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

Annual Report: Committee on Education
(Prepared by Committee Chair Rachel Morris)

The SAA Committee on Education (CoE) met via Zoom calls each month (August to December 2019 and January to August 2020), and held a mid-winter virtual retreat in February 2020.

Although the Committee had two long-standing members resign for personal reasons in the Fall of 2019, and although CoE has had to adapt and change timelines and work due to the Covid-19 pandemic, the committee has gotten back to full capacity and continues to evolve and stabilize its communication, practices, and workflows.

Members continue to perform course liaison duties to review and revise existing course offerings and to help scope new course offerings for SAA members. CoE members will also be liaisons for non-certification courses when needed, a practice not traditionally done within CoE before. The Committee also continues to explore new forms of delivery for courses in order to provide more online content and create more dynamic learning environments for participants. CoE members continue to support SAA Education in any way possible in switching educational offerings to online formats during the Covid-19 pandemic.

1. SAA Section Group Monitoring and Involvement: CoE leadership encouraged all members to not only be active in their respective SAA Section groups they were members of, but also to monitor the conversations, activities, and ideas within the section that might pertain to SAA Education. Members report back each monthly call on items that would be of interest to the goals and mission of CoE.

2. RIM Course Content: In April 2020, CoE began discussing opportunities to update existing educational offerings, and explore the creation of new ones, centered around Records and Information Management. This discussion and new project was in response to a call from the SAA Records Management Section.

3. Work Group Creation: To streamline responsibilities and practices within CoE as well as tackle the educational needs of SAA's membership, the Committee created four workgroups, each consisting of three Committee members, that work independently throughout the month through email and conference calls. The workgroups then solicit feedback and have discussions with the Committee as a whole on each monthly call. The workgroups, and their major projects,

are as follows:

1. Management Group
    a. Help with creation of a Management track and courses.
    b. Serve as a sounding board to follow up and push forward ideas that came from Manager's Unconference at the 2019 Annual Meeting.
    c. Serve as reviewers for management course creations, such as the TILMORE Managing Process, Salary Negotiation, Management of IT, Mid-Career Pivot, Navigating Workplace Conflict, and Managing Career in Crisis.
    d. Help SAA Education staff facilitate the soft launch of these management courses and track throughout 2020.

2. Arrangement and Description Certificate Group
    a. Help coordinate tasks around A&D course development.
    b. Conducted analysis of current curriculum: overlaps, gaps, obsolete courses, online conversion.
    c. Created a proposal for a redesign of the A&D certificate program focused on streamlining the structure to make it easier for participants and allow flexibility.
    d. Move from tiered structure to required and elective courses, combining/redesigning/creating courses, putting as much online as possible, and allowing for a more sustainable method of recertification for both participants and SAA Education staff (endorsed by CoE in April 2020).

3. Diversity, Equity, and Inclusion Group
    a. Discuss ways to create a culture of embedding DEI within SAA Education.
    b. Through a series of conference calls, worked with SAA Diversity Committee to embed DEI into courses and work on instructor recruitment.
    c. With the Diversity Committee, created a spreadsheet list of people who could be speakers and/or trainers on DEI topics and cultural competency.
    d. Plans and visions for a second SAA unconference focused around DEI at the 2020 Annual Meeting; established goals and loose agenda for the unconference, including lightning talks. *(*This unconference was rescheduled for Fall 2020 as a virtual event due to the Covid-19 pandemic.)*
    e. Worked with the Disability and Accessibility Section steering committee to explore options for captioning for recorded webinars; embedding disability inclusion in all SAA educational content; create a webinar centered around SAA's Accessibility Guidelines for Archivists; creation of a checklist and rubric for incorporating accessibility and disability into curriculum.
    f. Working with SAA Education and instructors/developers regarding updating SAA's Cultural Diversity Competency Course to be more reflective of today's current climate.

4. Instructor Recruitment and Cultivation Group
    a. Brainstormed recruitment messaging.
    b. Brainstormed marketing and social media engagement strategies.

     c.   Worked with the DEI workgroup and the SAA Diversity Committee on ideas for broadening instructor pool.

     d.   Working on ideas on training instructors (possibly creating a free webinar series of short videos) and updating resources on SAA's website.

4. Orientation Document for New Committee on Education Members: CoE chair Rachel Morris revised the "Orientation for New Members" document that was created in 2016 and had not been updated since. Many items were out of date or no longer relevant, so the document was revised to serve as a more general guideline that each chairperson could tailor to their year of leadership for new members, should the chairperson decide to do so. Onboarding new members has proved a bit challenging in years past for CoE, given the wide scope of work the Committee does, so the hope is that a revised document can help with transitions.

