DAS Subcommittee Virtual Retreat: Agenda

Friday, October 27, 2023, 9:00-1:00 p.m. CT, Zoom
https://us06web.zoom.us/j/87518408035?pwd=R8YeBayGrbWQ3RI3oz0zHjetjNDFPe.1

Present: Katherine Fisher, Larissa Krayer, Alison Anderson, Sally Benny, Pamela Campbell, Maren Read, Nolan Eller, Krista Oldham, Lauren Burroughs, Angela Fritz, Michael (SAA)

1. Individual hopes for DASS   9:05-9:15
   a. What is one thing you'd like to see us do or accomplish this year?
      i. Follow up on course audits and see feedback on comments (ex. Rerecord older courses)
      ii. Update older courses/content as people wonder the value of DAS
      iii. Discussion on raising the visibility of DAS beyond archive and expand reach,, promote DAS certificate at conferences
      iv. Make a concrete plan to update course in a reasonable timeline
      v. Evaluate what types of courses are needed as the profession has changed
      vi. Input from SAA regarding what is realistic budget and time wise to complete this year.
      vii. A larger role in selecting/developing new courses, do new courses really fill a gap
      viii. Documentation surrounding our new exam procedures and working with the consultants
      ix. Collaborate with other SAA committees so we aren't duplicating efforts and to get some help with the work. Like reaching out to MDOS or E-records sections for feedback on courses.
      x.
2. Committee logistics   9:15-9:25
   a. Google Drive tour and file-management guidelines
      i. Some folder renamed like the Team folders to define working group areas and Admin files like handbook and roster.
      ii. New folders for Course Audit and Course Liaison Resources contain things you need to do audits
      iii. When you create documents follow the file naming conventions that you see in the folder for consistency
      iv. Transfer any folders or files at least once a year to Education Staff (instructions in Admin folder). This is why we ask people to use a personal Google account vs work.
   b. Handbook highlights
      i. Take some time to review and remember that it exists for if you have questions. If you find something you think should be in there talk with the Documentation Team
   c. Rotating minute-taking assignments
      i. Located in the Meeting Minutes folder

3. Course liaisons (Rana)   9:25-9:50
   a. Overview of responsibilities
      i. Every course has a DAS committee member assigned to it to occasionally audit and review the materials. It is helpful to attend especially for those that have not been audited recently.
         1. For in-person, it's not expected for you to travel to course but you will get access to all the materials for review
      ii. Rana typically checks in with liaison when an audit is coming due.
      iii. Responsibilities to not include co-teaching. You can volunteer to monitor chat but you are not expected to teach. If you run into issues with this, let Katherine or Rana know
         1. There is always an SAA staff member on live, virtual classes and can provide some tech support for the instructor.
      iv. Decide how involved you would like to be and let the instructor know beforehand (silent-observer or conversion participant)
   b. Course audit training (Krista)
      i. Everyone should be signed up for 2-3 courses
      ii. Review the course materials, reading materials, and how the material is delivered by instructor
      iii. Use the Audit form and familiarize yourself with it before you audit the course.
      iv. Provide quality comments and review of course.
      v. Education Committee is planning to revise their course audit form to add some questions. We will be reconciling ours with their new one to make sure our forms are similar.
      vi. You can look at older audit forms to help prompt you on how to provide feedback or reach out to those that have done audits with any questions.
   c. Review liaison Google Sheet
   d. Priority courses to review this year
      i. Rana will update at next meeting
   e. Upcoming (scheduled through December) courses and liaison needs
      i. Reviewed upcoming course schedule.
4. Course updates (Rana)**(will update at next meeting)**   9:50-10:15
   a. Process for adding, updating, phasing out courses
   b. Status of new courses currently in development or under consideration
      i. OAIS course is on hold to await the new revised standard
   c. Next steps for 2022-2023 webcast reviews
   d. Other courses slated for revision or removal this year?
   e. COE/A&D curriculum review and possible DAS impacts
5. DAS exam updates (Rana)**(will update at next meeting)**   10:15-10:25
   a. Overview of results and trends from the last year
   b. Status of Dainis & Co. process
      i. Will check to see if we all need to send approval or just Rana
      ii. Katherine will check to see about the flagged questions.

