

**Society of American Archivists
Council Meeting
November 14–16, 2016
Chicago, Illinois**

**Revise Committee on Education Description/
Create Graduate Archival Education Subcommittee
(Prepared by Alison Clemens, Lauren Goodley, and Solveig De Sutter)**

BACKGROUND

At its August 1, 2016 meeting, the SAA Council considered a proposal from the Committee on Education ([0816-1-II-C-EdCommDescrip](#)) to update its description (last revised in May 2011), to bring it into alignment with current duties and responsibilities and to reduce “the impression that the committee has the ability/charge to influence graduate archival educators/programs beyond what is possible.”

After discussing the long-term implications of the proposed revisions, the Council determined that a more complete consideration of the Committee’s charge and scope is necessary. Although Council members agreed that the Committee’s focus increasingly is on continuing education, the Council wished to consider whether graduate archival education should be within the scope of the Committee or another Council-appointed group. Council members Amy Cooper Cary, Kris Kiesling (liaison to the Committee), and SAA President Nance McGovern volunteered to serve on an internal Council working group to explore this issue, consult with other leaders and staff as appropriate, and present one or more recommendations to the Council at its November 2016 meeting.

Between August and October, the working group met with Committee chairs Alison Clemens and Lauren Goodley and Education Director Solveig De Sutter twice via phone and communicated periodically via email.

DISCUSSION

The Committee on Education’s (CoE’s) August 2016 proposed revision was intended to 1) emphasize its primary role of developing continuing education and 2) dispel the impression held by some members that the CoE can influence graduate archival education and should respond to requests to consider accreditation of graduate programs. CoE noted that it has no direct influence on graduate archival programs and that at least two studies of the concept of accreditation of graduate archival education programs have resulted in Council decisions not to pursue this idea.

In consultation with the CoE chairs and staff, the Council working group determined the following:

- That there are several areas in which SAA does have a role in relation to graduate archival education programs, including development and maintenance of the Guidelines for a Graduate Program in Archival Studies (GPAS), ensuring that potential gaps in graduate archival education are addressed for SAA members in the organization’s continuing education offerings, and “publication” of the online Directory of Graduate Archival Education;
- That oversight of these areas is best done under the auspices of the existing Committee on Education to ensure coordination and communication; and
- That the most effective structure for accomplishing coordination and communication would be creation of a Graduate Archival Education Subcommittee of the Committee on Education, which would function in much the same way as the existing Digital Archives Specialist Subcommittee in terms of interaction with the broader committee and whose portfolio would dictate its composition, meeting schedule, etc.

The Council working group and Committee believe that SAA would be best served if the chair of the Graduate Archival Education Subcommittee were selected from among the ten current members of the CoE. Given the importance of continuing education offerings to SAA’s mission and infrastructure, however, it may be prudent at a later time to move the Subcommittee chair appointment to an *ex officio* status mirroring that of the DAS Subcommittee chair and to maintain the current ten positions focusing on continuing education.

Proposed revisions to the Committee on Education description and a new description for the Graduate Archival Education Subcommittee appear below.

RECOMMENDATION

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

THAT a Graduate Archival Education Subcommittee of the Committee on Education be formed, per the description below.

Committee on Education

I. Purpose

The Committee on Education has ~~three~~ four complementary purposes: 1) to assess the profession’s educational needs; 2) to prepare and promote standards for archival education programs, ~~those~~ based in graduate schools; ~~as well as~~ 3) to prepare and promote post-appointment

and continuing education and training programs; and 4) 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;
- ~~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 needs of the profession at all levels;~~
- As the profession continues to grow and change, continuing education programs must be addressed in a coordinated manner, ensuring that developments in all areas are based on a common understanding of the profession 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 Vice President normally from among the committee members serving the second year of their appointment. The vice chair assumes the chair in his or her third year on the committee. The chair of the Digital Archives Specialist Subcommittee and the SAA Education Director serve as *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 experience~~ expertise in one or more of the ACE categories and in continuing education development.