5. "Best Practices for Online Teaching Idea Exchange" Event: Following a brief business meeting at the August 2020 SAA virtual conference, the Committee on Education held a "Best Practices for Online Teaching Idea Exchange" for current SAA instructors during their meeting time. This idea exchange, facilitated by a member of the Committee, brought more than 40 participants together to exchange knowledge and expertise in the switch to online teaching. Participants discussed what has worked well for them, what hasn't worked for them, concerns and issues they have regarding online teaching, and what they would want to try for SAA online teaching. The Committee took notes during the event to later discuss what was talked about and use the ideas to propel SAA Education forward in the realm of online teaching, as well as provide more support for instructors and developers moving forward.

Annual Report: Digital Archives Specialist (DAS) Subcommittee
(Prepared by Alice Prael)

The DAS Subcommittee made significant progress against four established goals this year:

1. Maintain the comprehensive exam and update the course reading list

2. Maintain existing DAS course catalog, develop new courses in desired areas and identify potential courses for retirement

3. Adapt DAS courses and DAS retreat to an online format

4. Update the DAS Subcommittee description

This report provides additional detail into ongoing and completed activities related to each of the goals above, and closes with a thank-you to departing members.

Goal 1: Maintain the comprehensive exam and update the reading list for the comprehensive exam.

Activities:

- Liaisons coordinate with course instructors to draft additional exam questions and revise questions that were flagged as problematic

- Improve metadata for comprehensive exam questions and plan for moving exam question management into a database (ongoing)

- Liaisons coordinate with course instructors to update reading list for each course

- Subcommittee members review the Trends in Archives Practice series for inclusion in the reading list

DAS Subcommittee members worked with Sarah Shipley and Tomaro Taylor to handle review and revision of existing exam questions. The subcommittee is currently updating metadata for exam questions in order to identify gaps in the material covered by the exam. This will guide our liaisons and instructors in drafting additional exam questions.

The Subcommittee also updated the reading list and coordinated with instructors to update individual course reading lists. We prioritized the reading list because it serves as a resource for DAS students preparing for the comprehensive exam. Since students are not required to take the entire DAS course offering, the reading list introduces students to topics that were not covered in the courses they took but may be covered on the comprehensive exam.

Goal 2: Maintain existing DAS course catalog, develop new courses in desired areas, and identify potential courses for retirement.

Activities:

- Ensure timely audit, review, and revision of existing courses (ongoing).

- Develop RFPs for courses in working with linked data, archiving speciality file formats and other high-interest areas.

- Review survey results from DAS Intern Pam McClanahan's DAS program evaluation to identify desired course topics.

- Surveyed DAS course instructors to identify topics to cover in an Intro to DAS course.

Courses developed for FY2020

- Using ePADD for Email Archiving (Schneider & Chan, DAS).

- Introduction to XML Analysis and Manipulation (Heberlein, A&D/DAS).

88 individuals fulfilled all the requirements and were awarded the DAS certificate in FY19. In addition, 29 individuals completed the requirements to renew their DAS certificate

Goal 3: Adapt DAS courses and DAS retreat to an online format

Activities:

- Develop proposal to gradually shift enough DAS courses online so that the DAS certificate can be completed entirely online (ongoing).

- Host the first DAS Subcommittee Retreat entirely online.

- Moved courses online in response to Covid-19 (ongoing).

- Survey DAS course instructors to identify courses that could transition to an online platform.

This year the DAS Subcommittee moved its operations entirely online and replaced the annual in-person meeting with a half-day virtual retreat in November 2019. This transition worked well and we plan to host another virtual retreat next year. The Subcommittee also developed a proposal for gradually moving more courses online with the goal that the certificate would be accessible entirely online by 2022. Nine courses were moved online in response to Covid-19 and the restrictions on travel and in-person events.

Goal 4: Update the DAS Subcommittee Description

Activities:

- The Subcommittee increased membership from eight to ten members. The subcommittee currently manages 46 courses, which requires that each subcommittee member must serve as liaison for 5-6 courses. Previously, subcommittee members were expected to serve as a liaison for only 3-4 courses at one time. This increased capacity will also help us maintain the comprehensive exam.

- The Subcommittee updated the description to allow non-certificate holders to join the subcommittee so long as a majority of the subcommittee has the DAS certificate. It is important that a majority of DAS Subcommittee members hold the certificate in order to provide support for the comprehensive exam, but including archivists with extensive digital knowledge regardless of certificate status allows for the subcommittee to be more inclusive.

- The Subcommittee clarified how DAS Subcommittee members may renew or complete their DAS certificate after their term on the subcommittee. (ongoing)

Farewell to departing Subcommittee members!

Thanks to all of our outgoing subcommittee members for all of their efforts!

