

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

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

**General Administration**

**FY 2016 Summary**

- Scheduled 107 events for FY 2016.
- Offered 99 face-to-face events.
- Developed and offered eight webinars.
- Delivered “live” education to a total of 1,967 attendees.
- Cancelled three courses.
- Worked with six new hosts.
- Scheduled the DAS Comprehensive Examinations in 17 locations.
- See Table 1 for details on FY 2016 schedule.
- See Table 2 for details on FY 2017 schedule YTD.

**Committee on Education:** Met February 25-26, 2016, in Chicago and received a briefing by the DAS Subcommittee chair of that program’s status and the group’s future direction and upcoming plans. Addressed the needs and expectations for the A&D program line up, including status of each course and its exams, resulting in further clarification of A&D exam policy. The group worked on fine tuning the ACE Guidelines, revised the CoE charge, and spent considerable time discussing the pros and cons of vendor inclusion in SAA education offerings. (More details found in the Chair Report, 0816-1-V-F-EducComm).

**A&D Certificate Program**

**Development/Revisions Completed in FY 2016:**

- Arrangement and Description Fundamentals
- Arrangement and Description for AV Records
- Appraisal for Arrangement and Description (Webinar) offered in June to approximately 19 participants at 10 locations.
- Describing Archives: A Content Standard
- Fundamentals of Project Management for Archivists
- RDA I and II (Webinars) offered in December to approximately 85 participants at 31 locations.

- Rights and Confidentiality Webinar (Webinar) offered in December to approximately 85 participants at 31 locations.
- Appraisal for Arrangement and Description (Webinar) offered in June to approximately 12 participants at eight locations.

**Revisions/Updates in Process:**

- Grant Proposal Writing for A&D
- Financial Management for Archivists
- MPLP for Arrangement and Description

**Under Development:**

- MARC for Archival Description
- Ethics in Action (Webinar)
- Advanced Appraisal for Arrangement and Description (Webinar)

**DAS Certificate Program**

**Development/Revisions Completed:**

- Providing Access to Digital Archives (1/2 day course)
- Providing Access to Born-Digital Archives (Webinar) offered in July to approximately 85 participants at 31 locations.
- Digital Repositories
- Web Archiving Fundamentals (Webinar) offered in live sessions (January, March, July) to a total of 65 participants.
- User Experience Design and Digital Archives (Webinar) offered in March to approximately 30 participants at 15 locations.
- Thinking Digital (Webinar) offered in March to approximately 23 participants at 8 locations.
- Digital Preservation of Audio and Video (Webinar) offered in March to approximately 30 participants at 12 locations.

**Revisions/Updates in Process:**

- Appraisal of Electronic Records

**Under Development:**

- XML – EPADS
- Command Line Interface
- Research Data Curation

**DAS Participation:**

- 1,034 individuals have taken one to two DAS courses.
- Approximately 600 are pursuing the DAS Certificate and have taken exams.
- 265 individuals have fulfilled all requirements and were awarded the DAS Certificate.

**FY 201 6 DAS Comprehensive Examinations Schedule:**

- August 2015 in Cleveland and New York

- November 2015 in Austin, Boston, Chicago, Denver, Fairfax, Honolulu, Los Angeles, Minneapolis, and New York
- February 2016 in Chicago, Fairfax, Honolulu, Los Angeles, New York, Salt Lake City, and several individual exams.

**DAS Subcommittee:** Met in Chicago February 23-24, 2016, and worked on solidifying duties and responsibilities to ensure continuity as people are rotating off. That included revising roles/responsibilities and course development guidelines, a push to increase developers/instructors from across the profession, a simplified course proposal form, and streamlined workflow to make process more transparent (based on faculty session feedback). This culminated in a strategic plan.

The DAS Subcommittee also took another look at correlating existing courses with ACE categories, core competencies, and the basis for the “What You Should Know” information in course descriptions. This should ensure even distribution of course functionality.

The Digital Archives Continuing Education Task Force (DACE) developed core competencies in 2010 and DAS Subcommittee members felt it was time for revision. The subcommittee wants to ensure that goals are achievable, consider how the field has changed, and put the exam on a more consistent schedule. A timeline for exam revisions was developed and processes solidified to introduce new questions and retire old questions. The Comprehensive Examination Key Validation report indicates questions that are easy or hard (or pose a problem), and the group resolves the issues.

