Society of American Archivists
Council Meeting
November 10, 12, 2021
Virtual Meeting

Annual Report: Committee on Education
(Prepared by Julia Corrin, Chair)

ACTIVITIES

Completed: Online Instruction Enhancements: As SAA Education had to pivot all instruction online, the committee rapidly pivoted ongoing work around instructor recruitment and engagement to figure out how to support instructors new to online teaching. This work lead to the creation of a new toolkit that collected existing best practice resources regarding zoom, online instruction, asynchronous teaching, etc. We also rebooted the instructors list serve to encourage more internal discussion.

Ongoing: DEI Grant: SAA Education received a grant to create a series of DEI instruction modules. Throughout the course of last year those modules were scoped, instructors recruited, and sessions planned. Work on delivering and evaluating those sessions is ongoing.

New: Accessibility: In tandem with work on instructor support, and building off work started prior to the pandemic, the Committee continue to develop an "accessibility rubric" to improve the delivery of in person and virtual courses to make them more accessible to attendees needing accommodations. It also provided instructors with easily attainable ways to improve accessibility in their coursework. There are some items that could be tackled more broadly by SAA at a later date, including updating our slide templates to adhere to current best practice.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists
COE works to advocate for the education needs of archivists by providing relevant and timely instruction. Recent additions to our programming, including the expansion of management and DEI related courses reflect our responsiveness to the voiced needs of the profession.

Goal 2: Enhancing Professional Growth
COE and SAA Education exist to support the professional growth of SAA members and other archivists by providing instruction and continuing education.

Goal 3: Advancing the Field
COE helps advance the field by providing timely and relevant instruction. This is an area where COE has been trying to strengthen our work. In the past, we've found it difficult to recruit new

instructors, which makes it difficult to provide courses that are on the cutting edge of archival practice. Instead, many of our courses focus on providing core knowledge to archivists.

Goal 4: Meeting Members Needs
We have been actively working to meet member needs through the introduction of management and DEI courses. The committee is also currently working to respond to member requests for increased records management training.

ANNUAL MEETING

Number of Attendees: Approximately 35

Summary of Meeting Activities: COE provided an update on work completed during the year. The majority of the section meeting was dedicated to rolling out the new instructor support toolkit and answering questions, etc.

SELF-ASSESSMENT

Staff Note: This assessment was only intended for SAA section steering committees, not for appointed groups.

How would you describe the health or energy of your section? How engaged are your members?

Energy flagged a bit during the last year, which I attribute largely to the stresses of the pandemic and the limited bandwidth of the chair. I expect energy and focus to return to higher levels in the next year.

What forms of communication work best for your section members? (For example: email listserv, conference calls, in-person meetings)

In general conference calls have worked better than email. However, the section has missed the opportunity to meet in person. There are a number of large topics that the committee could/should tackle, that would be best served at intensive in person meeting

SAA is exploring programming and topical affinities between sections. ([Learn more here](#).) Does your section share issues or scope overlap with other sections? If so, which sections?

Education has overlap with almost all sections due to our various educational offerings. More formalized interaction with various sections could be beneficial to COE in terms of recruiting instructors or scoping new offerings.

If your section were to be part of an umbrella of affiliation with other sections, how would you describe the overarching theme of that umbrella?

I'm not sure this would apply for COE, unless it was some sort of large education working group.

Do you have any concerns or questions about the potential for your section to merge or affiliate?

As an appointed Committee COE works directly with SAA staff and already struggles to provide the amount of support staff need from the Committee. Further diffusing our membership could exacerbate that problem.

QUESTIONS FOR COUNCIL

No

Annual Report:
Digital Archives Specialist (DAS) Subcommittee
(Prepared by Angela Fritz, Chair)

This report provides an overview of ongoing and completed activities relating to the achievements of the DAS Subcommittee from September 2020 to August 2021. Given the extraordinary challenges this year, the DAS Subcommittee made significant organizational changes to address increased Subcommittee membership (from eight to ten members) as well as three subcommittee vacancies. With five new members, the Subcommittee introduced the following organizational changes:

- Created a DAS Subcommittee shared folder to accommodate a collaborative work space for the Subcommittee and associated subteams. Established procedure to archive business records from the shared folder to SAA's microsite.
- Organized an onboarding session for new members with associate orientation documents which are managed on the new shared drive.
- Established a new monthly DAS leadership working meeting to finalize the agenda for the full Subcommittee meeting. Attendees included Chair, Vice Chair, Past Chair, and SAA Director of Education who met one week prior to the full meeting.
- DAS Subcommittee met for a virtual retreat in January 2021. A major outcome from the retreat included establishing the following 3 new subteams: Online Transition Support Subteam, Comprehensive Exam Subteam, and Liaison Support Team. Each subteam nominated their own team lead and established yearly goals.
- In order to accommodate the work of these new subteams, the Subcommittee's monthly meeting was extended to 1.5 hours with 30-minute subteam breakouts sessions followed by a one-hour business meeting and subteam reports.

The DAS subteams made significant progress against the following established goals which are outlined below:

Online Transition Support Subteam

- Provided feedback to liaison support group re: supporting instructors through a transition to online learning.
- Recommended to SAA Ed. the restructuring of daylong and two-day courses into multiple spots no longer than four hours each.
- Created two proposals to change language for DAS requirements and recertification requirements pending review by COE.

Comprehensive Exam Support Subteam

- Created a draft schedule for reviewing existing exam questions.
- Began to draft procedures and workflows to standardize question format.

- Continued to review the comprehensive exam reading list.
- Began exploring a new system/structure for a new question bank database.
- Completed a new google form for submitting questions.
- Began to work on training for DAS subcommittee members with anticipated question-writing workshop for all Subcommittee members in Sept. 2021.

Liaison Support Subteam

- Assisted CoE with the development of a new Instructor Toolkit which will be posted on SAA/COE's microsite.
- Began to revise the DAS Handbook to reflect liaisons' roles and responsibilities. Handbook revisions will be a more holistic goal for the subcommittee next year.
- Revised the course audit form/standard evaluation document for review by COE.

Course liaison support was notable this year as transitioning courses online became a pressing need due to the pandemic. Approximately 16 courses were transitioned online, a two-fold increase from last year. With so many courses transitioning online, Subcommittee members spent significant time engaging in liaison outreach, course auditing, and online technical support for instructors.

Due to the pandemic, transitioning courses online took precedence over the development of new courses this year. However the Subcommittee has agreed that a new course development subteam should be established next year to begin making recommendations for new courses as well as prerequisite training modules.

Totals for DAS Certificate/Comprehensive Exam Completion
- September 2020: 43 passed; 3 failed
- January 2021: 18 passed; 2 failed
- May 2021: 28 passed: 6 failed
- 27 DAS renewals from September 2020 to July 2021

Given the extraordinary challenges this year, a special thank you to SAA Director of Education Rana Salzmann and all DAS Subcommittee members for their flexibility, adaptability, and collaborative spirit. And, thank you to all of the following outgoing subcommittee members for their service to SAA:

- Alice Prael
- Jessi Fishman
- Tyler Cline
- Brittany Parris