

**Society of American Archivists
Council Meeting
November 8-10, 2015
Chicago, Illinois**

**Diversity Committee: 2015 Annual Report
(Prepared by Tywana Whorley, Chair)**

Officers:

Tywanna Whorley (Chair)

Holly Smith (Vice-Chair)

2015 Annual Meeting:

- Number of attendees: 21
- Summary of meeting: See attached minutes (Appendix A).

Ongoing Activities/Projects:

- Soliciting SAA members to participate on new and ongoing subcommittees. This past year, SAA members volunteered their time and effort to evaluate a large number of diversity case studies, develop the internship program, re-evaluate the Archivist toolkit to focus on retention strategies, and promote the 2015 Diversity Forum (standing room only in Cleveland).

New Projects:

- Implementing the pilot SAA Internship for Diversity and Inclusiveness Program. The Diversity Committee, Chicago State University, and LACCHA will select one intern for a 10-month internship on a specific project. For additional information, please see the attached description for purpose, eligibility, and program requirements (Appendix B).
- Developing retention strategies for historically underrepresented groups in SAA. The internship program is one part of that strategy.
- Preparation for the 2016 Diversity Forum.

Initiatives Associated with the 2013-2018 Strategic Plan:

- The internship program, member participation on subcommittees, and the development of retention strategies to foster an inclusive environment for members.

Questions/Concerns for Council Attention: None.

**SAA DIVERSITY COMMITTEE
MEETING MINUTES
August 18, 2015
3:00 PM – 5:00 PM
Hopkins Room, Renaissance Cleveland Hotel
Cleveland, Ohio**

Welcome and Introductions

Attendance:

Committee members in attendance included Tywana Whorley (Chair), Holly Smith (Vice-Chair), Amy Cooper Cary (Council liaison), Sasha Griffin (Committee), Christina Thompson Shutt (Committee), Tanya Zanish-Belcher (Council liaison), Aaisha Haykal (*ex officio* member representing Archivists and Archives of Color Roundtable), and Nancy Beaumont (Executive Director, SAA).

Guests included Steven D. Booth, Cheryl Ferguson, Jennifer Ford, Christine Anne George (WAR), Lindsey Loeper, Harrison Inefuku (ARL/Mosaic Scholarship Committee), Beth Loch, Dennis Meissner (Incoming SAA President), Teresa Mora (Membership Committee), Derek Mosley, Shanee Murrain, Denise Paddock, and Helen Wong Smith (Council).

Report from Tanya Zanish-Belcher (outgoing Council liaison)

Tanya Zanish-Belcher reported on the most recent Council meetings, held earlier in the week, focusing on the affinity group proposal, dues increase, and the NHPRC strategic plan. She also introduced the new Council liaison to the Diversity Committee, Amy Cooper Cary.

Cultural Competencies Presentation

Helen Wong Smith (Council member) spoke briefly about the Cultural Competencies Presentation—a short version was given to Council at its May meeting, and a longer presentation will be held in November. She is also developing a workshop for the SAA membership, which should be available in Atlanta.

Diversity Forum: “The Secret Life of Records” 8/20/15

Panelists:

Sofia Bercerra-Licha, Archivist, Berklee College of Music

Stacie Williams, Library Lab Manager, University of Kentucky

Jarrett Drake, Digital Archivist, Princeton University

Bergis Jules, University and Political Archivist, University of California, Riverside

ARL/SAA Mosaic Program Report

Harrison Inefuku related that there were 17 applications and 6 were selected. The number of applications were low, compared to thirty-three applications last year. However, the program has been successful and SAA and ARL want to continue the program. ARL and SAA will be presenting a new proposal to IMLS to continue the ARL-SAA Mosaic Program.

Case Studies Report: Tywana Whorley

Whorley presented copies of the call for case studies, the submission forms, and the review criteria. Working with the Publications Board, the Diversity case studies are being prepared for the SAA website.

