

DAS Subcommittee Meeting: Minutes

Monday, April 17, 2023, 2:00-3:30 p.m. ET, Zoom

Members: Present (P) Absent (A)

Alison Anderson - P
Sally Benny- P
Lauren Burroughs (chair)- A
Pamela Campbell - P (minutes)
Sara Davis (immediate past chair)- P
Nolan Eller- P
Katherine Fisher (vice-chair/chair elect) - P
Larissa Krayer- P
Maren Read- A
Ryan Leimkuehler- A
Krista Oldham - A
Michael "Mike" Santiago (SAA- Education and Annual Meeting Specialist)- P
Akila Ruffin (SAA- Education Manager)- A
Rana Salzmann (SAA- Director of Training and Organizational Development)- A

1. Welcome (Sara)

Sara started the meeting in Lauren's absence.

2. SAA and CoE Updates (Mike)

- Currently 24 people signed up for May DAS exam
- A few applicants for DAS exam manager position; more information will be shared as it becomes available

3. Subteams (Breakout, 30 minutes)

- Comprehensive Exam Team
- Documentation Team
- Course Development Team

4. Subteams - Report out

Comprehensive Exam Team

- Discussed course instructor contracts, particularly related to requirements about exam items and reading lists. Working on 3 contract templates: in person courses, online synchronous, and online asynchronous courses.
 - Question for course development subteam regarding webcasts - do they vary a lot in length, with some quite short and some much longer, and should the contracts be different depending on length? Mike suggested we bring this question to Rana for further clarification.

Documentation Team

- Larissa was the only group member present. She reviewed materials discussed by the subteam at the last meeting. Planning to have more information to share on a rubric at the next meeting.

Course Development Team

- Webcast audits:
 - Sara thanked everyone who completed an audit by our April deadline. There are still 4 audits that haven't been received in the [Course Audits folder](#) yet.

| Title | Liaison |
|--|------------------|
| Accessioning & Ingest of Digital Records | Ryan Leimkuehler |
| Archival Collections Management Systems | Sara Davis |
| Crosswalking Metadata | Sally Benny |
| Introduction to Processing Digital Records and Manuscripts | Lauren Burroughs |

- The subteam will be working on reviewing the information provided by liaisons
- Survey
 - The subteam has been working on developing a survey for the DAS program audience, and plan to have a draft of the survey for the full subcommittee to review at our May meeting.

5. Additional reports/comments

Sara brought up that her certificate expired while on the committee, and asked if we have formal steps about what to do related to recertification after end of term. Larissa shared that this is still on hold, pending approval of the rubric, and suggested we need to have a conversation with Council and/or COE to discuss and get guidance on what's needed to finalize this.