

## DAS Subcommittee Meeting: Minutes

Monday, December 19, 2022, 2:00-3:30 p.m. ET, Zoom

### Members: Present (P) Absent (A)

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

### 1. Welcome (Lauren)

Lauren welcomed everyone to the last meeting of 2022.

### 2. SAA and CoE Updates (Rana)

Rana was absent, and did not provide any general SAA updates to share at the meeting.

Alison and Lauren shared that the exam manager position has been posted. It can be found advertised on social media, LinkedIn, etc. <https://www2.archivists.org/news/2022/saa-education-seeks-exam-managers-to-assist-saa-das-subcommittee>

### 3. Subteams (Breakout, 30 minutes)

### 4. Subteams - Report out

- Comprehensive Exam Team (Alison)
  - Almost finished with cleaning up the reading list. The team will then work with Rana to get the Zotero version and PDF version updated in various places. A draft is available here: [https://drive.google.com/file/d/1uuw6m3jymunDMiZDmRJGYXUJ7xmBKpCk/view?usp=share\\_link](https://drive.google.com/file/d/1uuw6m3jymunDMiZDmRJGYXUJ7xmBKpCk/view?usp=share_link)
  - Worked with Rana to get the exam manager job description finalized and pushed out. <https://www2.archivists.org/news/2022/saa-education-seeks-exam-managers-to-assist-saa-das-subcommittee>

- In the new year, the team will be looking at instructor contracts to see what the contracts include regarding exam items and reading list contributions, as it relates to the team's maintenance of the exam bank.
- Documentation Team (Lauren)
  - Strategized on developing a rubric/checklist for recertification by petition (using external courses). This was discussed by Council last month, and Council requested some very clear documentation to be developed for petitioners so they would understand whether their course would be approved before they spend money on it.
- Course Development Team (Pamela)
  - Pamela was the only team member present. She used the time to pull together a Current Status document.

#### 5. Additional reports/comments

Lauren shared that we have found an instructor for the OAIS course - Sibyl Schaefer. This is a prerequisite course that is in the process of being developed. We have been asked to find a liaison volunteer to help Sybil shape the course. **If you're interested in volunteering for this active course liaison position, please reach out to Rana as soon as possible.**

Lauren will be sending out doodle polls for scheduling the January and February meetings, being rescheduled due to holidays.

**Adjourn 2:42 ET.**