- Martin Gengenbach
- Jennifer Brancato
- Laura Davis

Annual Report: Graduate Archival Education Subcommittee
(Prepared by Jane Zhang)

GAES Subcommittee (September 2019 to August 2020) comprises Jane Zhang (chair), Edward Benoit (vice chair/chair-elect), Ashley Todd-Diaz, Jessica Newell, Angela White, and Arlene Schmuland. The Subcommittee held seven monthly meetings (September, October, November and December 2019, February, March and April 2020) and made progress in the following areas:

GPAS Review

GAES tried several approaches re: GPAS revision, including 1) identifying major gaps observed in GPAS compared with the Association of Canadian Archivists' Guidelines, 2) reviewing the GPAS comments received by SAA in 2016, and 3) reviewing Ed Benoit's paper recently published in *American Archivist* ("One Size Does Not Fit All: Graduate Archival Education in the Twenty-First Century").

After careful discussions, GAES decided that the best approach is to re-write the GPAS with feedback from stakeholders. We hosted two listening sessions this summer to collect thoughts towards GPAS revision from the archival graduate education community: 1) GAES hosted a Listening Session: Revising the SAA Guidelines for a Graduate Program in Archival Studies on July 9, 2020 at this year's virtual AERI. About 40 people signed up for the event and 20 of them showed up. The discussion was very focused and we received good feedback from the audience. 2) GAES joined the SAA's Archival Educators Section (AES) on August 18, 2020, for a Joint AES and GAES virtual meeting at the 2020 SAA Annual meeting to discuss GPAS revision with AES members. About 12 people attended the online meeting.

Archival Curriculum Checklists

GAES continued to work on finalizing archival curriculum checklists, designed to display the archival curricula of LIS and History master's degree programs in three contexts: the structure of their degree requirements, the framework of GPAS curriculum requirements, and the percentage of course offerings by the total programs. By summer 2020, EDC completed verification of archival curriculum checklists for 42 programs (65% of the total 65 programs). We used the latest versions of checklists to calculate course coverage percentage and generated two final documents: 1) curriculum checklist summary, and 2) curriculum checklists for all 65 programs organized by state. GAES may discuss and decide if/how to use the data for future GPAS review and DAES updates. Jane Zhang will be participating in a new IMLS grant research project ("Exploring New Frontiers in 21st Century Archival Education," 2020-2021) and plans to continue collecting and analyzing archival curriculum data. We hope the project will be able to produce and share results useful for GPAS review.

Directory of Archival Education (DAE) Update

GAES also started to work on updating DAE contact information. We proposed a draft list with updates on existing program (46 programs) and new programs (20 programs). As not all program information can be confirmed (no responses after multiple email contacts) and due to the current

Coronavirus situation, the Subcommittee agreed to postpone the checking until the fall when things will get more settled and programs have time to update their program information.

As of July 2020, basic information for all new programs (21 of them) has been added to the Directory and contact information for 14 existing programs has been updated. Currently the Directory displays basic information (address, contact, degrees and programs) for 60+ programs (https://www2.archivists.org/dae). However, if you select up to three programs and click on "Compare Selected Programs," more detailed information (if entered) about each program can be displayed. GAES may need to review and recommend whether the "Compare Selected Programs" function should continue, as information displayed there for the public view seems outdated or incorrect.

SAA Mosaic Scholarship, F. Gerald Ham and Elsie Ham Scholarship and Harold T. Pinkett Student of Color Award needed up-to-date contact information to send out scholarship announcements. GAES provided them with a temporary updated list in December 2019. Six programs' curriculum checklists were shared with the Ham Scholarship Subcommittee in February 2020 to assist their evaluation process.

Internship Survey

GAES reviewed the proposed SAA Internship Best Practices and related documents (2008 Best Practices for Internships as a Component of Graduate Archival Education, 2018 Comments Submitted to SAA HQ Email, 2019 GAES Discussion Comments, and 2019 SNAP Roundtable Survey). We identified major areas to be addressed and designed an internship survey. Our original plans for dissemination were postponed due to the pandemic, and we now plan to deliver the survey to the 60+ programs to gather information about their internship programs in fall 2020.

Plans Going Forward

Jane Zhang and Angela White completed their GAES terms in August 2020. The GAES Subcommittee in 2020-2021 comprises Edward Benoit (chair), Ashley Todd-Diaz (vice chair/chair-elect), Jessica Newell, Arlene Schmuland, and Hsiu-Ann Tom (new member). The Subcommittee plans to continue GPAS review and revision work, along with other tasks.

2020: GAES recommended complete revision of GPAS

2020-21: Listening sessions; outline new GPAS

2021-22: Draft new GPAS

2022-23: Community feedback and revisions

2023: Final GPAS draft submitted to SAA for approval