

**Society of American Archivists
Council Meeting
November 20, 2020
Virtual Meeting**

**Staff Report: Education
(Prepared by Education Director Rana Salzmann)**

(Online) Education by the Numbers (July through October 2020)

In light of the continuing COVID-19 pandemic, we have persisted with our all-online education model, using Zoom and Adobe Connect platforms for full-day courses as well as short, topical webcasts. In October, we moved entirely to Zoom and ended our contract with Adobe Connect due to continued technical issues and our dissatisfaction with customer service and the UX interface.

Webcast Sales Summary

	July	August	September	October
Paid content	90	133	116	116
Free content	152	148	126	81
TOTALS	242	281	242	197

The Education team has been busy developing new courses, working with instructors to convert in-person courses to online formats, and making progress on the Management Track and DEI initiatives funded by NHPRC and the SAA Foundation. A summary of activity is below.

Online Courses and Webcasts

Date	Course	Enrollment	Paid or Free
7/20/2020	Teaching with Primary Sources	30 (max)	Paid
9/10/2020	Using ePadd in Email Archiving	10* (max)	Paid
9/16/2020	Career Pivot Strategies for Archivists	18	Paid (Management Track)
9/23/2020	Salary Negotiation for Archivists (Session 2)	69	Free (Management Track)
9/30/2020	Email Archiving	40 (max)	Paid
10/6/2020	From Dialogue to Action: DEI Unconference	50 (max)	Paid (Management Track)
10/13/2020	DACS Fundamentals (revised)	39	Paid
10/20/2020	DACS Advanced (new)	21	Paid

Date	Course	Enrollment	Paid or Free
10/21/2020	Finance Basics for Archives Managers (new)	16	Paid (Management Track)
10/26/2020	Arrangement and Description Fundamentals	25*(max)	Paid
10/28/2020	Project STAND: Highlights and Hurdles of a National Project on Social Justice	48	Free (carry-over from Annual Meeting program)
TOTALS	7 in-person courses converted to online	366 attendees	

*Some courses had intentionally limited enrollments, on instructor request.

DEI Next Steps: SAA Foundation Grant

The DEI Unconference, *From Dialogue to Action: A Path to Inclusive Leadership in Archives*, was held via Zoom on October 6. The event sold out its intentionally limited 50 spaces well in advance of the date. SAA Education received several requests from institutions to register large groups of their staff to attend. In order to keep the event a manageable size (for breakout groups, etc.) and ensure a safer space for potentially sensitive discussion, we held the enrollment to 50 and decided not to record the event. Committee on Education members stepped in to assist facilitator Mark Puente with the program, moderating substantive breakout conversations and taking collaborative notes in Google documents. Lightning talks by invited presenters kicked off the 3-hour session.

- Courtney Chartier: *Are We Ready? Thoughts on Control*
- Carli Lowe: *Social Change in Everyday Choices*
- Michelle Ganz: *Dismantling the Status Quo; Or, Empathy for All*
- Annie Tang: *Stuck in the Middle with U: Navigating University Bureaucracy as a New POC Manager*
- Kelly Wooten, et. al. (via video): *Addressing White Supremacy and the Rubenstein Library*

In a modified World Café format, two rounds of discussion (in randomly assigned small groups) and larger-group report-outs followed. Attendees responded to the ideas in the lightning talks and began to discuss how to take the ideas back to their workplaces. The final session pushed folks to articulate how they could broaden their sphere of influence and take specific action toward promoting inclusivity and equity in the archives through policies, practices, and relationships. Puente remarked in the debrief that the overall level of the discourse was more advanced than anticipated, indicating that participants were not new to DEI discussions. This is encouraging to see among the archives managers currently practicing in the field and suggests that future programming can and should continue to push beyond the “DEI 101” level. Participant evaluations are forthcoming and due to SAA by November 6, 2020.

Next, I will review the collaborative notes and evaluations and begin planning for a series of short, topical trainings on specific management topics. Possibilities include: conducting DEI audits, writing inclusive job descriptions, how to create a welcoming space, metadata/inclusive processing, community outreach, and human resources practices.

NHPRC-Funded Management Track

The following schedule of activity for year one of the Cooperative Agreement was discussed with NHPRC Program Manager Lucy Barber on September 30.

Date	Title (Speaker)	Description/Notes
9/16/2020	Career Pivot Strategies for Archivists (Kim Dority)	Webinar
9/23/2020	Salary Negotiation Session 2 (Aliqae Geraci and Shannon Farrell)	Webinar (free to attendees)
10/6/2020	DEI Unconference for Archives Managers (Mark Puente)	Funded by an SAA Foundation grant
10/21/2020	Finance Basics for Archives Managers (Rebekah Beaulieu)	Webinar
11/10/2020	Practical IT Security for Archives Managers (Blake Carver)	Webinar
3/10/2021	Disaster Planning (Ryan Leimkuehler, Gwendolyn Higgins, Rosemarie Kimbell)	Webinar
March 2021	Introduction to Financial Management (Rebekah Beaulieu)	Longer-term, in-depth course that builds on the October 2020 basics class.
Dates TBD	Technology Management	Follow up to June pilot with Carson Block made available on-demand. Under negotiation.
Dates TBD	Project Management (Rosemary Pleva-Flynn)	Asynchronous online course
Dates TBD	Grant Writing (Gina Minks)	Asynchronous online course

Committee on Education Update (*Julia Corrin, chair, and Carli Lowe, vice-chair*)

- Held Online Instruction Best Practices session in conjunction with 2020 Annual Meeting.
- Assisted with DEI Unconference.
- Assessment work group is reviewing of the current Education evaluation form.
- DEI workgroup is developing a list of DEI competencies to include in SAA Education programming.
- CoE and Accessibility & Disability section collaborating on rubric for accessible education products.

DAS Subcommittee Update (*Angela Fritz, chair*)

- Completed new onboarding session for new members.
- Established shared drive to centralize subcommittee documents and information sharing.
- Finalized date for virtual retreat (January 29, 2021).
- Finalized sub-teams for virtual retreat: liaison support, online transition support, comprehensive exam support.

GAE Subcommittee Update (*Ed Benoit, chair*)

- Began an initial, informal discussion with counterparts on the Education Committee of ACA about collaborating in revision of SAA GPAS Guidelines. This conversation was tabled by Loryl MacDonald, ACA president, due to other pressing priorities. SAA and ACA may revisit this in the future.
- Devising strategy to update GPAS this year.
- Providing feedback to Council on Best Practices for Internships.