might be appropriate for inclusion in SAA’s education program. Lyrasis agreed to allow free audits of the courses deemed appropriate by CoE and DAS Subcommittee members. At this time we’ve identified five options that would benefit each organization in a collaboration. There is also the possibility of using the Lyrasis infrastructure to offer SAA-developed online courses.
- Participated, where appropriate, in CALM calls.
  - CoSA Collaborations: CoSA contracted for up to 112 DAS webinar registrations (two webinars per state/territory), not to exceed \$19,600, and agreed to offer the new DAS course “Providing Access to Digital Archives” as a pre-conference at its meeting at a flat rate.

**Table 1. Summary of FY 15 Offerings**

2014				
7/7	Digital Archives and Digital Libraries [DAS] ARL	Philadelphia, PA	15	Kari Smith
7/8	Digital Curation: Creating an Environment for Success [DAS] <b>(ARL) (Cancelled)</b>	Philadelphia, PA	0	Kari Smith
7/9	Preserving Digital Archives [DAS] <b>(ARL)</b>	Philadelphia, PA	16	Liz Bishoff
7/18	Accessioning and Ingest of Electronic Records [DAS] <b>(Seattle Archivists)</b>	Seattle, WA	13	Erin Faulder
7/23	Appraisal of Electronic Records [DAS]	New Brunswick, NJ	12	Mark Myers
8/10	Accessioning and Ingest of Electronic Records [DAS]	Washington, DC	35	Erin Faulder
8/10-11	Archives: Principles and Practices	Washington, DC	32	P. Hackbart-Dean and A. Ostendarp
8/11	Advocating for Archives	Washington, DC	32	D. Carmicheal and J. Chubb
8/11	Curating Research Assets and Data Using Lifecycle Ed	Washington, DC	35	Helen Tibbo
8/11	Managing Storage Environments for Sustainable Preservation	Washington, DC	15	Jeremy Linden
8/11-12	Arrangement and Description, Part I & II [DAS]	Washington, DC	35	S. Meister and C. Prom
8/11-12	Copyright Law for Archivists: A Risk Assessment Approach	Washington, DC	30	William Maher
8/11-12	Planning New and Remodeled Archival Facilities	Washington, DC	32	Thomas Wilsted
8/12	Cataloging the Universe of Visual Materials	Washington, DC	35	Harper & M. Meislik

