

**Society of American
Archivists Council Meeting
October 31 – Nov 1, 2023
Hybrid Meeting (Chicago, IL)**

Annual Report: Committee on Education, & subcommittees
(Prepared by Jen Wachtel, Chair)

ACTIVITIES

1. Completed

SAA Education: The Committee on Education supported the office's review of an SAA Foundation 3.0 Proposal for Anti-Oppressive Facilitation and Collective Leadership Curriculum Development.

The Committee's work followed our 2022-2023 goals developed with the new Strategic Plan in mind.

Review and revise the Arrangement & Description Certificate Program: After reviewing 27 classes in the A&D Certificate Program, the Arrangement and Description Working Group submitted a proposal with recommendations to update the A&D certificate for retaining, revising, and retiring courses. These recommendations included reconsidering delivery methods, length of courses, content revisions, timeline to earn the certificate, the renewal requirement, in addition to creating new classes.

Review and revise the Management Track for sustainability: The CoE Management Track Working Group submitted a proposal for a new Management Track identifying various core competencies and priorities for future course development. Council approved the proposal and offered further recommendations for marketing the new track.

Draft guidelines on DEI best practices for instructors: The Diversity, Equity, Inclusion, and Accessibility (DEIA) Working Group created a new annotated bibliography of Inclusive Pedagogy Resources for DEIA in instruction, filling gaps identified by instructors in a survey and based on the working group's research. The DEIA Working Group also incorporated DEIA resources into the Online Courses Instructor Toolkit and Accessibility and Inclusion Requirements for Online and In-Person Education Sessions. All new and updated resources are available [here](#) on the Committee on Education microsite.

2. Ongoing

The committee supported SAA Education's courses and instructors and advised future programming. Committee members served as liaisons for Arrangement and Description

offerings. Following a request from Rana Hutchinson-Salzman to suggest topics for future DEIA courses, the committee's DEIA working group proposed four future courses and two continuing themes for education programming. The committee offered strategies for recruitment efforts for instructors and reviewed a proposed new Information Literacy course.

The Records Management Working Group received Council's feedback for a business case for a Records and Information Management certificate program. The SAA Education office advised waiting until there are more staff to increase capacity for creating a new program, and revising existing courses was advised as an interim step.

Following a suggestion from the Archival Education Section, CoE explored whether SAA Education offerings could be marketed to current Library and Information Science (LIS) students. The CoE Marketing to LIS ad-hoc group surveyed graduate archival education programs to determine whether there are common course topics that might address gaps in current academic curricula. The working group advised increasing accessibility of all SAA courses and webinars for students and new professionals as part of a broader initiative to increase the engagement of students and new professionals with SAA. In FY 24, the working group will develop a formal proposal and launch a student engagement initiative.

3. New

Our 2023-2024 goals follow up on the ongoing and completed work of 2022-2023.

Launch Management Track: The committee plans to act on the recommendations of the Management Track Working Group.

Incorporate DEIA elements of the strategic plan: The committee plans to address further goals of the SAA strategic plan, especially additional DEIA goals.

Implement a new structure for A&D: The committee plans to support the revitalization of the Arrangement and Description certificate program by implementing the new proposed curriculum structure.

Develop a marketing plan for SAA Education: The committee will explore staff and committee capacity for marketing to LIS programs.

The committee will also follow up on the feedback the Council provided on the proposed Records and Information Management (RIM) certificate.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

The CoE advocates for archives and archivists by continuing to support SAA Education in providing relevant and timely instruction. The recent updates to the Online Courses Instructor Toolkit and Accessibility and Inclusion requirements, as well as the addition of new Inclusive Pedagogy Resources to the committee's microsite, will increase the inclusion and accessibility of existing and future education programs.

Goal 2: Enhancing Professional Growth

CoE and SAA Education exist to support the professional growth of SAA members and other archivists by providing opportunities for continuing education.

Goal 3: Advancing the Field

CoE works to advance the field by supporting SAA Education in providing timely and relevant instruction. CoE supports SAA's recruitment efforts as well as instructor's resource requirements.

