DAS Subcommittee Meeting Minutes

Monday, December 4, 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 -A
     Sally Benny - P
     Lauren Burroughs (immediate past chair) - P
     Pamela Campbell - P
     Nolan Eller - P
     Katherine Fisher (chair) - P
     Angela Fritz - P
     Brandon Jackson - A
     Larissa Krayer - P
     Maren Read - P
     Krista Oldham (vice-chair/chair elect) - A
     Akila Ruffin (Education Program Specialist) -A
     Rana Salzmann (Director of Education) - P
     Michael Santiago (Education Specialist) - A

Minutes by: Angela Fritz

1. **Welcome (Katherine)**
2. **SAA and CoE updates (Rana)**
   a. 26 eligible for the upcoming DAS exam
   b. Course liaison projects in progress;
      i. Project management course (Katherine liaison); will be a two-day mini-boot camp; tentatively scheduled for January '24.
      ii. Appraisal course revisions (Krista liaison).
3. **Course liaising (Katherine/Rana)**
   a. Training follow-up- no items to report.
   b. Recent reviews and audits
      i. New standing agenda item re: course audits reports. A number of committee members are reviewing audit materials and will report at a future meeting.
   c. Upcoming courses-no items to report.
4. **DAS recertification proposal (Katherine)**
   a. Council recommends:
      i. That the subcommittee have a list of courses, trainings, etc. that are pre-approved programs, and that this list is built as the recertification subteam makes the determination. That way there is an list to easily refer to in order to ensure consistency in determinations and to minimize the load on the subteam.

1. Discussed the possibility of creating two lists; one for internal use and another for the general public. The public list would not be a definitive list, but rather a list of courses "that have been successful." Committee members discussed the importance of flexibility to accommodate changes in course content over time and the individualized nature of petitioners' requests/justifications.

ii. That the process for pre-check (checking before petitioner participates in a program) is piloted, in order to understand capacity of supporting this. The subteam should keep track of the time it takes to support the pre-checks and reviews in order to make sure it is sustainable over time.

1. The committee agreed to pilot the process for the preapproval petition workflow to make sure it's sustainable. The committee addressed the time frame for the pilot. Tentatively agreed: Six month informal beta testing by the DAS committee with a formal 2-year pilot project beginning in July '24.

2. Committee members raised several questions:
   a. What if the committee finds that the petition process is not sustainable?
   b. Should there be a standing group assigned to navigate petition requests?
   c. What role will DAS leadership play in communicating decision making re: petitioners' requests and pilot results?
   d. When will DAS/SAA formally announce the pilot project? How will questions be addressed? Will there be an open forum at the next annual conference?

   Next steps: Pilot project added to the agenda for January; Katherine will reach out to past DAS members and ask for help with beta test pilot; Rana will get numbers on how many people will be eligible for recertification; Katherine will circle back with COE and report how the DAS committee plans to meet Council's recommendations/requirements.

5. **Team breakouts – 25 minutes**
6. **Team reports**
   a. **Course review**
      i. Discussed upcoming survey targeted to current and future DAS certificate holders; Rana will discuss survey with SAA marketing group for additional feedback; anticipated January launch; discussed highlighting examples of DAS improvements based on past surveys.
      ii. Discussed webcast audits. Two courses waiting on audit assessments from committee members; audits are important will set the schedule for webcast revisions for the next fiscal year. Next step for webcast revisions–Rana will craft RFP for a phased approach for revising all of the webcasts. Future discussion point: How will webcast revisions be prioritized?
   b. **Documentation**

        i. Discussed goals for handbook revisions (eg. revisions relating to recertification as well as comprehensive exam procedures/new cut scores)

    c. Exam

        i. Discussed reading list revisions and updates; updated reading list will be finalized and published next month

        ii. Working with documentation subgroup on handbook revisions relating to exam management

7. **Additional reports/comments**

    a. Katherine asked for feedback re: content for the upcoming project management course. Feedback: provide diverse use cases for digital archiving projects; provide broad applications of project management across GLAM field.

    b. Per Rana, timeline for the OAIS webcast will be pushed back until mid-2024.

Next meeting: January 22, 2024