

DAS Subcommittee Meeting: Minutes

Monday, February 26, 2024, 1:00-2:30 p.m. CT, Zoom

Members: Present (P) Absent (A)

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

1. Welcome (Katherine)
2. SAA and CoE updates (Rana)
 - a. Akila shared that 31 individuals passed in the latest DAS exam cycle
 - b. Katherine shared that COE is thinking about how to incorporate SAA's DEI plan, and we should keep this in mind in our work.
3. Course liaison updates (Katherine)
 - a. Recent reviews and audits
 - i. Pamela suggested a few changes to the audit form, such as liaison name, date, what materials were included in the audit.
 1. Katherine shared that COE would like the DAS and A&D audit forms to be the same, so we should put together what we want the form to look like and then take it to COE for review. **We'll put this as an agenda item for next month to discuss more.**
 2. A question was brought up about whether the liaison's name was intentionally left off of the form so that the review would be anonymous when presented to instructors. Is this true, or needed?
 - ii. There was some discussion about organization of audit materials in Google Drive for liaison reference. Should we keep course audit-related materials together in a folder, so a liaison can easily get a snapshot of the course and prior assessments? If so, would we want to put any retention rules in place, or do we have existing retention rules?
 1. **Akila is looking into what SAA's policy might be regarding storing course information in Google Drive, and what information we might be able to access in PathLMS.**

- b. Upcoming courses
 - i. **Check the schedule for any courses you need to review. Lots are being offered in March.**
 - 4. Revisions for DAS Foundational courses/webinars (Rana)
 - a. **We will revisit this in more detail when Rana is present.**
 - 5. Recertification pilot (Katherine/Rana)
 - a. Katherine shared a draft workflow and timeline
<https://docs.google.com/document/d/1TWBVvak0KHN4Yi9M7AaU6hT9Nch4xtXKVJU2qe9c98Q/edit> and we had some discussion of some of the questions that had already been identified, around the 1 year wait period and having a list of approved courses. There was some discussion of concern with potential ethical conflicts around using external course content for these purposes and whether course instructors are receiving appropriate credit for the course material they develop and license.
 - b. We will discuss more next month. **In the meantime, share any comments/questions in the document.**
 - 6. Team breakouts – 30 minutes
 - 7. Team reports
 - a. Course Development
 - i. Survey was launched and we are seeing a strong response rate. The group will be following up with SAA around any additional planned survey promotion and setting a close date.
 - ii. Looking forward to continuing the conversation around webcast revisions.
 - iii. Continued the earlier conversation around the recertification petition implementation plan. One key idea was discussed: While this recertification option addresses an immediate need for existing certificate holders needing to recertify that don't have available courses in the DAS course offerings, a better long-term solution would be to refresh DAS course offerings more frequently, thus potentially eliminating the problem of needing this alternative external content.
 - b. Comprehensive Exam
 - i. Working with Documentation team on updating the handbook with responsibilities related to the exam.
 - ii. Received updated spreadsheet from Danis & Company with citations for current exam questions; need to reconcile these with reading list items.
 - c. Documentation
 - i. No members present
 - 8. Additional reports/comments
 - a. During the call, Akila granted subcommittee members access to the DAS Subcommittee section in PathLMS where some course materials are stored. To access:
 - i. Navigate to <https://www.pathlms.com/saa> and sign in
 - ii. Go to Courses> DAS Subcommittee
 - 9. Action items

- a. Check the schedule for any courses you need to review. Lots are being offered in March.
- b. Review and provide feedback and questions about the recertification petition implementation plan
<https://docs.google.com/document/d/1TWBVvak0KHN4Yi9M7AaU6hT9Nch4xtXKVJU2qe9c98Q/edit>

10. Next meeting: March 18, 2024