8/12	Using Open Source OCR Tools for Digitization Projects	Washington, DC	21	Mathew Christy
8/13	Comprehensive Examination	Washington, DC	50	
8/13	Comprehensive Examination	Austin, TX	5	
9/3	Grant Proposal Writing ( <b>Missouri SHRAB</b> )	Jefferson City	27	Gina Minks
9/9	Project Management for Archivists	Boston, MA	37	R. Pleva Flynn
9/12	EAC-CPF ( <b>Live Telecast</b> )	Jefferson City	8	Kathy Wisser
9/18-19	Digital Forensics for Archivists [DAS]	Philadelphia, PA	29	Cal Lee
9/19-20	Copyright: The Archivist and the Law ( <b>Licensing Contract</b> )	Mt. Carroll, IL	0	William Maher
9/25	EAC-CPF ( <b>Live Telecast</b> )	Denton, TX	8	Kathy Wisser
9/19	EAC-CPF ( <b>Live Telecast</b> )	San Mateo, CA	8	Kathy Wisser
9/22-23	Real-World Reference	Little Rock, AR	12	Nora Murphy
9/22	Accessioning and Ingest of Electronic Records [DAS]	New York, NY	38	Erin Faulder
9/26	EAC-CPF ( <b>Live Telecast</b> )	Richmond, KY	8	Kathy Wisser
9/29	Managing Electronic Records in Archives and Special Collections [DAS]	Tucson, AZ	23	Seth Shaw
10/3	Fundamentals of Acquisition and Appraisal	Austin, TX	15	Frank Boles
10/6	Preserving Digital Archives [DAS]	Hawaii	25	Liz Bishoff
10/6	Digital Curation: Creating an Environment for Success [DAS]	Cambridge, MA	22	Patti Condon
10/7	Records Management for Archivists ( <b>Webinar</b> )	48 locations	120	B. Houston and A. M. Phillipps
10/10	Managing Electronic Records in Archives and Special Collections [DAS]	Hawaii	19	Seth Shaw
10/10	Implementing "More Product, Less Process"	Denton, TX	20	Dennis Meissner
10/17	Digital Repositories [DAS]	Boone, NC	9	Lori Lindberg
10/20	Digital Curation: Creating an Environment for Success [DAS]	Santa Fe, NM	26	Helen Tibbo
10/21	Digital Curation Planning & Sustainable Futures [DAS]	Santa Fe, NM	26	Helen Tibbo
10/22	Developing Specifications and RFPs for Recordkeeping Systems [DAS]	Santa Fe, NM	20	Cynthia Ghering
10/23	EAD3: What's New? ( <b>Webinar</b> )	70 locations	189	Michael Rush
10/23-24	Arrangement and Description, Part I & II [DAS]	Santa Fe, NM	35	Sam Meister
10/24	Archives Overview	Portland, OR	37	Anne Ostendarp
10/24	Digital Curation Planning & Sustainable Futures [DAS] ( <b>Cancelled</b> )	Emporia, KS	0	Patti Condon
10/24	Appraisal of Electronic Records [DAS]	Riverside, CA	18	Mark Myers
10/27	Oral History: From Planning to Preservation	Dallas, TX	20	Fred Calabretta
10/30	Reappraising and Deaccessioning Archival Materials from Start to Finish	E. Lansing, MI	17	Jeremy Brett
11/4	Archival Content Management Systems [DAS] ( <b>Webinar</b> )	45 locations 130 parts.	130	Rachel Onuf
11/5	Accessioning/Ingest of Electronic Records [DAS]	Athens, GA	26	Elizabeth Perkes
11/5	Preserving Digital Archives [DAS]	Jefferson City	30	Liz Bishoff
11/6-7	Managing Architectural, Design and Construction Records ( <b>Cancelled</b> )	Chicago, IL	0	W. Lowell and T. Nelb
11/7	Copyright Issues for Digital Archives [DAS] ( <b>Rescheduled</b> )	Pittsburgh, PA	10	Jean Dryden
11/7	Digital Archives and Digital Libraries [DAS]	Fairfax, VA	19	Tom Rosko
11/10	Preserving Digital Archives [DAS]	Washington, DC	35	Kelcy Shepherd