iii.   Larissa commented that there was confusion for the cut-score due to
           inconsistencies of acronym spellout and how some gave away the answer.
           Were those flagged items considered in the cut-score.
    iv.   Questions on how the new cut-score will be advertised and how it will be
           communicated to older students. Be very clear and specific as to why the cut
           score is changing. Need to be prepared to answer questions and concerns.
    v.   Will there be a new cut-score everytime a new exam is generated from the
           question bank? Or can they make various versions of the test with the same
           cut score even if it means we need to create more easy or hard questions.
           Need good/clear communication.
    vi.   We should rely on Daninis & Co. for messaging and concerns.
    vii.   May require another meeting with Dainis & Co.
  c. Launch plans for new exam
6. Break   10:25-10:40
7. Organizational context and goals   10:40-11:00
  a. Relationship of DAS to CoE and other education programs (Rana)
    i.   We are a sub-group of CoE and though we are fairly independent our goals
           can and do align and we can get advice and support from the group
    ii.   Katherine attends CoE meetings as Chair of DAS and bring updates to both
           groups.
    iii.   Rana will speak to why DAS is a separate committee while A&D is handled
           internally with CoE at a future meeting.
  b. 2023 DASS report to COE (Lauren)
    i.   Resubmitted the revised certification proposal to CoE
           1. Created a checklist to evaluate alternative courses and a timeline for
              review.
                a. Timeline will require a subteam for reviewing and evaluating
                   petitions within 4 weeks of submission
                b. We are just evaluating the course in the petition, SAA will
                   confirm that the person has exhausted their courses.
                c. Question on whether petitions have to be submitted before a
                   course is taken or if someone can submit a petition after the
                   courses.
                d. Need to be clear regarding I-school courses and not aligning
                   with specific programs. Be specific is what is not counted.
                e. Will be on CoE November meeting agenda for discussion.
  c. SAA strategic plan goals related to DAS:
    i.   See SAA Strategic Plan Dashboard (FY23-FY25) and DEIA Work Plan
    ii.   "Provide content via education and publications that reflects the latest
           thinking and best practices in the field."
           1. "Retool/refresh DAS and other professional development offerings as
              needed to remain current."
           2. "Review SAA's educational offerings, and ensure that courses and
              certificates are offered equitably and cover issues of diversity, equity,

inclusion, accessibility, community building, anti-racism, and trauma-informed archival practice."
3. "Support post-custodialism, radical empathy, communication, and ethics in collecting."
4. "Implement advanced DAS track for 'recertificate.'"
   - iii. "Deliver information and education via methods that are accessible, affordable, and keep pace with technological change."
     1. "Ensure physical and digital spaces are services are inclusive and accessible, considering learning styles and abilities, physical/sensory and cognitive abilities, and lived experiences."
   - iv. "Initiate component group cross-interactions and programming."
     1. Not directly related to DAS, but consider opportunities for us to engage with and solicit curriculum input from ERS, MDOS, etc.
8. Team breakouts and yearly goals   11:00-12:00
   a. Discuss roles, responsibilities, and goals for designated areas.
   b. Select notetaker and reporter. (Can be the leadership liaison or someone else.)
   c. What can be accomplished in the next six months? One year? Tie goals back to SAA strategic
   d. How are these goals prioritized?
   e. What is your plan to move forward? (individual assignments, meeting outside DASS meetings, etc.)
   f. What are the bigger questions or issues in the team's focus area that DASS should address over several years?
9. Sub Team Reports:
   a. Course Development: Angela Fritz, Brandon Jackson, Krista Oldham, Pamela Campbell
      - i. **Goal 1:** Webcast audits that were completed.
        1. There are still 2 that need audited
      - ii. **Goal 2:** Survey prepared last year to go out to stakeholders
        1. Input on how best to distribute that survey
        2. Will be reaching out to other members
      - iii. **Goal 3:** Take information and develop an action plan
        1. Work with Rana to develop a timeline
      - iv. Is the group interested in having the sub committee review the audits/feedback.
      - v. Are there ways DASS can assist
        1. For the audits, we were not going to have the full group review those
        2. For the survey's yes, we will be reaching out to the entire subgroup
      - vi. Katherine will reach out as things come up
   b. Documentation: Larissa Krayer, Lauren Burroughs, Maren Read, Nolan Eller
      - i. **Goal 1**: Review and revise the DAS Handbook to reflect current committee responsibilities
      - ii. **Goal 2**: Ongoing inventory of documents and forms used by the committee to confirm accessibility

   iii. **Goal 3**: Transition to Documentation Subteam as an adhoc subteam and support documentation needs of other subteams as needed.

   iv. Possibly consider a regular cycle for handbook updates as the subteam transitions

 c. Comprehensive Exam: Alison Anderson, Katherine Fisher, Sally Benny

   i. **Goal 1:** Adding documentation about the comprehensive sub team and adding those to the handbook.

    1. Reach out to the documentation team for assistance

   ii. **Goal 2:** Comprehensive Exam Reading List update

    1. Some courses not represented

    2. Changes to some of the resources

   iii. **Goal 3:** Documenting our relationship with Danis and the process of new comprehensive exam

    1. Citations in the exam should point to the reading list

10. Subteam Report Wrap Up   12:15-12:35

 a. Any other concerns or larger issues that came up about your focus area or DAS more generally?

 b. Pamela Campbell

   i. One challenge is there is only so much we can do

   ii. Limited by the resources and support from SAA.

   iii. There are limitations for what we can do.

 c. Maybe the need for a little more clarity for roles and responsibilities. What is the sub committee's responsibility and who has the authority to make what decisions.

 d. What resources and authority do we have in relation to other SAA committees more broadly.

11. Wrap up   12:35-

 a. Questions and suggestions

 b. Next meeting: November 20

Meeting adjourned at 12:05 pm