DAS Subcommittee Meeting: Minutes

Monday, January 22, 2024, 1:00-2:30 p.m. CT, Zoom
https://us06web.zoom.us/j/83385581421?pwd=UXRaUUxYUGY4SGs5NzhRYStzVG8xQT09

REPLACEMENT ZOOM LINK emory.zoom.us/j/7416279475

1. Welcome (Katherine)
   a. Rana and Michael will not be able to attend the meeting today.
2. Reminder: SAA membership requirement (Katherine)
   a. If you need to please renew your SAA membership. SAA membership is a requirement for committee membership.
   b. Katherine has reached out to individuals, but please double check just to ensure you are current.
3. SAA and CoE updates (Rana)
   a. Rana not in attendance
4. Course liaisons (Katherine/Rana)
   a. Recent reviews and audits
      i. Pamela Campbell: A couple of updates
         1. Looking for a new instructor for the OAIS course.
         2. Two courses were reviewed, minor issues but good to continue providing the course. Enhancing digital access course, really unique course, great to continue this course. Students wanted more hands on time. For both courses I wasn't able to sit in, just had the course materials.
   b. Upcoming courses
      i. Project Management course up and running
         1. This course is not on the course liaison sheet.
      ii. February 14th - Virtual Using Epad. Larissa is the liaison for this course and it is up for review.
      iii. March Courses
         1. Number of March Courses are up for review
      iv. Other updates
         1. None
5. Recertification pilot (Katherine/Rana)
   a. Katherine reached out to Georgina, Laura, and Sara, and asked if they could beta test the process. Katherine will work with the course development subteam to coordinate a beta test process to review recertification petitions. Tentative plan is to beta test with those three individuals, we can document the process and begin a two year pilot program where users can recertify through petition.
   b. Rana ran numbers and 30 people are up for renewal for 2024 and 17 for 2025.
   c. Beta Testing process
      i. Somewhat TBD. Petitions will go to Rana, submitted to SAA education, and then passed to subcommittee members who will review them.

       ii.   Timeline
-         1. Katherine would like to have this done by May. All depends on when those petitions come in. Hope to start reviewing February/March.
       iii.   Katherine will work with those involved in the beta testing to develop the workflow for the review of petitions.
       iv.   Open to feedback, so if there are any suggestions, let Katherine know.
       v.   This testing will give us a chance to start creating lists and guidelines for this process and address questions and pain points before it is open to the wider membership.

d. What is the notification process like for recertification?
       i.   While serving on DAS your recertification is on pause.
       ii.   You have two years after your term ends to go through recertification.
       iii.   SAA does not really communicate if you are up for recertification.
       iv.   Will probably need to check with Rana to see if there is a system that can communicate if you are due for recertification.
       v.   Piloting this new recertification process may give us the opportunity to look into this to see if a notification procedure is possible.
       vi.   If we switch to a recertification petition, it might be good to have an info session or two for those who are up for renewal.

e. There are surveys for DAS holders that can act as a benchmark.
       i.   It might be helpful to expand the survey for those who are not DAS holders.
       ii.   Would be good data points to have.

6. Team breakouts – 30 minutes
7. Team reports
   a. Documentation
       i.   Going to start reconciling comments on handbook edits
       ii.   Look at additions to the handbook with the new exam processes and course audits
       iii.   Hope to have the larger group review and finalize the new handbook
       iv.   Will reach out to the comprehensive exam subgroup to document their work in the handbook.
       v.   Do we want files to live on the microsite or is it best to have them linked in the google drive? We did not know who had the authority for updates.

   b. Course Development
       i.   Need to connect with Rana to double check the survey, and it should go out in February.
       ii.   Webcast audits are done.
       iii.   Recertification process is going to be a large part of this group's work this year. Will be further looking into the recertification petition testing.

   c. Comprehensive Exam
       i.   Talked about updating zotero library reading list
       ii.   Would like to document the comprehensive exam teamwork for the handbook. Will reach out to the documentation subgroup.

8. Additional reports/comments

      a. None
9. Action items
      a. Check SAA membership status
      b. If there is a course coming up, keep an eye on those and plan to review if they are due for a review.
10. Next meeting: February 26, 2024