

DAS Subcommittee Meeting: Minutes
(recorded by Katherine Fisher)
Thursday, January 20, 2022, 12-1:30 p.m. MT, Zoom

Members: Present (P) Absent (A)

Alison Anderson - P
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 Krayer - P
Maren Read- A
Georgina Tom - P
Akila Ruffin (Education Program Specialist) - A
Rana Salzmann (Director of Education)- P
Tomaro Vela (ACA representative/Cocreator of DAS Comprehensive Exam)- A
Sarah Shipley (ACA representative/Cocreator of DAS Comprehensive Exam)- A

1. Convene: Sara Davis called to order at 12:09 PM MT.
2. Subteam Break Out Session
3. SAA and CoE Updates
 - a. DAS Comprehensive Exam
 - January exam: 20 of 42 eligible people have completed it at this point, with no failures so far.
 - b. Liaison/Course Calendar Updates
 - Good enrollment for certificate program courses. A few more courses are coming for May and June.
 - Currently promoting: <https://www2.archivists.org/take-it-online-with-saa-education-0>
 - Management track has a four-week class on financial management. Spread the word—it should be great.
 - Working on a course about creating safer online spaces, taught by Lauren Jackson (?) based on a successful recent webinar about physical spaces.
 - If interested in auditing anything (in formal liaison capacity or otherwise), let Rana know.
 - Sara: Are we using the same form for all courses being reviewed?
Rana: Yes, it doesn't matter if they're certificate courses or not.
 - Crosswalking Metadata: Met with instructor to talk about changes. Consensus is that it doesn't belong where it is anymore, but there's nowhere else to put it. Need to have a larger conversation about defining tiers and

make sure shared course descriptions are accurate and consistent between DAS and A&D.

4. Subteams Reports

- a. Comprehensive Exam Team– Sally Benny, Alison Anderson, Katherine Fisher, Sarah Shipley (ACA representative), Tomaro Vela (ACA representative)
 - Experimented with using a Zotero library for the reading list. Decided to organize readings by tier + course (similar to current list structure) with subject-matter tags.
 - Zotero library is public–anyone can look at it–but editing access must be granted.
 - Team will add all data we currently have then discuss whether some courses need further review.
 - After adding resources and citations from course materials, there are still a few courses that we don't have any readings for.
 - Sally will reach out to Sarah and Tomaro for update and feedback on reading list plans.
 - Thanks from Sara for a quick response to help get an updated reading list for someone who needed it.
- b. Documentation Team – Larissa Kraye, Angela Fritz, Maren Read, Pamela Campbell
 - Still trying to get started on goals.
 - Current priority: Create inventory of documents, forms, and other resources. Get a handle on what exists and where it lives.
 - Maren has started working on the handbook; next steps TBD.
 - Larissa will revisit the audit form draft from last year, edit it based on the comments, then move it forward for review and approval.
- c. Course Development Team – Sara Davis, Rana Hutchins on Salzmann (SAA Staff Liaison), Lara Friedman-Shedlov, Georgina Tom
 - Discussed OAS RFP (see item 5 below).
 - Planning to review webinars that are old or have other concerns. Everyone will need to help; there's too much for the subteam to do alone. Rana will get us access.

5. [RFP – OAS Model Requisite Course](#)

- a. Currently envisioned as a prerequisite to the entire DAS program. Will ideally be free.
- b. OAS is foundational information. Many courses cover it, so handling it separately in this webinar will free up time in other courses.
- c. Lara requested comments on the draft RFP by February 1 so revisions can be made in time for the next COE meeting on February 14. If not DASS members provide feedback, the RFP will be considered approved internally.

6. Update on the [DAS Recertification Proposal](#) - Sara

- a. Sara submitted to COE this month. People were generally pleased but requested a rubric for evaluating what types of non-DAS service or courses would count toward certification and raised questions about who would be approving substitutions, how the workflow would operate (e.g., do people reach out for approval before doing the alternative activity?), etc.

- b. Sara doesn't want to define the workflow within the policy document; would rather have it separate in case details change. DASS will need to provide the information in some form, though, before COE will sign off on the proposal.
- 7. [DAS Description Revision](#)- Georgina
 - a. Needed to update DASS description on SAA website and in handbook. Previous version was unclear about recertification for DASS members and their ability to take courses.
 - b. Lara drafted a revised description with the goal of simplifying and clarifying policies.
 - c. No DASS members expressed concerns about the changes or objections to moving forward.
 - d. Next step: Share all relevant changes with Rana for review. SAA staff will need to approve, but not Council.
- 8. Additional reports/comments
 - a. Reminder to give OAIS RFP feedback by February 1.
- 9. Adjourn