

## DAS Subcommittee Meeting: Agenda

Monday, November 20, 2023, 1:00-2:30 p.m. CT, Zoom

<https://us06web.zoom.us/j/85374544940?pwd=GbazM4a9jCjzCMLXaZwyJybBZLUi5L.1>

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

Alison Anderson - P  
Sally Benny - P  
Lauren Burroughs (immediate past chair) - A  
Pamela Campbell - P  
Nolan Eller - P  
Katherine Fisher (chair) - A  
Angela Fritz - A  
Brandon Jackson - A  
Larissa Krayner - P  
Maren Read - A  
Krista Oldham (vice-chair/chair elect) - P  
Akila Ruffin (Education Program Specialist) - A  
Rana Salzmänn (Director of Education) - P  
Michael Santiago (Education Specialist) - P

### Minutes by:

1. Welcome (Krista)
2. DAS exam (Rana)
  - a. Status of Dainis exam form and cut score approvals
    - i. Meeting was held last week, and notes are available at [2023-11-13 special meeting minutes - Google Docs](#). We require approvals from all the individuals who have been involved in the exam revision process. Rana has a list of individuals who have not yet responded, and will follow up with them directly.
    - ii. Danis recommended to use an exam until it has been taken about 200 times. For us, this will mean about 2 years before we need to revise.
  - b. Launch plans for new exam
    - i. 19 people signed up for January exam so far. This will be the new exam.
3. Course liaison refresher (Rana)
  - a. Overview of responsibilities
    - i. Liaisons may be involved in 1) the development of new courses, 2) biennial course review process, 3) ad hoc reviews that may be triggered by course feedback or other trigger indicating the course may need revision, and 4) review of other courses (such as A&D courses) for potential inclusion in DAS.

The course review process generally includes reviewing course materials and completing an audit form, to be delivered to Rana.

- b. Review liaison Google Sheet
  - i. [DAS Course Liaisons - Google Sheets](#)
  - ii. The Liaison column needs to be kept up to date. This is used to send course evaluations to liaisons for review, generally 3 weeks after a course happens.
  - iii. Liaisons, please also take a look at each of your courses and update anything that is incorrect, such as date of last audit.
  - iv. There had been some confusion about which spreadsheet is the current spreadsheet, Rana and Michael will make sure their records point to the active spreadsheet and not older versions.
- 4. Course updates (Rana)
  - a. Status of new courses currently in development or under consideration
    - i. OAIS Prerequisite course under development. Course development paused due to external timeline issues, specifically an upcoming revision of the OAIS standard.
  - b. Next steps for 2022-2023 webcast reviews
    - i. 2023 webcast reviews are under consideration, with the hope of conducting an RFP this fiscal year for someone to revise all of the DAS foundational webcasts.
  - c. Other courses slated for revision or removal this year?
    - i. Appraisal of Digital Records (both an A&D and DAS course). This course has had two instructors; we have received feedback from the current instructor, and will be looking into reviewing & revising. A liaison is needed for this course; Krista volunteered.
    - ii. PREMIS - Rana will reach out to liaison (Maren)
  - d. COE/A&D curriculum review and possible DAS impacts
    - i. Project Management for Archivists - this is an A&D course, interested in considering for DAS curriculum. Rana is requesting a volunteer to review the course and provide input on applicability for DAS.
  - e. Rana is also reviewing the Course Development group's draft survey, considering other marketing-type questions that we might be able to incorporate into this survey, rather than creating a separate survey.
- 5. Other SAA and CoE updates (Rana)
  - a. No updates to share at this time
- 6. The meeting adjourned, and subcommittee members were directed to coordinate with their group members via email as necessary. The following agenda items did not occur:
  - a. Team breakouts
  - b. Team reports
  - c. Additional reports/comments