

**Society of American Archivists
Council Meeting
November 1, 3, 2022
Virtual Meeting**

**Annual Report: Dictionary Working Group
(Prepared by: Rosemary Pleva Flynn, Chair)**

Current Roster (as of September 1):

Rosemary Pleva Flynn (Chair, 2012–2024; 2012–2014, Standards Representative)	Cheryl Oestreicher (2022–2026)
Kathryn Bowers (2016–2024; 2014–2016, Standards Representative)	Dawn Schmitz (2012 –2023)
Tamar Chute (2013–2025)	Margery Sly (2019–2023, Publications Representative, 2014–2019)
Helena Egbert (2021–2025)	Katy Sternberger (2017–2025; Intern, 2016–2017)
Cliff Hight (2015–2026)	Shannon Walker (2022–2026)
Geoffrey Huth (2015–2026; Council Liaison, 2012–2015)	Liz Phillips (Data Entry Specialist, 2022–)
Daria Labinsky (2022–2026)	Jojo Gabiola (Council Liaison, 2022–2025)
	Abigail Christensen (Staff)
	Julia (Staff)

Activities and Ongoing Discussion Topics:

- [*Dictionary of Archives Terminology*](#): We currently have more than 3,000 entries in the dictionary, along with more than 1,800 sources. For the first 6 months of 2022, we added thirty new terms to the dictionary, and we revised thirty-six terms. We also added 295 new sources from which we've pulled citations to support entries. Dictionary users account for around 10% of traffic to the SAA website.
- Word of the Week: [*Word of the Week*](#) is a weekly e-blast that serves as a means of introducing the SAA community and beyond to new words and definitions and as another entry point to the online dictionary. For the entire year, we had 2000+ weekly subscribers with very high e-mail open rates. Word of the Week continues to publish new and revised words.
- Dictionary Production System (DPS): We continue to work on transferring previously created entries (mainly the accompanying citations need to be added, which is a very time consuming task). We added two data specialists (short term appointments) to help with this. After training, one data specialist decided that they did not have time to continue working with the group.
- 2022 Virtual Annual Meeting: The working group hosted a virtual annual meeting on August 8, 2022, that was open to all SAA members. Attendance was not as high as we had hoped. But

we did have a good responses to our Padlet exercise and meeting participants did join in constructing two words for future Word of the Week entries. The recording of the virtual meeting can be found at https://www.pathlms.com/saa/events/2923/event_sections/12433.

- **Group Process and Documentation:** The DWG is continually refining the methodology for adding terms, collecting citations, and editing entries. During the past year we have had many discussions on how to better manage the continuing development of items like our style guide. We struggle since SAA does not have one platform like M365 or Google Workspace that the group can utilize for document production and storage.
- **Developing a Corpus:** DWG member, Cliff Hight, has led the group in exploring the development of a corpus to help DWG members with citation searches. This is an ongoing project.
- **User Interface:** Since going live with DAT, we continue to solicit feedback on the user interface. During the virtual annual meeting, we specifically asked for feedback. We are also looking into a refresh of the Word of the Week emails. While we have made content modifications, the overall design has not changed since Word of the Week debuted.
- **Expansion of DWG:** The members of DWG have been discussing strategies for addressing the backlog of new entries and citations that must be entered into the dictionary production system (DPS) as well as the continuation of the reading program in the archival literature to identify and define terms, continued development of new entries, and the revision and documentation of existing ones. The group unanimously supports increasing the size of the working group, restructuring the group, and reestablishing staggered terms. The group began working with Mario Ramirez (at the time, Council Liaison) and Terry Baxter (at the time, Vice-President/President-Elect) to develop a proposal for SAA Council. Felicia Owens and Abigail Christensen had questions about the proposal. Given the timing, we decided to wait until after the annual meeting to continue the discussions. DWG will meet with Jojo Gabiola, our new Council Liaison, to get their feedback as well.
- **Reestablishing Staggered Terms:** At some point, terms for DWG members have become inaccurate. Roster dates do not necessarily reflect group records. During the upcoming year, DWG will work with Felicia Owens to correct any error and will then work within the group to reestablish staggered terms.

Note on the 2023–2025 Strategic Plan:

The DWG and DAT continue to support all aspects of the SAA Strategic plan approved in April 2022.

Communications:

As we have for the last several years, the working group meets most weeks at 1:00 ET via Zoom.