**November 2019 Standards Committee Meeting (call)**

November 21, 2019

9AM PT/10AM MT/11AM CT/12PM ET

**On call:**

- Becca Wiederhold

- Lindsay Wittwer

- Kira Dietz

- Dan Michelson (TS-DACS)

- Sue Luftschein (TS-DACS)

- Mark Custer (TS-EAS)

- Karin Bredenberg (TS-EAS)

- Eric Sonnenberg

- Jennifer Coggins

- Michelle Ganz

- Elizabeth Dunham

- Emily Toder

1. Update on standards in approval/endorsement process
	1. MLA DACS supplement – Council will vote Dec. mtg
	2. DACS rights statements – Council will vote Dec. mtg
	3. JTF-Statement on Access – still waiting for ACRL Standards/Board approval. Then we will vote and prepare an agenda item for Council
2. OAIS Reference Model revisions
	1. Undergoes revision every 5 years
	2. Open for comment in the near future when it goes from CCSDS technical review to ISO for international review. We should keep an eye out to comment/participate
3. Report-outs from TS’s and ex officios
	1. TS-DACS
		1. No meeting since last Standards call
		2. Will make an update of all changes to DACS and work with publications going forward if things are approved at Dec. 5 meeting
		3. After that, will make recommendations on need of support from SAA on publishing standard to the web & making future updates
	2. TS-EAS
		1. No meeting since last Standards call
		2. Patch update to EAD3 requested. Patch is ready to go, but no confirmation on permission to roll it out (major/minor issue)
		3. Lindsay has been talking to Meg about how we can move forward until the formal process is in place, but we’re waiting on some responses
		4. Four new members added to their group
		5. Changing focus of one subgroup, hopefully documentation can be more automated and that group can focus more on outreach
	3. TS-GRD
		1. Emily has reached out and committee members are doing a book reading and working on a survey to send out to SAA members about usage of the guidelines since their adoption
		2. Quarterly calls
4. Major/minor status update
	1. Lindsay has drafted a revision of the “Ongoing review of the standard” (V.E) section of the standards review and approval protocol
	2. Kira and Lindsay working through this draft
	3. Major changes go through existing workflow; hopefully a short, one-page form for these minor changes
	4. Council needs to approve protocol revisions, so we’ll get a draft out to the committee as soon as possible
		1. Draft to Standards and TSs
		2. Proposal to Council for a vote on changing protocol (may be able to happen via email)
5. Standards Portal review discussion, starting with sections 1-3
	1. Email leaders list about last updates to their standards so we can link to correct “last updated dates” or other relevant info for SAA developed standards (Kira)
	2. For external standards, how much involvement do we want to have in keeping track of those? (for example, ISO-Michelle will look into this as ISO rep). Kira will check on her access to the microsite to see if she can start updating the links that we know need to be fixed.
	3. For joint & orphan standards, the recommendation to SAA has been to put some group in charge of those. Should there be an SAA group assigned to keep an eye on them, even if they aren’t responsible to maintain? As we’re reviewing sections going forward, we’ll make sure to ID these items to send to Council
		1. Kira will email Michelle and Emily to figure out a plan
	4. Is it appropriate for this committee to make a recommendation on review cycles for maintenance? The protocols have guidance on this, but wouldn’t cover external or joint standards
	5. Review sections 4-6 & mark up Google docs for next meeting
	6. Do some additional review of existing guidelines that note in-progress updates (i.e. <https://www2.archivists.org/groups/technical-subcommittee-on-archival-facilities-guidelines/archival-and-special-collections-facilities-guidelines-for-archi>) to see if we can update pages. Assigned to Kira