Goal 4: Meeting Members' Needs

We continue to meet member needs by being responsive to requests and issues raised by members. This is evidenced in our continuing work to make all SAA courses more accessible and inclusive, advancing the management track, and revitalizing the arrangement and description certificate program.

ANNUAL MEETING

Number of Attendees: 39

Summary of Meeting Activities: CoE provided highlights of our work from the 2022-2023 year and an overview of goals for the coming year. The Graduate Archival Education Subcommittee (GAES) and Digital Archives Specialist (DAS) Subcommittee each provided summaries of their work. The CoE then hosted a lively discussion of what past and potential SAA course participants would like to see from SAA Education going forward.

QUESTIONS FOR COUNCIL

None

The Committee on Education wishes to thank Rana Hutchinson-Salzman, Director of Training and Organizational Development, Michael Santiago, Education and Annual Meeting Specialist, Akila Ruffin, Assistant Director for Online Learning and Exam Administration, and our Council liaison Jasmine Jones for their continued support and knowledge-sharing. We would also like to acknowledge our outgoing members, Sandra Varry and Mara Gregory, and our outgoing immediate past chair, Carli Lowe, for their exemplary service to SAA. All other current CoE members will remain on the committee.

Annual Report: Digital Archives Specialist (DAS) Subcommittee

(Prepared by Lauren Burroughs, Chair)

The below report documents the DAS subcommittee's activities over the 2022-2023 committee cycle (September-August). The committee welcomed three new members. A major obstacle that the subcommittee faced was the October departure of the managers for the comprehensive exam and subsequent search to fill those positions. After a sustained lack of interested volunteers, a team of psychometricians from Dainis & Company, Inc., was hired in May to manage the exam and securely maintain the item bank.

In November, the DAS subcommittee presented a certificate renewal proposal to SAA Council aimed at addressing the nascent problem of original and early DAS certificate holders being unable to find enough courses to fulfill certificate renewal requirements. Namely, these certificate holders have taken so many continuing education courses that there are not enough left in the SAA catalog to satisfy our certificate model. The proposal offers a petition process so that candidates for certificate renewal who have run out of permissible courses offered by SAA may take a course offered by an outside institution. Council requested edits to the proposal and those were submitted in August 2023.

In April, DAS, along with the instructor, decided to postpone the release of the OAIS prerequisite course to allow for inclusion of the revised standards, which are due out at the end of 2023.

To support the goals of the Subcommittee, the following items occurred:

- Hosted an onboarding session for new members to introduce them to DAS Handbook, DAS microsite, DAS SAA connect presence, course liaison duties, the DAS documentation hub, and leadership.
- Held a virtual retreat in October to identify goals of the Subcommittee for the year and continue work to improve the DAS certificate program.
- Assessed the main needs for the year and sustained the subteams from 2021-2022: Course Development Subteam, Comprehensive Exam Subteam, and Documentation Subteam.
- Convened monthly for an hour and half to allow ample time for the subteams to work on goal-oriented projects.
- Held a training session with the Dainis & Co. team in June followed by an item writing sprint in July.

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

Comprehensive Exam Support Subteam

- Finalized and distributed reading list, accessed on Zotero
- Documented subteam responsibilities and procedures in DASS handbook
- Updated instructor contracts with exam items and reading list requirements
- Reduced backlog of quiz and exam items needing review
- Participated actively with recruitment and onboarding of new exam manager

Course Development Subteam

- Evaluated webcasts for relevancy to the current digital archives profession with a focus on potential decommission and created an action plan for evaluation
- Prepared and set-up workflows to do a gap analysis/assess the digital archives program to identify gaps in the course of study as well as identified tier of study and current course identifiers
- Evaluated course liaison spreadsheet for purpose and tracking functionality. Made it more multifunctional.

Documentation Subteam

- Anticipated dissolution following completion of the handbook and document inventory listed as part of the 2021-2022 goals, but before the handbook and inventory could be completed the request for revisions for the Recertification by Petition proposal came in.
- The proposal with revisions was submitted in August 2023.

DAS courses continued with synchronously available online formats, and in-person courses resumed. The subcommittee continues to evaluate courses for both continued relevance and format efficacy. Additionally, the subcommittee audited all webcasts to ensure up-to-date material and flagged those that were outdated.