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, ~~as a liaison to the Archival Educators Roundtable,~~ and as an informal advisor to the Student ~~Forum~~ and New Archives Professionals Section.

III. Reporting Procedures

The committee reports to the Council, providing a formal written report in the spring of each year 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

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

- 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~~ list of educational opportunities.
- Review educational initiatives proposed and/or undertaken by other SAA committees and ~~roundtables~~ sections, as appropriate;
- Review and assess information provided by the Education Office, the Digital Archives Specialist Subcommittee, and the Graduate Archival Education Subcommittee 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;
- ~~Develop and revise professional guidelines for continuing education.~~ Revise and update Archival Continuing Education (ACE) guidelines in accordance with policy, including publishing revisions for member comment and submission to the Standards Committee per the internal approval process.

~~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 that have been undertaken on a recurring basis are the following:~~

- ~~Regularly assess existing guidelines for educational programs and, if necessary, propose appropriate revisions for Council approval;~~
- ~~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;~~
- ~~Assist the Education Office with developing and maintaining the Education Directory;~~
- ~~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~~ may be 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, November 2016.

- [Digital Archives Specialist \(DAS\) Subcommittee](#)
- [Graduate Archival Education \(GAE\) Subcommittee](#)

Graduate Archival Education Subcommittee

I. Purpose

The Graduate Archival Education Subcommittee of the Committee on Education is charged with reviewing needs for graduate archival education, drafting and promulgating guidelines, and providing guidance to the Society in this area. The Subcommittee establishes its own agenda in conjunction with the Committee on Education, except as otherwise directed by the Council to perform specific tasks.

II. Committee Selection, Size, and Length of Term

The subcommittee consists of six 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 subcommittee members serving in the second year of appointment. The vice chair assumes the chair in her or his third year on the subcommittee.

The membership of the subcommittee shall include five archival educators and a student or new professional, all selected with an eye to including expertise, perspective, and community input from around the profession. The chair may bring on *ad hoc* volunteers for expertise as required. The chair serves as a member of the Committee on Education and as a liaison to the Archival Educators Section.

III. Reporting Procedures

The subcommittee reports to the Committee on Education. The subcommittee chair or designee provides updates during Committee conference calls and attends the Committee's in-person meetings.

The subcommittee works closely with the Education Director, serving in an advisory capacity on education-related projects and programs operated out of the Executive Office.

IV. Duties and Responsibilities

The Graduate Archival Education Subcommittee is charged with reviewing needs for graduate archival education, drafting and promulgating guidelines, and providing guidance to the Society in this area. Duties and responsibilities include:

- Regularly assess the Guidelines for a Graduate Program in Archival Studies (GPAS), publish appropriate revisions for member comment, and submit to the Standards Committee per the internal approval process;
- Research existing programs in graduate archival education to create a comprehensive list;
- Assist the Education Office with enhancing and maintaining the Directory of Archival Education based on the research;
- Maintain contact with graduate archival education programs and other groups in related professions and organizations to explore opportunities for cooperative and mutually beneficial efforts;
- Encourage communication about the role of continuing education in tandem with graduate programs, and communicate with SAA's membership about the role of the Committee on Education in the world of graduate archival education;
- Review and assess the full range of the profession's educational needs and the degree to which they are being met by existing educational opportunities, and make appropriate recommendations; and
- Assist the Executive Office with issues relating to student chapters.

V. Meetings

The Graduate Archival Education Subcommittee meets via monthly conference calls and may conduct in-person meetings when a need is demonstrated and financial resources are available.

Approved by the SAA Council: November 2016.

Support Statement: Creation of a Graduate Archival Education Subcommittee of the Committee on Education will ensure that SAA is positioned to address critical issues associated with graduate archival education even as the Committee continues its focus on continuing education.

Impact on Strategic Priorities: The work of the proposed subcommittee will address SAA's Strategic Goal 2: Enhancing Professional Growth.

Fiscal Impact: Some additional staff time will be required to assist in managing the work of the subcommittee. All in-person meetings will be scheduled on an as-needed basis pending availability of financial resources via the SAA budget process.