The DAS Subcommittee reached out to the Electronic Records Section with an RFP asking for developers/instructors/reviewer volunteers. This first call yielded four very qualified individuals who have already done reviews for Command Line Interface and Digital Preservation of Audio and Video. Two of them are currently working on proposals based on conversations with DAS Subcommittee members.

## **Other Continuing Education**

### **Development Completed:**

- Secure and Protect Your Collections
- Basics of Preservation for Archives

### **Under Development:**

- A series of advocacy webinars based on the face-to-face Advocacy workshop.
- “Designing and Delivering Effective Online Learning” (Training Session for SAA Faculty in Atlanta). To be recorded for online, on-demand delivery (taking into consideration feedback from Atlanta) in September.

### **Other:**

- Created, revised, and migrated web education pages.
- Contracted and booked five DAS courses with Yale University (contract).
- Contracted with Society of Rocky Mountain Archivists to offer a series of webinars and courses.

**Table 1. FY 2016 Summary**

7/14/2015	Providing Access to Digital Archives [DAS] <b>Webinar</b>	N/A	85	Veronica Martzahl
7/16-17/2015	Arrangement and Description of Manuscript Collections	Charlottesville, VA	32	P. Hackbart-Dean/ S. Potts- McDonald
7/21/2015	Providing Access to Digital Archives [DAS] 1/2 day <b>CoSA</b>	Austin, TX	35	Veronica Martzahl
7/27/2015	Preserving Digital Archives [DAS] <b>ARL</b>	Boston, MA	30	Kelcy Shepherd
7/28/2015	Arrangement and Description of Electronic Records, Part I [DAS] <b>ARL</b>	Boston, MA	25	Carol Kussmann
7/29/2015	Privacy and Confidentiality in Digital Archives [DAS] <b>ARL</b>	Boston, MA	19	Jean Dryden
7/30/2015	Digital Forensics for Archivists: Foundational [DAS] <b>ARL</b>	Boston, MA	24	Martin Gengenbach
7/31/2015	Appraisal of Electronic Records [DAS] <b>ARL</b>	Boston, MA	17	Mark Myers
7/22-23/15	Preservation and Identification of 20th Century Visual Materials	Lakeland, FL	15	John Waggener
8/3-4/2015	Archives: Principles and Practices ( <b>Contract</b> )	Mt. Carroll, IL	8	Pam Hackbart-Dean
8/16/2015	Digital Forensics for Archivists: Foundational [DAS] (New)	Cleveland, OH	28	Martin Gengenbach
8/16-17/2015	Archives: Principles and Practices	Cleveland, OH	27	A. Ostendarp/ P. Hackbart-Dean
8/16-17/2015	Architectural Records: Managing Design & Construction Records (Revised)	Cleveland, OH	21	T. Nelb/W. Lowell
8/17-18/2015	Digital Forensics for Archivists: Advanced [DAS]	Cleveland, OH	28	C. Lee/M. Gengenbach
8/17-18/2015	Encoded Archival Description (EAD3) (Updated)	Cleveland, OH	15	M. Fox/K. Kiesling
8/16/2015	Fundamentals of Project Management for Archivists (Revised)	Cleveland, OH	26	Rosemary Flynn
8/17/2015	Managing Audiovisual Digitization Projects (New)	Cleveland, OH	24	G. Blood/J. Ranger/ R. Pike
8/17/2015	Privacy and Confidentiality in Digital Archives [DAS]	Cleveland, OH	36	Heather Briston
8/17/2015	Premis Tutorial	Cleveland, OH	21	K. Bredenberg/ R. Guenther
8/17/2015	Toward Financial Sustainability in Archives <b>Cancelled</b>	Cleveland, OH	0	R. Flynn/D. Flynn
8/18/2015	Advanced Project Management for Archivists (New)	Cleveland, OH	18	Rosemary Flynn
8/18/2015	Describing Archives: A Content Standard (DACS) (Revised)	Cleveland, OH	16	Gordon Daines
8/18/2015	Rights & Permissions: Policies for Reproduction & Reuse of Archival Holdings	Cleveland, OH	24	Jean Dryden
8/18/2015	Developing Specifications and RFPs [DAS]	Cleveland, OH	22	Cynthia Ghering
8/19/2015	DAS Comprehensive Examination	Cleveland, OH	51	

