

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

**Report: Committee on Education
(Prepared by Committee Chair Shelby Sanett)**

The SAA Committee on Education (CoE) met via conference call each month and face-to-face on February 5-6, 2015, at SAA headquarters. In attendance were Committee Chair Shelby Sanett; Vice Chair Jennifer Pelose; Committee members Alison Clemens, Lorraine Dong, Erin Faulder, Morgan Gieringer, Lauren Goodley, Brad Houston, and Marty Olliff; Mahnaz Ghaznavi, *ex officio*; Director of Education Solveig De Sutter; and Education Coordinators Mia Capodilupo and Ania Jaroszek. Absent: Council Liaison Geof Huth.

Committee on Education’s Strategic Plan and Needs

The Committee continued its ongoing discussion about current resources and support for both the committee and the staff to 1) maintain and build on the momentum of the DAS program to ensure its relevance and sustainability, 2) develop other tracks/programs in the ACE categories; and 3) position SAA strategically as the archival continuing education provider of choice.

To that end, CoE submitted to the Council in May 2015 a proposal for an Arrangement and Description (A&D) Curriculum and Certificate Program. The proposal was based on the conversations that CoE members and staff conducted with each developer/instructor as well as appropriate committees and sections to gather opinions and suggestions about the content that CoE was envisioning.

At the same time, a group of three SAA members (Ciaran Trace, Elizabeth Yakel, and Shelby Sanett) and three staff members (Matt Black, Peter Carlson, and Solveig De Sutter) met via a series of conference calls to explore SAA’s ability to develop and implement this new program as well as to continue to enhance and maintain the DAS Certificate Program.

These actions resulted in inclusion in the FY16 Education program budget of funding for necessary technical (Learning Management System) and/or human resources.

DAS Program Progress Under the Purview of CoE

- Revisions/updates of courses accomplished at two-year deadline.
- Consistent update of Comprehensive Examination undertaken.

As of the end of Fiscal Year 2015:

- More than 1,000 individuals have taken DAS courses.
- Approximately 600 individuals are actively pursuing the DAS Certificate.
- Approximately 183 individuals from around the country have fulfilled all the course requirements, passed the comprehensive examination, and earned a Digital Archives Specialist Certificate.

Positioning SAA as the Archival Continuing Education Provider of Choice

The Committee is committed to continuing to support new initiatives and ideas to further provide continuing education opportunities. Some initiatives the CoE has been working on include:

Collaboration with the SAA Publications Board: A webinar based on the first module of the “Trends in Archives” series was offered on June 30, 2015, to 59 sites comprising 214 people. The registration fee for the webinar purchaser included access to the e-pub “Arrangement and Description.” The webinar was well received and we plan to disseminate a survey to the webinar site contacts to determine 1) the perceived value of having access to the publication included, 2) whether people took advantage of this additional information, and 3) whether other participants ended up purchasing the e-pub as a result of the exposure.

Collaboration with the Committee on Ethics and Professional Conduct: CoE and CEPC have been working together to develop an Ethics course that will be a part of the Arrangement and Description curriculum.

Collaborations with Other Education Providers: CoE members have started to audit other organizations’ (ALA, ARL, etc.) education offerings to find out if they would be appropriate for the SAA education curriculum.

SNAP, Student Chapters, Archival Educators RT, Archives Management RT, and A&A (Listserv): CoE member Alison Clemens has been spearheading the production of a Resource Guide for the Profession and surveying all entities above for their input.

Coalition for National Learning: CoE continues to monitor any outcomes from the various projects resulting from the Coalition for Archives, Libraries, and Museums initiative. Incoming Chair Jennifer Pelose is the CoE representative.

Managing Archival Programs (Management Track)

The next planned area of curriculum development – based on the success of the DAS Curriculum and Certificate program, expressed member need/interest, and SAA’s current capacity – is Managing Archival Programs. Five workshops are planned initially to cover the areas of Financial Management, Project Management, Security, Grant Proposal Writing, and Ethics. These workshops are already available from SAA and will be aggregated along with other related offerings to form the “Management Track.”

The rationale is as follows: There is a lot of decision-making in archival work. The decisions can be driven by a variety of factors, including the format of the materials, the institutional mission, resources (or the lack of them), results of a cost-benefit analysis, risk assessment, and management support (or the lack of it). These factors influence the decisions that archivists must make on a daily basis. The big picture of the process includes, but is not limited to: selection of the materials/appraisal, arrangement and description/organizing the materials, safeguarding them/security/disaster planning and emergency management, holdings maintenance and preservation/conservation, providing access to the materials/metadata and, finally, ensuring that the materials are accessible over time in a timely, cost-effective, high-quality, user-friendly manner. Then there is the business side: What resources are needed to meet the process requirements? What sort of skillsets and training will be needed initially and as time goes on?

The Management Track will be designed to help archivists answer these questions.

Guidelines for Developing a Graduate Program in Archival Studies (GPAS) were updated in accordance with policy.

The Committee will continue to work to support the education initiatives set forth by the SAA Council.