SAA Diversity Internship Program: Tywana Whorley

Society of American Archivists Internship for Diversity and Inclusiveness—purpose, eligibility, and suggestions for requirements by the subcommittee:

- Must be an SAA member.
- Required courses—applicants may come from public history degrees or historic preservation programs.
- Demonstrates strong commitment/interest in archives.
- Outline a list of specific duties – Ask applicants to discuss their diversity activities and read the SAA Strategic Plan.
- Interview by phone.
- Keep a log of activities.
- Year-long internship—offer opportunity to serve on committee after internship.
- Recommended end of internship evaluation, by conference year (August to August).
- Committee also evaluates the work of the interns, possibly offering a session at the Annual Meeting (graduate student poster presentations)/on website/article in *Archival Outlook*
- One recommendation: Faculty member or employer.
- Graduate student or a new professional (1-3 years, 3-5 years?).

Suggested pilot test with 1 or 2 interns—call sent out in the next few weeks—in place by October, to ensure 10 months of good experience.

Possibly create a booklet on the internship projects?

September 15 is the deadline to provide description of the committee/group projects for interns to choose and select. Dennis Meissner, as incoming President, will oversee the internship program.

Idea: Consider connecting with the MARAC Steering Committee on Diversity and Inclusiveness. Cheryl Oestreicher and Barbara Teague are co-chairs of the Atlanta Program Committee.

Diversity Forum: Holly Smith

Discussion in regard to Annual Meeting in Atlanta—possible request to Program Committee to have them recommend session panel for Diversity Forum. Nancy noted this will be a joint meeting with CoSA, and the deadline for session proposals is in November. Nancy also recommended a backup plan, in case there is no appropriate session.

HBCU Institute: Holly Smith

Program established by Brenda Banks (funded by IMLS) to provide assessments and training for HBCU. Brenda recommended against it—now there are more archivists of color. Discussions around this kind of program—training staff to work with diverse materials, diversifying the staff. Programming relating to Spelman, possibly Emory, National Park Service?

How do we use diverse collections to illustrate our history? Possibly separate events, as opposed to a traditional session. Nancy will point Holly to some similar programs, such as Congressional Papers Roundtable day programs.

New Business: Tywana Whorley

Recruitment of volunteers—25 members participated on 6 different subcommittees—will put a call out for more volunteers this year.

Toolkit: Christina Thompson Shutt

Toolkit will focus on cultural competency, as opposed to recruitment. Concentrate on training archivists who work with diverse collections. Helen Wong Smith will assist and provide resources—creation of a bibliography. Committee can select what to share with SAA membership.

Task Force with RBMS (25 members) on Cultural Competency:

- Would be a Council consideration
- Important to set goals
- Start with casual conversation with their chairs; then take to Council for establishment

Diversity Committee Microsite: Sasha Griffin

Griffin would like to have a vision for the website—needs listing of subcommittee members; activity reports, blog posts, and ideas on what the committee and subcommittees would like to see. In addition, Whorley wants to ensure that there is open communication and transparency between the subcommittees.

Adjourned: 5:00 pm.

Society of American Archivists Internship for Diversity and Inclusiveness

Purpose:

Historically, the level of participation of underrepresented groups and members of color on committees, task forces, sections, and roundtables has been very low. In an effort to increase participation and to better reflect the Society of American Archivists membership, the Diversity Committee, President Elect, committees, task forces, sections, and roundtables have established a one year internship program to recruit members of historically underrepresented groups, introduce them to the inner workings of SAA, and open additional opportunities for service in SAA component groups.

The internship supports the Society of American Archivists's core organizational values of fostering a culture of inclusiveness and participation with greater diversity in membership and leadership opportunities.

Interns will be selected based on a complete application, letters of recommendation, phone interview, and personal statement. The personal statement will be evaluated based on the following:

- Overall Clarity
- How the internship will further academic and/or professional goals
- Commitment on improving and promoting diversity in SAA

Eligibility:

SAA member

SAA student: Preference to students who have # of courses or one or two semesters

Requirements for Interns and Supervisors:

- In addition to a résumé, require a letter of recommendation and a phone interview. Both of those things will add credibility, and will also give the applicants helpful application experience.
- Develop formal guidelines for the program to ensure that it is carried out uniformly from one placement to the next.
- Each intern is to keep a log to record their service and observations.
- Make sure that each intern placement comes with a contract that specifies the expectations of the program leader (duties, hours, timeframe, other deliverables, etc.) as well as the learning objectives (benefits) for the intern.
- Present projects in a session at SAA Annual Meeting/website/*Archival Outlook*.
- 1 or 2 interns per group or depending on project(s).
- Option of joining that committee, task force, roundtable upon completion of the internship.