8/27/2015	Digital Forensics for Archivists: Fundamentals [DAS]	Sacramento, CA	33	Martin Gengenbach
9/1-2/2015	Copyright Law for Archivists: A Risk Assessment Approach ( <b>Contract</b> )	Mt. Carroll, IL	6	William Maher
9/17-18/15	Arrangement and Description of Electronic Records Part I & II [DAS]	Austin, TX	26	Seth Shaw
9/18/2015	Appraisal of Electronic Records [DAS]	Milwaukee, WI	14	Mark Myers
9/22/2015	Digital Curation: Fundamentals for Success [DAS]	Chicago, IL	9	Kari Smith
9/28-29/2015	Real World Reference: Moving Beyond Theory	Jefferson City, MO	17	Nora Murphy
9/30-10/1/15	Records Management for Archivists	Charleston, SC	8	Brad Houston
10/1/2015	Fundamentals of Project Management for Archivists	Austin, TX	10	Rosemary Flynn
10/2/2015	Advanced Project Management for Archivists (New)	Austin, TX	9	Rosemary Flynn
10/9/2015	Privacy and Confidentiality in Digital Archives [DAS]	Salt Lake City, UT	11	Jean Dryden
10/12-13/15	Digital Forensics for Archivists: Advanced [DAS]	Seattle, WA	14	Cal Lee
10/26/2015	Grant Proposal Writing	Dallas, TX	8	Gina Minks
10/30/2015	Secure and Protect your Collections	New Orleans	23	Shelby Sanett
11/10/2015	DAS Comprehensive Examination in Boston, Chicago, Denver, Fairfax, Austin, Los Angeles, Minneapolis, New York, and Honolulu	Various	40	
11/16/2015	Web Archiving Fundamentals <b>Webinar</b>	N/A	20	Anna Perricci
12/1/2015	Privacy and Confidentiality in Digital Archives [DAS]	College Park, MD	23	Jean Dryden
12/2/2015	Copyright Issues in Digital Archives [DAS]	Fairfax, VA	12	Jean Dryden
12/3-4/2015	"Real World" Reference: Moving Beyond Theory	Washington, DC	23	Nora Murphy
12/10/2015	Forming Names According to RDA: Part II <b>Webinar</b>	N/A	12	Kathy Wisser
1/15/2016	Appraisal of Electronic Records [DAS]	Corvallis, OR	27	Mark Myers
1/15/2016	EAC-CPF	State College, PA	10	Kathy Wisser
1/25/2016	Preserving Digital Archives	New York, NY	24	Kelcy Shepherd
1/26/2016	Digital Curation: Fundamentals for Success [DAS]	New York, NY	24	Kari Smith
1/28-29/2016	Arrangement and Description of Electronic Records Part I & II [DAS]	New York, NY	24	Seth Shaw
2/22-23/2016	Encoded Archival Description (EAD3) (Updated) [Postponed from 11/2015]	New York, NY		M. Rush/K. Shepherd
2/24/2016	DAS Comprehensive Examination Chicago, IL; New York, NY; Los Angeles, CA;	Chicago, IL New York, NY	32	