11/10	Comprehensive Examination	Various	43	
11/11	Appraisal of Electronic Records [DAS]	Washington, DC	30	Mark Myers
11/12	Privacy and Confidentiality Issues in Digital Archives [DAS]	Washington, DC	26	Jean Dryden
11/13	Digital Forensics for Archivists [DAS]	Washington, DC	27	Cal Lee
11/14	Arrangement and Description of Electronic Records Part I [DAS]	Washington, DC	25	Seth Shaw
11/14	Copyright Issues for Digital Archives [DAS]	Malibu, CA	17	Heather Briston
11/18	Preserving Digital Archives [DAS]	New York, NY	35	Kelcy Shepherd
11/25	Digital Archives and Digital Libraries [DAS]	Laramie, WY	5	Kari Smith
12/4	Forming Names According to RDA ( <b>Webinar</b> )	53 sites, 159 participants	196	Kathy Wisser
12/5	Digital Forensics - What You Must Know	College Park, MD	20	Martin Gengenbach
12/5	Project Management for Archivists	Ann Arbor, MI	20	Rosemary Flynn
12/8	Advocating for Archives	Austin, TX	17	Kathleen Roe
12/9	Advocating for Archives ( <b>Half Day</b> )	Austin, TX	20	Kathleen Roe
<b>2015</b>				
1/22	Copyright Issues for Digital Archives [DAS]	Tucson, AZ	23	Heather Briston
1/23	Privacy and Confidentiality Issues in Digital Archives [DAS]	Tucson, AZ	24	Heather Briston
1/23	Preserving Digital Archives [DAS]	Las Vegas, NV	21	Kelcy Shepherd
1/23	Privacy and Confidentiality Issues in Digital Archives [DAS]	New York, NY	29	Jean Dryden
2/20	Privacy and Confidentiality Issues in Digital Archives [DAS]	Orange, CA	0	Heather Briston
2/20	Building Advocacy and Support for Digital Archives [DAS]	New York, NY	21	Fynnette Eaton
2/11-12	Arrangement and Description of Electronic Records, Part I and II [DAS]	Philadelphia, PA	37	Chris Prom
2/24	Comprehensive Examination	Austin, TX	37	
2/24	Comprehensive Examination	Chicago, IL		
2/24	Comprehensive Examination	College Park, PA		
2/24	Comprehensive Examination	Fairfax, AK		
2/24	Comprehensive Examination	Denver, CO		
2/24	Comprehensive Examination	Los Angeles, CA		
2/24	Comprehensive Examination	Minneapolis, MN		
2/24	Comprehensive Examination	New York, NY		
2/24	Comprehensive Examination	Orlando, FL		
3/11	Digital Curation: Fundamentals for Success DAS]	Greenville, NC	0	Kari Smith
3/13	Managing Electronic Records in Archives and Special Collections [DAS]	Fairfax, VA	34	S. Shaw
3/23-24	Records Management for Archivists	Salem, OR	19	Brad Houston
3/26	Digital Curation Planning & Sustainable Futures [DAS]	Los Angeles, CA	23	Nancy McGovern
3/27	Project Management for Archivists	Chicago, IL	30	R. Pleva Flynn
03/30-31	Arrangement and Description of Electronic Records Part I & II [DAS]	Hawaii	19	Chris Prom
4/17	Digital Repositories [DAS]	Fayetteville, AR	30	Lori Lindberg
4/27	Privacy and Confidentiality Issues in Digital Archives [DAS] ( <b>Missouri SHRAB</b> )	Jefferson City	31	Jean Dryden
4/29	Privacy and Confidentiality Issues in Digital Archives [DAS] ( <b>Kentucky SHRAB</b> )	Frankfort, KY	26	Jean Dryden

4/30	Digital Forensics - What You Must Know – <b>(Seattle Area Archivists)</b>	Seattle, WA	34	Martin Gengenbach
4/31-5/1	Real-World Reference: Moving Beyond Theory	Provo, UT	14	Nora Murphy
5/6	Accessioning and Ingest of Electronic Records [DAS] <b>(MAC Conference)</b>	Lexington, KY	40	Erin Faulder
5/12	Preserving Digital Archives [DAS] - Society of <b>(Florida Archivists Annual Meeting)</b>	Miami, FL	22	Kelcy Shepherd
5/14-15	Arrangement and Description of Electronic Records Part I & II [DAS]	Topeka, KS	20	Chris Prom
5/18-19	Archives: Principles and Practices <b>(Cancelled)</b>	Norwalk, CA	0	A. Ostendarp & P. Hackbart-Dean
5/19	Appraisal of Electronic Records [DAS]	Tucson, AZ	15	Mark Myers
5/27	Arrangement and Description of Electronic Records, Part I [DAS]	Denver, CO	32	Seth Shaw
5/27	Rights and Permissions	Denver, CO	17	Jean Dryden
5/28	Privacy and Confidentiality Issues in Digital Archives [DAS]	Lake Forest, IL	16	Jean Dryden
6/1	Developing Specifications and RFPs <b>(Georgia Archivists)</b>	Atlanta, GA	11	Cynthia Ghering
6/2	Preservation Formats of PDF <b>(Webinar)</b>	31 locations	41	Glen McAninch
6/3	Accessioning and Ingest of Electronic Records [DAS] <b>(NYAC Annual Meeting)</b>	Fredonia, NY	13	Erin Faulder
6/5	Privacy and Confidentiality Issues in Digital Archives [DAS] <b>(Cancelled)</b>	Dubuque, IA	0	Jean Dryden
6/8	Copyright for Digital Archives [DAS]	Anchorage, AK	13	Jean Dryden
6/9	Managing Electronic Records in Archives and Special Collections [DAS]	Anchorage, AK	12	Seth Shaw
6/10	Digital Forensics: Fundamentals [DAS]	Anchorage, AK	15	Cal Lee
6/11-12	Arrangement and Description of Electronic Records, Part I and II [DAS] <b>(SNCA)</b>	Chapel Hill, NC	28	Seth Shaw
6/11-12	Digital Forensics: Advanced [DAS]	Anchorage, AK	16	Cal Lee
6/15-16	Preservation and Identification of 20th Century Visual Materials <b>(Missouri SHRAB)</b>	Jefferson City	21	John Waggener
6/17-19	Business Archives	Cincinnati, OH	28	P. Mooney & B. Bruemmer
6/19	Overview of Metadata for Archivists [DAS] <b>(Webinar)</b>	29 locations	49	Shawn Averkamp
6/22-23	Arrangement and Description of Electronic Records Part I & II [DAS]	Tucson, AZ	19	Seth Shaw
6/26	Managing Electronic Records in Archives and Special Collections [DAS] <b>(SSA)</b>	Austin, TX	16	Seth Shaw
6/30	Introduction to Processing Digital Records and Manuscripts [DAS] <b>(Webinar)</b>	49 locations	214	Sibyl Schaefer