Totals for DAS Certificate/Comprehensive Exam Completion. Out of 115 exam takers:

- September 2022: 42 passed, 7 failed
- January 2023: 33 passed, 4 failed
- May 2023: 27 passed, 2 failed

Thank you to Rana Salzmann, Akila Ruffin, Jasmine Jones, and other SAA staff for their continued support of this subcommittee. Most especially, I want to thank the DAS Subcommittee members who have volunteered so much of their time this year, particularly with the extra asks of webcast audits and exam item writing this summer. Finally, I want to thank the following outgoing subcommittee member for their service to SAA:

- Sara Davis

Annual Report: Graduate Archival Education Subcommittee (GAES)

(Prepared by: Weatherly Stephan, Chair)

The members of the Graduate Archival Education Subcommittee for 2022-2023 included Karen Gracy, Jesse Johnston, Sarah Meidl, Colin Post, and Weatherly Stephan (chair). The committee met ten times (monthly in October 2022 through January 2023 and March through August 2023) to work on the following projects:

Revision of the Guidelines for a Graduate Program in Archival Studies

- At the close of last fiscal year, the GAES's 2021 revision of the Guidelines for a Graduate Program in Archival Studies was under review by the SAA Standards Committee. GAES fielded questions from the Standards Committee over several months this fiscal year to finalize the revision.
- In May 2023, the revision of the GPAS was advanced to SAA Council for adoption and approval. The revision was posted to the Standards Portal in June 2023 and can be accessed at: <https://www2.archivists.org/groups/education-committee/guidelines-for-a-graduate-program-in-archival-studies>.
- In consultation with the Standards Committee and SAA staff, GAES discontinued the standalone GPAS site through the Education Portal. This older version of GPAS will be removed during a coming SAA website review.

Adoption of Best Practices for Internships as a Component of Graduate Archival Education

- To move forward with a potential revision of the Best Practices for Internships as a Component of Graduate Archival Education, GAES proposed formally adopting the standard to the Standards Committee. In previous years, the subcommittee received suggestions to co-adopt the standard with the Student and New Professionals Section, the Archival Managers Section, and/or the Archival Educators Section. However, turnover on those sections made a commitment to formal adoption and maintenance of the standard difficult. Instead, GAES committed to consultation with these groups to inform maintenance and revisions of BPI.
- SAA Council approved GAES's adoption of the BPI in May 2023.
- At our annual business meeting in July 2023, GAES launched a brief survey about BPI to gather data about how educators, employers, working archivists, and current and former students use the BPI. This data will inform future steps on a revision of the BPI.

Updates to the Directory of Archival Education

- Beginning in March 2023, subcommittee members reviewed the existing listings in SAA's Directory of Archival Education to ensure information about degree and certificate programs are up to date. Members reached out to each program contact to confirm the accuracy of listings and updated contact information and degrees and certificates offered.

- Unfortunately, a website content management system bug prevents some listings from being updated. The chair is working with SAA to solve this issue.

Contributions to SAA Strategic Initiatives

- In support of SAA Strategic Plan Action 3.3.B, “Advocate for DEIA informed curriculum at graduate archival programs,” and in consultation with the Archival Educators Section, GAES produced a crowd-sourced list of DEIA teaching resources. The resources are available at bit.ly/deia-in-archival-ed.
- GAES will continue to build out the resource list and compile resources for students and student groups in the coming year.

Lastly, GAES has streamlined our recordkeeping in an SAA Education-hosted Google Drive. We hope that the use of Google Drive going forward will help with version control of the subcommittee’s standards and maintain continuity on the subcommittee’s projects through centralized access to working notes and meeting minutes.

In the coming year, all current members of GAES will remain on the subcommittee. Karen Gracy has been appointed vice chair/chair-elect, and Jill Tominosky has been appointed to join GAES. We wish to thank SAA Director of Training and Organizational Development Rana Hutchinson Salzmann, SAA Education Manager Akila Ruffin, SAA Education and Annual Meeting Specialist Mike Santiago, and Council Liaison Jasmine Jones for their support over this year.