

**Society of American Archivists
Council Meeting
December 3-5, 2019
Chicago, Illinois**

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

Education by the Numbers (July 1, 2019 – March 30, 2020)

- 25 courses offered to date (as of 11/22/19), 45 total scheduled through March, 7 cancelled overall.
 - Budgeted 85 courses for full year.
 - Cancelled: 3 A&D and 4 DAS.
- Delivered in-person education to a total of 614 attendees to date (as of 11/8/19). Budgeted 1,700 students for full year.
- 1,068 webcasts sold to date.
 - Four views of free *Cultural Diversity Competency* webcast. (Due to Nimble issues, we did not post the webcast for viewing until much later in the year than planned, causing lower numbers.)
- 75 registrants attended three *Cultural Diversity Competency* in-person offerings.
- One boot camp was held in Fall 2019.
 - A&D and DAS Boot Camp | Princeton, NJ | September 25-27, 2019
 - *Encoded Archival Context*: 18 attendees
 - *Privacy & Confidentiality in Digital Archives*: 28 attendees
 - *Arranging & Describing Photographs*: 29 attendees
 - Two more planned for Winter/Spring 2020:
 - DAS and A&D Bootcamp in Salt Lake City, Utah (January 2020)
 - DAS Bootcamp in Northbrook, Illinois (March 2020)
- In-house trainings offered at:
 - NARA (College Park) University of Pennsylvania
 - Harvard
 - Texas SHRAB (upcoming in Austin)

A note about numbers: We cancelled more classes than usual over the fall months – 7 total cancellations in October and November, including a boot camp planned for Milwaukee. I will monitor this trend and see what can be done to increase promotional efforts and ensure ample marketing time so that we meet enrollment minimums. We may also be reaching a point of saturation for certain regional areas. For example, several classes took place in Texas over the summer and fall, and one was cancelled in November. We are working hard to make the budgeted goal of 85 classes for 1,700 students and anticipate a busy spring.

DAS and A&D Certificate Participation

- The DAS Comprehensive Exam was administered to 28 individuals in September 2019. Two more exam windows are planned for January 2020 (16 currently registered) and May 2020.
 - 10 individuals failed the exam in September; 18 passed. A total of 470 people have been awarded the DAS Certificate since the program's inception.
- Nine individuals fulfilled all requirements and were awarded the A&D Certificate since July 2019.

FY20 Development Completed

- *Email Archiving* (Prom and Patterson; course requested by three different hosts for Spring 2020!)
- *Using ePADD in Email Archiving* (Schneider and Chan)
- *Intro to XML Analysis and Manipulation* (Heberlein)
- *Archival Exhibitions* (Lacher-Feldman, revisions)

Priorities

Various pieces of the management track are coming together and I hope to promote a “soft launch” of Phase 1 in January or February so that folks can plan ahead to register. I continue to search for new instructors who can develop content in the areas of: DEI, soft skills, financial management, facilities, grants, advocacy, and others. The Committee on Education assists with planning and scoping the content developed by outside experts.

Estimated Date	Title / Content	Format	Notes
May 19, 2020	Tilmor Process: A Management Tool for Archivists	Webcast	Outside expert + advisors
June 12, 2020, and Fall 2020 (date TBD)	Managing IT for Archivists	In-person	Hosted by Denver Public Library; outside expert + advisors
Summer 2020	Project Management	Web course	Converted from existing in-person
Summer 2020	Grant Writing	Web course	Converted from existing in-person
Annual Meeting (Chicago)	Archives Managers Unconference or other TBA	In-person	Possible joint effort with Archives Mgmt Section
Fall 2020	Career Development	Webcast	Outside expert + advisors

And of course, we are continuing robust marketing and promotion efforts!

- SAA Education and Publications Catalog to be mailed to members soon after the first of the year, illustrating Sample Pathways for A&D and DAS certificate completion.
- Promo inserts inside membership invoice mailings.

