

DAS Subcommittee Meeting: Agenda

Monday, August 15, 2022, 1-2:30 p.m. CT, Zoom

<https://us06web.zoom.us/j/85438860090?pwd=RUVkbWF5SDFqZ1FYei9DMjg5WWxNdz09>

Members: Present (P) Absent (A)

Alison Anderson - P
Sally Benny- P
Lauren Burroughs (vice-chair/chair elect) - P
Pamela Campbell - P
Sara Davis (immediate past chair) - P
Nolan Eller - P
Katherine Fisher (vicechair/chair elect) - P
Lara Friedman-Shedlov - P
Larissa Krayner - P
Maren Read - A
Ryan Leimkuehler - P
Krista Oldham - A
Akila Ruffin (Education Program Specialist) - A
Rana Salzmann (Director of Education) - A
Georgina Tom - A

1. Welcome New Members/Introductions (Lauren)

The members briefly discussed how long they have served on the committee and their roles in the archives community.

2. [COE DAS 2022 Yearly Report](#)(Sara)

The chair of the DASS is required to submit an annual report to CoE each year regarding their progress, and this year's due date is September 1. Sara will use the 2021-2022 subteams goals document,

https://docs.google.com/document/d/1n5B9LtvkyCtuw_ckVbQE0AuYYvvS3taLrwYl4RVwvwpY/edit, to create this annual report. Subteams should include their updates in the document as soon as possible and no later than September 1.

3. SAA and CoE Updates (Lauren)

*Rana and Akila were unable to attend the meeting. Lauren provided a brief update. Additional information will be provided at the September meeting.

a. [Liaison DAS Course Worksheet](#)

The liaison worksheet identifies the courses available through SAA and the liaisons for each course. This worksheet will need to be updated to accommodate changes to members serving on the committee.

b. Liaison/Course Calendar Updates

N/A

c. COE Yearly Goals

N/A

d. DAS Comprehensive Exam

N/A

4. Virtual Retreat (Lauren)

This meeting is still being planned. It will likely be 4 hours in length, and it will be in lieu of the regular meeting.

5. Subteams (Breakout, 30 minutes)

6. Subteams - Report out

DASS created three subteams to work on critical functions of the Subcommittee. During the virtual retreat traditionally held in September, the subteams identify goals they plan to accomplish during the year. Lauren will be sending out a survey to the members for feedback on subteams they would prefer to serve on.

■ **Comprehensive Exam Team (Sally)**

The Subteam is finalizing the Zotero comprehensive exam public reading list, https://www.zotero.org/groups/4544198/das_certificate_reading_list/library. Please provide feedback to Sally via SAA Connect by the next DASS meeting or at the next meeting.

There is a new transformational course called Enhancing Digital Access, but they do not have the readings from that course.

■ **Documentation Team (Larissa)**

Touched base and reviewed the goals for the year. They included that information in the document. Nolan

■ **Course Development Team (Sara)**

Finished up working on the business plan for the recertification requirements. Sara will submit this document to Rana and Jasmine Jones to take to Counsel.

The Subteam also discussed the goals that they set for the previous year and their progress towards these goals. The information was added to the goals document for 2021-2022.

7. Additional reports/comments

Lauren will be sending out a survey to the Subcommittee members regarding preferences/rankings on which of the subteams they would like to be part of. Additionally, Lauren will be sending out a survey for dates/times for the virtual retreat in September. The virtual retreat will be approximately 4 hours in length, and it will be held in lieu of the regularly scheduled meeting.

8. Adjourn

12:59 p.m.