

## DAS Subcommittee Meeting: Minutes

Friday, December 17, 2021, 12-1:30 p.m. MT, Zoom

Members: Present (P) Absent (A)

- Alison Anderson - A
- Sally Benny - P
- Lauren Burroughs (vice-chair/chair elect) - P
- Pamela Campbell - P
- Sara Davis (chair) - P
- Katherine Fisher - P
- Lara Friedman-Shedlov - P
- Angela Fritz (immediate past chair) - A
- Larissa Kraye - A
- Maren Read - A
- Georgina Tom - P
- Akila Ruffin (Education Program Specialist) - A
- Rana Salzmann (Director of Education) - P
  
- Tomaro Vela (ACA representative/Co-creator of DAS Comprehensive Exam) - A
- Sarah Shipley (ACA representative/Co-creator of DAS Comprehensive Exam) - A

### 1. Convene

### 2. Subteam Break Out Session

### 3. SAA and CoE Updates

#### a. Liaison/Course Calendar Updates

- Spring calendar is live and some courses have already filled up  
<https://www2.archivists.org/take-it-online-with-saa-education-0>

#### b. DAS Comprehensive Exam

- Next exam is in January; 29 people signed up

#### c. Additional items of discussion:

- SAA headquarters closed between Christmas Eve and New Years. Reach out to Rana or Akila if you need anything before then.
- Sally asked Rana about getting access to course materials from reading list; will coordinate offline.

### 4. Subteams Reports

#### a. Comprehensive Exam Team

- Lauren Burroughs
- Sally Benny
- Alison Anderson

- Katherine Fisher
- Sarah Shipley (ACA representative)
- Tomaro Vela (ACA representative)
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- Working on updating reading list, organizing by topic rather than by course
- Asked for group input on how to provide access to list: a) post as a list on SAA website, b) publish as a public group library in Zotero
- Group discussed that having in Zotero would be useful at least for the subcommittee managing the list. For end users, it provides more flexibility in browsing through items. It could still also be exported to another format easily, if necessary. Would need to ensure SAA has proper ownership. Katherine will set up a test group and grant Rana and team members access to try it out.

**b. Documentation Team**

- Angela Fritz
  - Maren Read
  - Larissa Krayner
  - Pamela Campbell
- Need to identify a new team lead. Group elected Angela as team lead at first meeting, when Angela was not present. Group has struggled to organize work and make significant progress.

**c. Course Development Team**

- Sara Davis
- Rana Hutchinson Salzmänn (SAA Staff Liaison)
- Lara Friedman-Shedlov
- Georgina Tom
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- Working on RFP for proposed OAS course. Want it to be as accessible as possible as an entry to the DAS program. Draft: [https://docs.google.com/document/d/1kBkj\\_OZ-I7jWFHbG9NzHwMqB8KxPr-gNkWSWa5Oe5d4/edit?usp=sharing](https://docs.google.com/document/d/1kBkj_OZ-I7jWFHbG9NzHwMqB8KxPr-gNkWSWa5Oe5d4/edit?usp=sharing)
- This will be discussed at our January meeting; hope to get it out to potential instructors in the spring and be able to implement the course sometime in fiscal 2023.
- Reviewing list of webcasts for potential decommissioning.

## 5. Additional reports/comments

### a. Recertification Requirement - Georgina

- DAS Subcommittee member (re)certification
  - Georgina and Sara researched what happened with the proposed changes to the recertification requirements for DAS Subcommittee member certification, and it appears the changes did not go through.
  - Summary of language is here:  
<https://docs.google.com/document/d/1nu7QEXyz5hgG1D-cMT-NGZviWMlyZMC5MRQRbTyfUg/edit?usp=sharing>. Members are considered current during term on subcommittee; if term expires while on subcommittee, granted a two year grace period.
  - Will make sure DAS program description of the committee & SAA Governance Manual match.
  - Lara asked for clarification if your certificate expires shortly after your term on committee ends - that leaves you with very little time to complete requirements for recertification. Would it make sense to grant everyone 2 year extension, not just those whose certification expires while on the committee. This needs to be clarified in the proposed language. Rana, Sara, and Felicia will discuss what is needed for approval of this change.
- Sara discussed with COE our proposal for changes to recertification requirements, including using external courses, and received positive feedback. There was some concern about how these courses would be vetted. This topic will be before COE for an official vote in January.

### b. Next meeting

- RFP- OAIS Pre-Req Course
- Thursday, January 20, 2022

## 6. Adjourn