

## **Meeting Minutes**

### **DASS Virtual Retreat:**

**September 24, 2021 [11 am - 3 pm MST\*]**

#### **Present**

Sara Davis (Chair)  
Lauren Burroughs (Vice-Chair/ Chair-Elect)  
Rana Salzmann (SAA Staff Liaison)  
Alison Anderson  
Sally Benny  
Pamela Campbell  
Katherine Fisher  
Lara Friedman-Shedlov  
Larissa Krayner  
Maren Read  
Georgina Tom  
Sarah Shipley (ACA Representative)  
Tomaro Vela (ACA Representative)

#### **Absent**

Angela Fritz (Immediate Past Chair)  
Akila Ruffin (SAA Staff Liaison)

#### **Notes**

- There was a change to the original agenda.  
Exam Questions Writing Workshop postponed.  
Date TBA
- DAS = Digital Archives Specialist
- DASS = Digital Archives Specialist Subcommittee

#### **DAS Course and Exam Updates and Liaison Assignments Updates**

- DAS updates, course schedule, course review process-Rana
  - “Take It Online” webpage for course announcements
  - Digital Forensics - Basic and Advanced offering. Advanced format change from 2-day to 1-day online. \*Flag for in-person as preferred offering (post-pandemic).
  - Encoded Archival Context (EAC-CPF) [A&D] - Postponed until April because of standards update.
  - Command Line Interface - format being revised into asynchronous, online offering; expected to launch in late February 2022.

- Accessioning and Ingest of DR - revised format of 2-half-days; scheduled for next week
- Two courses were combined to form Digital Curation Fundamentals and Sustainability (Digital Curation Planning & Sustainable Futures / Digital Curation Fundamentals for Success)
- Course liaison spreadsheet - updated this morning by Rana; some updates still needed (ex: Reviewed column). Color coding was an internal, will be eliminated.
  - Please sign-up as liaison for 2-3 courses.
  - Needed - process for decommissioning courses, see “inactive” on the liaison spreadsheet
- Needed - process for reviewing and updating webcasts.
- Online Comprehensive Exam is open now, closes at the end of Sept. 2021. This is the first run of new exam questions.
- Fall Calendar of course offerings is set - 80% of course announcements/registration launched at once.
- Spring calendar of course offerings is being created.
- Comprehensive exam overview, updates, and schedule- Sarah
  - Sarah S. discuss her and Tomaro V.'s roles
    - Sarah oversees digital records content
    - Tomaro oversees item writing
    - Both strive to keep the exam balanced for content and tiers of study.
  - Current state of the exam, how many questions
    - 139 active questions with more to be added soon (taken from quizzes)
    - Lacking questions from both the Tools & Services, and Transformational tiers
    - offered 3 times per year
    - Updated 1 time per year; Sept. is launch of new cycle
    - In the event of creation of a new course, creator is asked to submit 20 possible quiz questions, some of which are selected for Comp Exam
- Liaison Assignments - Sara
  - Course liaison spreadsheet - please sign-up as liaison for 2-3 courses.
  - See DAS updates (Rana) above for more information.
- Open questions re: the program
  - [no questions]

### **Subteam Breakouts/Yearly Goals**

- Subteams
  - Comprehensive Exam Support Subteam
    - Lauren Burroughs
    - Sally Benny
    - Alison Anderson
    - Katherine Fisher
    - Sarah Shipley (ACA representative)

- Tomaro Vela (ACA representative)
  - Course Development Subteam
    - Sara Davis
    - Rana Hutchinson Salzmann (SAA Staff Liaison)
    - Lara Friedman-Shedlov
    - Georgina Tom
  - Online Transition/Liaison Support Subteam
    - Angela Fritz
    - Maren Read
    - Larissa Krayner
    - Pamela Campbell
- Discuss roles and responsibilities and goals for designated areas.
  - Self-nominate subteam lead and notetaker
  - What can be accomplished in the next 6 months? In a year?
  - How are these goals prioritized?
  - Looking forward, what are the bigger questions?
  - Plan to move forward? (Meeting outside the subcommittee?)
  - DEIA concepts, practices, and principles - this is an overarching goal in tandem with COE.

