

DAS Subcommittee Meeting: Agenda

Friday, January 20, 2023, 2:00-3:30 p.m. ET, Zoom

Members: Present (P) Absent (A)

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

1. **Welcome (Lauren)**
2. **SAA and CoE Updates (Rana)**
 - a. Update on DAS Exam, will have finally numbers for most recent tests soon but so far those that have taken the exam have passed.
3. **OAIS Liaisons**
 - a. Pamela Campbell has expressed interest and Rana will follow up
4. **Recruitment of Exam Managers**
 - a. Posted but no responses, may need to reach out to recommended individuals. Does anyone have additional people they think may be interested or fit the position. We discussed posting to some of the relevant Section list-servs.
 - b. Discussed the possibility of increasing the honorarium but Rana needs to look at the budget.
5. **Webinar Audits**
 - a. Liaisons for pre-recorded webinars are scheduled to watch and audit the webinars to provide feedback to the Course Development team by April. So please begin those audits if you have not already done so. The Course Development group will be sending out reminder emails to liaisons soon.
6. **Audits**
 - a. Audits are currently stored separately with Rana but we will be also keeping audits on the shared drive to be used to inform course developments and updates.
 - A new folder has been created for audits to be kept.
 - Please update the Course Liaison spreadsheet to note most recent audits.
 - We will need to update the audit form to include adding it to the shared drive and to make the updates on the spreadsheet.
 - Reminder: Contact Rana for access to materials for audits.
7. **Subteams (Breakout, 30 minutes)**

- **Comprehensive Exam Team**
 - Overhaul of exam prep reading list is complete. Zotero library and PDF version are linked from SAA website and will be updated annually.
 - Subteam will help spread the word about the exam manager position.
 - Next project is revising instructor contracts to increase clarity about providing reading list resources and exam items.
- **Documentation Team**
 - Caught Larissa up on the request from Council to provide a rubric to evaluate alternative programs for recertification.
 - Discussed the possibility of a checklist rather than a standard rubric.
 - We had a question regarding how SAA determines tiers for the courses. This would help the petitioner be able to determine the correct tier and possibly provide items for the rubric/checklist.
 - a. It is typically a determination made between the instructor and SAA Education and based on course description and materials.
 - b. We can create a guide/checklist from the description of each tier.
 - c. If a petitioner has a question regarding what tier, the DAS committee will make the final decision.
- **Course Development Team**
 - Rana will reach out to liaisons and provide them access to course(s) that they have signed up for noting that reviews need to be completed by April 2023.
 - Reviewed [DAS Course Liaisons](#) spreadsheet Pamela made and moved it to the main DAS Subcommittee Folder to replace the older Course Liaison spreadsheet, which was renamed [OLD-DAS Course Liaisons](#).

8. Subteams - Report out

9. Additional reports/comments

- a. We previously discussed reviewing the audit form and how to complete one. We now have a few audits that have been done that people can look at but we are interested in reviewing these as a group to make sure we all are comfortable using the new audit form. Lauren will add time to the February meeting to review the current audits.