

**Society of American Archivists  
Council Meeting  
August 1, 2016  
Hilton Atlanta, Atlanta, Georgia**

**Revision of Committee on Education Description  
(Prepared by Director of Education Solveig De Sutter)**

**BACKGROUND**

The Committee on Education (CoE) description was last revised in May 2011. Since that time, the Committee has taken on oversight of the Digital Archives Specialist (DAS) Subcommittee and has identified and created the Arrangement and Description (A&D) Certificate Program. Each member is liaison for one to four courses and exams.

**DISCUSSION**

CoE has reviewed its charge, in collaboration with its Council liaison and the SAA Education Director, to bring it into alignment with its current duties and responsibilities.

In its discussions, CoE feels that the current description conveys the impression that the committee has the ability/charge to influence graduate archival educators/programs beyond what is possible. Committee members and staff occasionally receive impassioned requests to exert pressure on archival educators to include more in-depth treatment of individual topics, or complaints that the committee hasn't done so to date.

Continuing education development now makes up 90% of the committee's work and the program has become a revenue producer for SAA. As a result, the make-up of the committee requires more members who have expertise in one or more of the ACE categories in addition to archival educators.

Revisions of existing guidelines are now submitted to the Standards Committee under a fast track submission process.

Student chapters no longer fall under the purview of CoE.

The proposed revision addresses each of these changes.

**RECOMMENDATION**

**THAT the description of the Committee on Education (CoE) be revised as follows (*strikethrough = deletion, underline = addition*):**

## Committee on Education

### I. Purpose

The Committee on Education has three complementary purposes: 1) to assess the profession's continuing education needs; 2) to prepare and promote standards for archival education programs, those based in graduate schools as well as post-appointment and continuing education and training programs; and 3) to provide advice to the SAA Education Office.

The Committee on Education's work is based on the following assumptions:

- Education and professional development are essential to the continued advancement of the profession;
- As the profession continues to grow and change, Graduate education and continuing education must be addressed in a coordinated manner, ensuring that developments in both areas are based on a common understanding of the profession ~~programs are an opportunity to address possible gaps in graduate education programs and provide educational offerings for professionals~~ at all levels;
- Education and professional development offerings must be responsive to the forces and circumstances that could or should shape the profession; and
- Education and professional development should be a cooperative enterprise involving various participants, including SAA; other national, regional, and local archival organizations; graduate-level academic programs; employers; and related professional associations.

### II. Committee Selection, Size, and Length of Terms

The Committee on Education consists of ten 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 committee members serving the second year of their appointment. The vice chair assumes the chair position in ~~his or her~~ their third year on the committee. The chair of the Digital Archives Specialist Subcommittee and the SAA Education Director serve as ~~an~~ *ex officio* members of the committee.

The membership of the committee shall include a ~~balanced~~ mix of archival educators and of practicing archivists with ~~administrative or supervisory~~ expertise in one or more of the ACE categories.

The vice chair of the Committee on Education serves as an *ex officio* member of the Theodore Calvin Pease Award Subcommittee of the SAA Awards Committee and as a liaison to the Archival Educators Roundtable, ~~and as~~ A representative of the committee serves as an informal advisor to the Student Forum.

### III. Reporting Procedures

The committee reports to the Council, providing a formal written report ~~in the spring of each year~~ annually to ~~and reporting~~ on special initiatives as necessary or requested.

The committee works closely with the Education Director, serving in an advisory capacity in education-related projects and programs operated out of the executive office.

The committee maintains ~~close~~ liaison with the Archival Educators Roundtable, using it as a means of informing and seeking comments from individual educators related to committee initiatives.

#### **IV. Duties and Responsibilities**

##### **A. Continuing Education:**

The Committee on Education is charged with reviewing the needs for continuing education; assisting the SAA Education Office in developing relevant programming; and providing guidance to the Society in this area. Among the tasks or responsibilities the committee has ~~that have been~~ undertaken on a recurring basis are the following:

- Advise the SAA Education Director in establishing directions and priorities for the Society's continuing education program, monitoring the effectiveness of the offerings in light of professional needs and developments, ensuring that the education programs are of high quality, coordinating the work of the Education Office with other educational initiatives within SAA, and compiling a directory of educational opportunities;
- ~~Review educational initiatives proposed and/or undertaken by other SAA committees and roundtables;~~
- Review and assess information provided by the Education Office on the full range of the profession's educational needs and the degree to which they are being met by existing educational opportunities, and make recommendations or undertake initiatives as appropriate;
- Advise the Council on conditions and developments that affect educational program needs;
- Maintain contact with educational offices / committees in related professions and organizations to explore opportunities for cooperative and mutually beneficial efforts; and
- Develop and revise professional guidelines for continuing education, publish for member comment, and submit to the Standards Committee for the internal approval process.

##### **B. Graduate Education**

The Committee on Education is also charged with reviewing needs for graduate archival education, drafting and promulgating guidelines, and providing guidance to the Society in this area. The committee establishes its own agenda except as otherwise directed by the Council to perform specific tasks. Among the tasks or responsibilities the committee has undertaken on a recurring basis are the following:

- Regularly assess existing guidelines for educational programs and, if necessary, ~~propose~~ publish appropriate revisions ~~for Council approval for member comment and submit to the Standards Committee for the internal approval process;~~
- Review and assess information provided by the Education Office on the full range of the profession's educational needs and the degree to which they are being met by existing educational opportunities, and make recommendations or undertake initiatives as appropriate;
- ~~Advise the Council on conditions and developments that affect educational program needs;~~

- Assist the Education Office with developing and maintaining the ~~Education Directory~~ Directory of Archival Education; and
- Maintain contact with educational offices/committees in related professions and organizations to explore opportunities for cooperative and mutually beneficial efforts.
- ~~Assist the Education Office with issues relating to student chapters.~~

#### **V. Meetings**

The committee meets at the SAA Annual Meeting. Additional mid-year meetings are scheduled depending on the availability of financial resources.

*Approved by the SAA Council: August 2008*

*Revised: January 1992, January 1998, May 2005, August 2008, May 2011, August 2016*

**Support Statement:** The recommended revisions to the CoE description more accurately reflect the work with which the committee is currently engaged.

**Relation to Strategic Plan:** Goal 2: Enhancing Professional Growth: Archivists have access to the professional resources they need to be successful and effective in their careers.

**Fiscal Impact:** None.