Task: Update DAS Subcommittee Handbook to include workflows and protocols

Goals document ([GOALS FROM SUBTEAM BREAKOUT SESSIONS 2021-09-24](#)) was shared by Sara this morning to serve as a jumping-off point; it is a continuation of the accomplishments and intentions of last year.

### **Subteam Reports, Next Steps, and Feedback**

- Comprehensive Exam Subteam
  - Sally Benny nominated as lead
  - Goal 1: Development and implementation of a method to update the reading list. An updated reading list is needed for developing exam questions. Subteam will reach-out to SAA Staff, DASS members, and possibly others during the updating efforts. Aim to develop a good variety of items, including open access, toward citations for the source of each exam question. The citations would be helpful in addressing exam score challenges.
  - Goal 2: Add to exam questions; identify gaps in the item bank.
  - Goal 3: Develop and implement a secure database system to hold exam questions and information. Currently using Microsoft Excel but would like to move to something more secure. The subteam will identify possibilities.
  - Goal 4: Document subteam workflows in a DASS Handbook update.
- Online Transition/Liaison Support Subteam
  - \*New name = Documentation Subteam

- Nominated Angela as the lead - she is absent; TBD
- Goal 1: Handbook update - identified as a need last year; it needs to reflect current/changed responsibilities.
- Goal 2: Inventory and assessment of documents/forms used by DASS toward consolidation and location assignment (ex: of current locations are Google Shared Folder, and SAA Microsite)
- Goal 3: Formalizing/Finalizing course audit form - continuation from last year.
- Goal 4: Finishing Certification and Recertification Requirements change proposals - continuation from last year
  - Update: Sara submitted the Certification Requirements change proposal to COE, on October agenda.
- Course Development Subteam
  - No leader nominated - responsibilities will be shared.
  - Goal 1: Create RFP for a prerequisite OASIS course - identified as a need last year.
  - Goal 2: Creation of a recommended course of study - emphasis on “recommended” - identified as a need last year.
  - Goal 3: Review webcasts for datedness and other content. There are about 10-15 webcasts; all 60-90 minutes each. Ideally, review will be divided amongst the whole DASS membership.
  - Goal 4: Explore the possibility of a prerequisite course addressing the facets of a digital record; for example, back-end bits and user-end rendering, etc.
  - Goal 5: Identify needed preparation for a gap analysis of curriculum; possible execution in 2022-23.
- \*Everyone to lend help across committees.

## Wrap Up

- Angela Fritz (Immediate Past-Chair) completed the report of last year for submission to COE; it was emailed to the DASS listserv.
- The previously mentioned Goals document will be used to create a similar report at the end of this year.
- Process for retiring courses - method needed
- Possibility of adding an advanced certificate - not realistic for this year but still desirable as a future goal.
- Intersections between SAA's DEI initiatives and DAS curriculum development - please share as you learn of principles and practice.
- Note other organizations' offerings and prices regarding digital records practice.
- Exam Question Writing Workshop date TBD.
- Reminder: anyone can recommend adding a course; please also recommend a course for decommissioning.
- Questions and suggestions
  - What are SAA's DEIA initiatives?
    - COE currently drafting a DEIA work plan - offering listening sessions.
    - No specific plan of implementation of principles yet

- Add SAA Governance Manual DASS section link to DAS microsite.
- Need to follow-up on the status of proposal to update language of DASS overview section concerning the suspension of DAS certificate expiration date for current DASS members and two year renewal grace period post service.
  - Sara and Georgina to work on this for the next meeting.

NEXT MEETING: October 18, 2021

Continuing with the 1.5 hour meeting model including subteam breakout sessions.

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