DAS Subcommittee Meeting: Minutes

Monday, September 16, 2024, 1:00-2:30 p.m. CT, Zoom
https://us06web.zoom.us/j/85063605187?pwd=oetXEKl1kXfvE6pbZad5XWb4U9YGny.1

Members: Present (P) Absent (A)
Krista Oldham (chair) - P
Pamela Campbell - (vice-chair/chair elect) - P
Katherine Fisher (immediate past chair) - P
Alison Anderson - P
Nolan Eller - A
Angela Fritz - P
Brandon Jackson - A
Rose Oliveira-Abbey - P
Maren Read - P
Mitch Toda - P
Christina Vorita - A
Nolan Vallier - P
Rana Salzmann (Chief of Training and Organizational Development) - P
Akila Ruffin (Assistant Director, Education) - A
Michael Santiago (Education and Annual Meeting Specialist) - P

1. Welcome (Krista)
   a. Krista welcomed the group, and each individual on the call gave a brief introduction to their background, role, and interest in the subcommittee.
2. Announcements and reminders (Krista)
   a. Meeting scheduling - January and February meetings will be rescheduled due to holidays, moved from 3rd Monday to 4th Monday. Updated calendar invites will be sent. The December meeting will likely also be rescheduled; a poll will be sent out to determine the best day/time.
   b. Virtual retreat - October meeting
      i. An annual retreat is held at the beginning of each year (October) and allows the group to dedicate time to setting goals and projects for the year.
      ii. Related to scheduling of the annual retreat – Danis & Co. is a psychometrician company we work with to help manage the exam items. They will meet with us October 21, 1:00-2:30 (our regularly scheduled meeting time) for a kick-off meeting for a job task analysis project, to help ensure our offerings match up with digital archiving work in the field.
      iii. Krista presented options for extending the October 21 meeting to include the annual retreat, or scheduling the annual retreat on a separate date. Due to mixed availability of members on October 21, a poll will be sent to identify a meeting time for the retreat.

      c. [Note-taking assignments](#) -All subcommittee members should pay attention to when they are assigned to take notes, and reach out to their back-up as soon as possible if they are unable to attend that meeting.

      d. Terms (see [roster](#))

      e. New Member Onboarding - Katherine will be sending out a meeting invitation to new members to talk with subcommittee leadership about the subcommittee, its operations, and time for questions and answers.

3. Assignments (Krista)

      a. DAS NDA for 2024 (Rana) - Rana discussed that work on the subcommittee involves working with exam questions; as a result, members are asked each year to sign a non-disclosure agreement to ensure we are keeping exam information confidential. The NDA will be distributed soon; signed NDAs should be returned to Rana Salzmann.

      b. [Course liaisons](#) - Krista gave a brief overview of the liaison spreadsheet. Additional discussion around the spreadsheet and liaison responsibilities will be discussed at the upcoming retreat. Members are invited to put their name in the spreadsheet for any courses for which they are interested in serving as liaison. Even if you are not liaison for a particular course, you may be able to attend and audit a course if you are interested; reach out to SAA Education staff (Rana, Akila, and Michael) to discuss registration.

      c. Teams (see [preference survey](#)) - The subcommittee is divided into 3 teams to tackle individual projects; the bulk of this team collaboration occurs during the regularly scheduled monthly meetings. Please fill out the survey with your preference for participation this year.

4. DAS Courses

      a. Proposal for new DAS course (Rana)

            i. Regine Heberlein, instructor for [Introduction to XML Analysis and Manipulation](#) course, has expressed interest in discontinuing teaching the XML course, and has proposed a new course idea, "Linked Data for Archival Description." A message was distributed to the group last week with details. Rana asked if we wanted to invite Regine to submit an official course proposal.

            ii. Katherine raised a question about how this course, which certainly applies to digital archives but is not exclusive to digital archives, fits within the program; we have other courses which similarly are not exclusive to digital archives. Should this course also be part of A&D?

            iii. Rana offered to share some resources that can be used in considering this course - information about how we categorize courses, and information about the previous linked data course.

            iv. Rana also suggested we re-share the recent course offering survey results with the full group, for context.

            v. It was agreed that it seemed worth asking Regine to submit a full course proposal for further evaluation and potential development.

5. DANIS Job Task Analysis (Rana)

     a. See notes under 2b.

     b. Expect a pre-kickoff survey before the meeting on October 21.

6. SAA and CoE updates (Rana)
   a. Rana asked members to keep an eye on In the Loop and SAA Education News for announcements.
   b. SAA Education has been trying to recruit new instructors for current high-demand courses. In particular, there are a few courses that have not yet been re-worked to be offered online, and we would like to see this done, which may require new instructors as current instructors are not interested in revising the courses to deliver online. There are certainly cases where we will still offer courses in-person, but offering online makes the course more broadly accessible.
      i. There was a suggestion that one way to make some of these very interactive in-person courses more successful in an online setting might be reducing the enrollment cap for online. Rana expressed that she is comfortable with trying some different approaches, to see what works and what doesn't.
   c. For context, Rana shared that online courses are held on Zoom, and course content is made available through PathLMS.
7. Additional reports/comments
   a. Krista closed out the meeting by recapping what will be distributed via email soon (scheduling polls, team preference survey, NDA, recent course offering survey results).