

DAS Subcommittee Meeting: Agenda

Monday, September 19, 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- A
Lauren Burroughs (chair) - P
Pamela Campbell - P
Sara Davis (immediate past chair) - P
Nolan Eller - P
Katherine Fisher (vicechair/chair elect) - P
Larissa Krayner - P
Maren Read - P
Ryan Leimkuehler - P
Krista Oldham - P
Akila Ruffin (Education Program Specialist) - P
Rana Sazmann (Director of Education) - P

1. Welcome (Lauren)

The meeting began around 1 p.m. Sara took the minutes for this meeting. Katherine and Lauren will create a new spreadsheet for minute takers by the next meeting.

2. SAA and CoE Updates (Rana)

○ [Liaison DAS Course Worksheet](#)

Rana updated the Liaison DAS Course worksheet with current courses and notes. New liaisons will need to be identified to take the place of members who recently rotated off. Lauren and Katherine will review the spreadsheet to identify gaps.

○ **Liaison/Course Calendar Updates**

Three courses will be held this week: Introduction to Financial Management in the Archives (management track), Tool Integration: From Pre-SIP to DIP (DAS), and Introduction to XML Analysis and Manipulation (DAS). Additionally, there have been three requests for hosting in-person continuing education such as MAC. Rana is suggesting courses that have been identified as not a good fit for online instruction such as the Digital Forensics courses, Digital Tools, and arrangement and description.

Rana is working on the spring calendar. It is projected to be released in mid-November (around Thanksgiving).

Members should keep an eye out on the newsletters for course offerings and let her and Akila know if they would like to audit a course for a review. Rana will also try to keep liaisons up-to-date when their courses will be offered.

- **COE Yearly Goals**

N/A

- **DAS Comprehensive Exam**

There are 44 individuals eligible for the comprehensive exam. Of those who have taken the exam, only one person has failed. Although nothing has happened yet, it is important to note when individuals fail an exam as it often leads to contesting items/questions on the exam.

3. **DAS Recertification Update (Lauren)**

The recertification proposal was submitted to Jasmine Jones, and it is currently with Terry Baxter for review.

4. **Subteam Assignments (Lauren)**

See below, * denotes leadership team

- Course Development
 - Sara Davis*
 - Rana Salzmänn*
 - Pamela Campbell
 - Krista Oldham
 - Ryan Leimkuehler
- Comprehensive Exam
 - Katherine Fisher*
 - Sally Benny
 - Alison Anderson
 - Nolan Eller
- Documentation
 - Lauren Burroughs*
 - Larissa Krayner
 - Maren Read

5. **Subteams (Breakout, 30 minutes)**

6. **Subteams - Report out**

The subteams will continue on their goal setting for the upcoming year during virtual retreat to be held in October.

- **Comprehensive Exam Team (Katherine)**

Katherine will be the leader of the team for the year. The team is close to finishing up the revamped reading list for the comprehensive list (https://www.zotero.org/groups/4544198/das_certificate_reading_list/library). Katherine will be coordinating with Akila and Rana (on behalf of the team) in updating links on the reading list and identifying a location where it will be hosted.

At the upcoming virtual retreat, the team will be looking at goals from last year to refining goals for this upcoming year. The team identified that they hope to focus on documenting procedures, and clarifying exam responsibilities between liaisons, leadership, and instruction.

- **Documentation Team (Lauren)**
 - As some members were absent, they have postponed electing a leader for the team until the next meeting.
 - The team is putting final touches on the draft of the handbook. Once ready, the team will make the draft available for review and comment period for the DASS.
 - The team is also embarking on creating an inventory of documentation that identifies what is being created and where documents are being stored to better track the work of the committee and continue to support its initiatives.
- **Course Development Team (Sara)**
 - Discussion of goals for the upcoming year:
 - a. Evaluate webcasts for relevancy to the current digital archives profession with a focus on potential decommission. Create an action plan for evaluation.
 - b. Prepare and set-up workflows to do a gap analysis/assess the digital archives program to identify gaps in the course of study. Identify tier of study and current course identifiers.
 - c. Evaluation course liaison may need to reevaluate for purpose and tracking. Make it more multifunctional.

7. Additional reports/comments

Lauren noted that she is still waiting for responses to the Doodle poll for the virtual retreat. Unfortunately, there is not a date that all people are available to attend, so the retreat will be a date that will fit most people's needs, which will likely be the week of October 24.

Sara requested a gmail account for Nolan to add him to the DASS Shared Folder on Google Drive. There have been some issues regarding ownership of documentation created by the subteam members when using work email accounts, so the committee has adopted using personal gmail accounts as a standard.

8. Adjourn

2:00 p.m.