	College Park MD; Salt Lake City, UT; Edmonton, CAN; Honolulu, HI			
3/1/2016	User Experience Design and Digital Archives <b>Webinar</b>	N/A	43	Mahnaz Ghaznavi
3/3-4/2016	Arrangement and Description of Electronic Records Part I & II [DAS]	Milwaukee, WI	23	Carol Kussmann
3/7/2016	Fundamentals of Project Management for Archivists	Denton, TX	12	Gina Minks
3/8/2016	Advanced Project Management for Archivists (New)	Denton, TX	11	Gina Minks
3/10/2016	Fundamentals of Project Management for Archivists	Cleveland, OH	16	Rosemary Flynn
3/11/2016	Advanced Project Management for Archivists (New)	Cleveland, OH	11	Rosemary Flynn
3/21-22/2016	"Real World" Reference: Moving Beyond Theory	Philadelphia, PA	17	Nora Murphy
3/24/2016	Thinking Digital: A practical session to help you get started! <b>Webinar</b>	N/A	23	Veronica Martzahl
3/24-25/2016	Encoded Archival Description: EAD3	Minneapolis, MN	22	Michael Fox/K. Kiesling
3/31/2016	Appraisal for Arrangement and Description <b>Webinar</b>	N/A	19	Mark Greene
3/31/2016	Accessioning and Ingest of Electronic Records [DAS]	Corvallis, OR	29	Erin Faulder
3/31/2016	Arrangement and Description of Electronic Records, Part I [DAS] <b>NEA Annual MTG</b>	Portland, ME	18	Seth Shaw
4/1/2016	Providing Access to Digital Archives [DAS]	Corvallis, OR	35	Erin Faulder
4/6/2016	Digital Forensics for Archivists: Fundamentals [DAS]	Baton Rouge, LA	24	C. Lee
4/7-8/16	Digital Forensics for Archivists: Advanced [DAS]	Baton Rouge, LA	23	C. Lee/K. Woods
4/7/2016	Grant Proposal Writing <b>[Cancelled]</b>	Indianapolis, IN		Gina Minks
4/7 - 4/8/2016	Archives: Principles and Practices	Notre Dame, IN	29	A. Ostendarp/ P. Hackbart-Dean
4/8/2016	Archivists Guide to Balancing Legal Issues in Photographic Collections	Philadelphia, PA	22	Heather Briston
4/27/2016	Digital Curation Planning and Sustainable Futures [DAS] <b>MAC</b>	Milwaukee, WI	13	Helen Tibbo
4/28/2016	Describing Archives: A Content Standard	Seattle, WA	12	Gordon Daines
4/28/2016	Arrangement & Description of Electronic Records [DAS]	Seattle, WA	21	Chris Prom
5/2/2016	Privacy and Confidentiality in Digital Archives [DAS] <b>Cancelled</b>	Nashville, TN		Jean Dryden
5/2/2016	Digital Curation: Fundamentals for Success [DAS] <b>ARL</b>	Tallahassee, FL	14	Kari Smith
5/3/2016	Digital Archives and Libraries [DAS] <b>ARL</b>	Tallahassee, FL	12	Tom Rosko

5/4/2016	Privacy and Confidentiality in Digital Archives [DAS] <b>ARL</b>	Tallahassee, FL	18	Jean Dryden
5/5/2016	Digital Forensics for Archivists: Fundamentals [DAS] <b>ARL</b>	Tallahassee, FL	18	Cal Lee
5/6/2016	Managing Electronic Records in Archives and Special Collections [DAS] <b>ARL</b>	Tallahassee, FL	21	Seth Shaw
5/5/2016	Digital Curation: Fundamentals for Success [DAS]	Denver, CO	17	Jackie Esposito
5/11/2016	Copyright Issues in Digital Archives [DAS] - <b>CIMA Annual Meeting</b>	Ogden, UT	15	Heather Briston
5/11/2016	Fundamentals of Project Management for Archivists	Ogden, UT	17	Rosemary Flynn
5/11/2016	Copyright Issues in Digital Archives [DAS] <b>CIMA</b>	Ogden, UT	15	Heather Briston
5/18/2016	Preserving Digital Archives [DAS]	Oklahoma City, OK	19	Liz Bishoff
5/23/2016	Preserving Digital Archives [DAS]	Boston, MA	20	Liz Bishoff
5/31/2016	Accessioning and Ingest of Electronic Records [DAS]	Montreal, CANADA	26	Erin Faulder
6/6-7/2016	Copyright Law for Archivists: A Risk Assessment Approach	Chicago, IL	26	William Maher
6/8/2016	Copyright Issues for Digital Archives [DAS]	Plattsburgh, NY	20	Jean Dryden
6/10/2016	Managing Electronic Records in Archives and Special Collections [DAS]	Honolulu, HI	19	Seth Shaw
6/14/2016	Digital Repositories [DAS] <b>Cancelled</b>	Athens, GA		Lori Lindberg
6/21–22/2016	Fundamentals of Arrangement & Description	Boston, MA	21	P. Hackbart-Dean/ S. Potts- McDonald
6/23/2016	Appraisal for Arrangement and Description [A&D] <b>Webinar</b>	N/A	19	Mark Greene
6/27-28/2016	Appraisal, Accessioning and Ingest <b>Contract with Yale University</b>	New Haven, CT	27	Erin Faulder/Mark Meyers
6/27/2016	Advocating for Archives	New York, NY	24	Kathleen Roe
6/28/2016	Arrangement and Description for AV Records [A&D] <b>TX State Archives</b>	Austin, TX	20	Megan McShea
6/30/2016	Digital Preservation of Audio and Video [DAS] <b>Webinar</b>	N/A	30	Glen McAninch/ Steven Kantner

