

DAS Subcommittee Meeting Minutes

Monday, June 17, 2024, 1:00-2:30 p.m. CT, Zoom

<https://us06web.zoom.us/j/83385581421?pwd=UXRaUUxYUGY4SGs5NzhRYStzVG8xQT09>


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 - P
Krista Oldham (vice-chair/chair elect) - P
Akila Ruffin (Education Program Specialist) - A
Rana Salzmänn (Director of Education) - P
Michael Santiago (Education Specialist) - P

Minutes by: Krista Oldham

1. SAA and CoE updates (Rana) - 5 minutes
 - Much of SAA's focus is on annual meeting.
 - 30 people have gone through DAS program.
 - Looking at finalizing a contract with psychometricians to move forward with "job task" analysis to look at the relationship between on-the-job tasks, exam, and DAS program if approved by Council.
 - July 8th to have Fall semester course available
 - a. Course audit form revisions from DEIA working group (Katherine)
 - i. CoE discussed the course audit form at their last meeting. There is a new proposed revision of the form. Would like to have 1-2 individuals to look at the CoE form and provide feedback: Pamela and Angela volunteered to review the revised audit form from CoE.
2. Course updates (Katherine) - 5 minutes
 - a. Recent reviews/audits
 - i. Pamela- Email Archiving- strong course, should continue to offer. Only concern is the exam. Most students failed the exam on the first attempt. Exam needs a closer look at the exam.
 1. Rana and Katherine will follow-up on looking at the exam.
 - b. Upcoming courses

- i. Liaisons need to look at the Liaison spreadsheet and complete audits that are due.
 - c. XML course
 - i. Instructor needs to step away from the course and the instructor thinks it is not relevant. Should the course continue? Is it still relevant?
 - ii. Keep the course active for the time being and during the next course audit we can review it and keep in mind how the course might be reimagined.
 - d. OAIS course implementation
 - i. Pamela and Angela are the liaison working with the instructor.
 - ii. More on this at a later meeting.
- 3. Next steps based on [survey results](#) (CD Team) - 15 minutes
 - a. Are there steps that are challenging?
 - i. Evaluate program structure
 - 1. Feedback focused on the difference between A&D and DASs
 - 2. Workflow issues with revision of courses
 - 3. Rana mentioned we might not want to bring attention to this because we don't have the answers. These are foundational questions that we need to work out.
 - 4. Some of these concerns hopefully will be addressed with the launch of the new website.
 - 5. Rescope this next step
 - ii. These are all long-term goals that span a couple of years. Perhaps we need to identify short-term immediate steps.
 - iii. Different Subteam provide content on placeholder slides
- 4. FY25 priorities (Krista) - 10 minutes
 - a. Address things surfaced in the curriculum survey.
 - b. Proposed goals and action items:
 - i. Push retreat and goal-setting earlier so we can start sooner.
 - ii. Evaluate subteams, decide if ad hoc vs. long term, consider new teams.
 - iii. Communication subteam focused on website updates, reaching new audiences, sharing info about DAS program more effectively, address misunderstandings.
 - iv. Work with Rana to support revision of Foundational webcasts. Maybe more people on Course Dev team for the coming year to reflect the amount of work anticipated.
 - c. Questions/feedback
 - i. Concerns about people's commitment/participation
 - 1. Timeline for new appointments
 - 2. How can we make sure people understand the time commitment?
Should we put meeting date/time and expected commitment online so anyone applying knows ahead of time?
 - 3. Consider having office hours during recruitment.
- 5. Renewal pilot (Katherine) - 5 minutes
 - a. Revised documents

- i. Guidelines:
https://docs.google.com/document/d/1rVL3xoIE6bqvWkVZNMSmJSerjX_h-b_Z0BzZNZklQdg/edit
 - ii. Petition form :
https://docs.google.com/document/d/1WxcFYGhfuv29PKhtmU4lxD7w_R577uQ3_usTOq0dY8/edit#heading=h.fb3wyaofsc0
 - iii. Rubric :
https://docs.google.com/document/d/1FhaW_24v8pN4Gz7p4ok6Y_IK2I3uUZCdNBq_ShXX62Q/edit
- b. Feedback
 - i. Chair, Vice-Chair, and Course Dev team reviewed 2 petitions for the beta test. Approved both of former DASS members
 - ii. Guidelines
 - 1. Identified some areas that could be tightened up. We revised the guidelines and clarified a few things.
 - 2. Made language more consistent
 - iii. Rubric
 - 1. Added more clarity on language and criteria
- c. Implementation timeline
 - i. Soft launch next month at the July meeting
 - ii. Fall launch pilot project and have a 2 year pilot test.
 - iii. Evaluate pilot with CoE
 - iv. Rana to get Katherine a list of deliverables for marketing launch of pilot.
- 6. 2024 annual meeting (Katherine) - 5 minutes
 - a. Monday, July 15, at 1:00 CT/2:00 ET
 - b. [Registration reminder](#)
 - i. Must register to join the meeting.
 - c. Promotion plan
 - i. [Invitation email template](#)
 - ii. Please send to your networks! Open for all.
- 7. Team breakouts – 30 minutes
 - a. Exam and Documentation teams will meet together to review:
 -  Comprehensive Exam Documentation
- 8. Team reports - 10 minutes
 - a. Exam
 - i. Comprehensive Exam Documentation put into the Handbook
 - ii. Questions about contested exam questions
 - b. Documentation
 - i. Handbook finalizing
 - c. Course Development
 - i. Reframing end slides for annual meeting
 - ii. Webcast revision and updates and next steps to move that forward
- 9. Action items
 - a. [Register for July 15 annual meeting](#)

- b. Share [invitation](#) to July 15 meeting