DAS Subcommittee Virtual Retreat

October 25, 2022

Members: Present (P) Absent (A)

Alison Anderson - P
Sally Benny - P (minutes)
Lauren Burroughs (chair) - P
Pamela Campbell - P
Sara Davis (immediate past chair) - P
Nolan Eller - P
Katherine Fisher (vice-chair/chair elect) - P
Larissa Krayer - P
Maren Read - P
Ryan Leimkuehler -P
Krista Oldham - P
Rana Salzmann (Director of Education) - P

DAS Course and Exam Updates

- Comprehensive exam overview, updates, and schedule – Rana
    - The comprehensive exam is offered three times a year. It is created each year by 2 exam managers.
    - The exam was last offered in September. This is the first time that this version of the exam was given.
        - 4 people failed the exam – normally only 1 or 2 fail
    - Exam managers and recruitment:
        - Sarah Shipley and Tomaro Vela are outgoing exam managers.
        - Exam managers are responsible for creating the exam, managing the item bank, and responding to contested exam items.
        - We are ready to recruit new staff for this role. Rana has received some recommendations and asked the DAS subcommittee if we want to open the position to additional applicants.
        - The committee supported having an open process. We will put out a call for applications, similar to requesting instructors for courses, and can encourage the recommended people to apply.
        - We do not currently have formal qualifications or requirements for exam managers – we should write some
        - It is possible to have only one exam manager, but Rana likes having 2 comanagers – greater availability for meeting attendance, and broader experience for item review

Course Liaisons

- What does a course audit look like?
  - To audit, the liaison needs to attend the course online (either live or recorded) and provide feedback.
    - Is the course still relevant? Up-to-date? Is it engaging and well-managed?
    - Does the course need to be revised or retired?
  - To audit a course, contact Rana and Akila
    - Webcasts are available any time – contact Rana and Akila for access
    - Live courses – watch the SAA course calendar and contact Rana to audit the course once it has been scheduled.
- New course audit form:
  - The new form is here
  - We reviewed an example course audit (submitted by Larissa).
  - The new form is more narrative than the old one and provides more useful information for Rana and instructors.
- Process for phasing out and adding courses
  - Courses are scheduled for review every 2 years, but the schedule is behind right now, due to COVID.
- Course liaison Google Sheet and signing up for courses
  - DAS Course Liasions spreadsheet – Rana open to suggestions about possible changes to make to this spreadsheet
  - Committee members can sign up to be liaison of any course that doesn't currently have one.
  - Spreadsheet includes information about the status of the course and if it needs review.
- DAS Subcommittee Resources

Subteam Breakouts/Yearly Goals

Subteams:

- Comprehensive Exam Support Subteam
  - Sally Benny
  - Alison Anderson
  - Katherine Fisher
  - Nolan Eller
- Course Development Subteam
  - Sara Davis
  - Rana Hutchinson Salzmann
  - Pamela Campbell
  - Krista Oldham
  - Ryan Leimkuehler
- Documentation Subteam
  - Lauren Burroughs
  - Maren Read
  - Larissa Krayer

- 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? (Such as if you see a need to meet outside of subcommittee meetings)
- DEIA practices and priorities (SAA's DEIA resources)

Subteam Reports, Next Steps, and Feedback

Course development subteam:

- Sara nominated as the team lead
- Priority 1: Evaluate webcasts for relevancy to the current digital archives profession with a focus on potential decommission. Create an action plan for evaluation.
- Priority 2: 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.
- Priority 3: Evaluation of course liaison spreadsheet: may need to re-evaluate for purpose and tracking. Make it more multifunctional.
- See subteam notes for more detail

Documentation subteam:

- Focus on wrapping up goals from last year:
  - Complete updating handbook
  - Complete inventory of documentation
- The subteam expects to be done with this work by the end of the year. They will then dispurse and join other groups.

Comprehensive exam:

- Goal 1: Finalize and distribute reading list
- Goal 2: Document subteam responsibilities and procedures in DASS handbook
- Goal 3. Update instructor contracts with exam items and reading list requirements
- Goal 4: Reduce backlog of quiz and exam items needing review
- Goal 5: Participate actively with recruitment and onboarding of new exam manager
- See notes for more information

Intersections between SAA's DEI initiatives and DAS curriculum development

- Focus on accessibility of courses, such as need for captioning or ASL
- SAA got a foundation grant to pay for captioning and transcripts of all legacy webcasts
  - Newer courses have Zoom captions and transcript - may consider having course liaisons review and proofread

- o For in person courses and conferences, ASL interpreters are available on request
- Change in DAS requirements (in person replaced with synchronous) - makes certificate available to those who cannot travel
- Link to DEIA work plan: https://www2.archivists.org/sites/all/files/SAA-DEIA-WorkPlan_AsApproved111021.pdf
- DAS subcommittee should consult with COE about their DEIA plans, to make sure that there is no duplication of effort

Other updates:

- Proposal for changes to procedure for renewing the DAS certificate is on the agenda for COE's next meeting, which will be in the first week of November