**Table 2: Summary of FY 16 Offerings YTD**

2015			
7/22-23	Preservation and Identification of 20th Century Visual Materials <b>(Florida Archivists)</b>	Lakeland, FL	John Waggener
8/3-4	Archives: Principles and Practices	Mt. Carroll, IL	James Roth
8/16	Fundamentals of Project Management for Archivists (Revised)	Cleveland	Rosemary Flynn
8/16	Digital Forensics for Archivists: Foundational [DAS] (New)	Cleveland	Martin Gengenbach
8/16-17	Archives: Principles and Practices	Cleveland	A Ostendarp & P. Hackbart-Dean
8/16-17	Architectural Records: Managing Design and Construction Records (Revised)	Cleveland	T. Nelb & W. Lowell
8/17	Toward Financial Sustainability in Archives (Revised) <b>(Cancelled)</b>	Cleveland	Rosemary & David Flynn
8/17	Premis Tutorial	Cleveland	K. Bredenberg & R. Guenther
8/17	Privacy and Confidentiality in Digital Archives [DAS]	Cleveland	Heather Briston
8/17	Managing Audiovisual Digitization Projects (New)	Cleveland	G. Blood & J. Ranger & R. Pike
8/17-18	Digital Forensics for Archivists: Advanced [DAS]	Cleveland	C. Lee & M. Gengenbach
8/17-18	Encoded Archival Description (EAD3) (Updated)	Cleveland	M. Fox & K. Kiesling
8/18	Developing Specifications and RFPs [DAS]	Cleveland	Cynthia Ghering
8/18	Advanced Project Management for Archivists (New)	Cleveland	Rosemary Flynn
8/18	Describing Archives: A Content Standard (DACS) (Revised)	Cleveland	Gordon Daines
8/18	Rights and Permissions: Policies for Reproduction and Reuse of Archival Holdings	Cleveland	Jean Dryden
8/19	DAS Comprehensive Examination	Cleveland	
8/27	Digital Forensics for Archivists: Foundational [DAS]	Sacramento, CA	Martin Gengenbach
9/1-2	Copyright Law for Archivists: A Risk Assessment Approach	Mt. Carroll, IL	William Maher
9/17-18	Arrangement and Description of Electronic Records Part I & II [DAS]	Austin, TX	Seth Shaw
9/18	Appraisal of Electronic Records [DAS]	Milwaukee	Mark Myers
9/28-29	Real World Reference: Moving Beyond Theory <b>(Missouri SHRAB)</b>	Jefferson City	Nora Murphy
10/12-13	Digital Forensics for Archivists: Advanced [DAS]	Seattle, WA	C. Lee & K. Woods
10/26	Grant Proposal Writing	Dallas, TX	Gina Minks