**Table 2. FY 2017 YTD**

7/11/2016	Privacy and Confidentiality Issues in Digital Archives [DAS] <b>Contract with Yale University</b>	New Haven, CT	27	Jean Dryden
7/18-19/2016	Arrangement & Description of Electronic Records [DAS]: Parts 1 & 2; <b>Contract with Yale University</b>	New Haven, CT	27	Chris Prom
7/18-19/2016	Arrangement & Description of Electronic Records [DAS]: Parts 1 & 2	Denver, CO		Carol Kussman
7/19/2016	Preserving Digital Archives	College Park, MD		
7/31/2016 – 8/1/2016	Archives: Principles and Practices <b>Cancelled</b>	Atlanta, GA		Annie Ostendarp
7/31/2016	Describing Archives: A Content Standard [A&D] REVISED	Atlanta, GA		Jackie Dean
7/31/2016	Digital Forensics: Fundamentals	Atlanta, GA		Marty Gengenbach
8/1-2/2016	Fundamentals of Arrangement and Description [A&D]	Atlanta, GA		Susan Potts McDonald
8/1-2/2016	Copyright Law for Archivists: A Risk Assessment Approach	Atlanta, GA		Bill Maher
8/1-2/2016	Digital Forensics: Advanced [DAS]	Atlanta, GA		Marty Gengenbach
8/1/2016	Fundamentals of Financial Management for Archivists <b>Cancelled</b>	Atlanta, GA		Rosemary Flynn
8/1/2016	The Basics of Preservation for Archives <b>Cancelled</b>	Atlanta, GA		Paula DiStefano
8/1/2016	Command Line Interface [DAS] NEW	Atlanta, GA		Bertram Lyons
8/2/2016	Secure and Protect Your Collections <b>Cancelled</b>	Atlanta, GA		Shelby Sanett
8/2/2016	Arrangement and Description for AV Materials [A&D]	Atlanta, GA		Megan McShea
8/3/2016	DAS Comprehensive Examination	Atlanta, GA; Tucson, AR; College Park, MD		
8/16-17/2016	Archives: Principles and Practices	Mt. Carroll, IL		Pam Hackbart-Dean
9/5/2016	Digital Archives and Libraries [DAS]	Honolulu, HI		Tom Rosko
9/15-16/2016	Arrangement and Description of Electronic Records, Part I and II [DAS]	Highland Heights, KY		Seth Shaw
9/22/2016	Providing Access to Born Digital Archives [DAS]	Milwaukee, WI		Erin Faulder
9/22/2016	Digital Forensics for Archivists: Fundamentals [DAS]	Greeley, CO		Cal Lee
9/23/2016	Accessioning and Ingest of Electronic Records [DAS]	Milwaukee, WI		Erin Faulder
9/23/2016	Fundamentals of Acquisition and Appraisal	Morgantown, WV		Virginia Hunter



9/23-24/2016	Copyright Law for Archivists: A Risk Assessment Approach	Mt. Carroll, IL		W. Maher
9/26/2016	Fundamentals of Project Management for Archivists [A&D]	Belmont, NC		Rosemary Flynn
10/3/2016	Rights and Permissions: Policies for Reproduction and Reuse of Archival Holdings	Buffalo, NY		Jean Dryden
10/6/2016	Digital Repositories	Denver, NY		Lori Lindberg
10/7/2016	Command Line Interface	Houston, TX		Bertram Lyons
10/7/2016	Implementing More Product, Less Process [A&D]	Fayetteville, AR		Dennis Meissner
10/10-11/2016	Real-World Reference: Moving Beyond Theory	State College, PA		Nora Murphy
10/13/2016	Privacy and Confidentiality Issues in Digital Archives [DAS]	Amherst, MA		Peter Hirtle
10/21/2016	Describing Archives: A Content Standard (DACS) [A&D]	Lakeland, FL		Jackie Dean
10/21/2016	Appraisal of Electronic Records	Seattle, WA		Mark Meyers
10/21/2016	Managing Electronic Records in Archives and Special Collections [DAS]	Arlington, TX		Seth Shaw
10/24-25/2016	Planning New and Remodeled Facilities	Richardson, TX		Tom Wilsted
10/31-11/1/2016	Arrangement and Description: Fundamentals [A&D]	Dallas, TX		Seth Shaw
11/4/2016	Implementing "More Product, Less Process" [A&D]	Chicago, IL		Dennis Meissner
11/9/2016	Privacy and Confidentiality Issues in Digital Archives [A&D, DAS]	Bethlehem, PA		Jean Dryden

*As of 7/15/2016.*