

DAS Subcommittee Meeting: Minutes

Monday, October 21, 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) - A
Katherine Fisher (immediate past chair) - P
Alison Anderson - P
Nolan Eller - P
Angela Fritz - P
Brandon Jackson - A
Rose Oliveira-Abbey - P
Maren Read - P
Mitch Toda - A
Christina Vortia - P
Nolan Vallier - P
Rana Salzmänn (Chief of Training and Organizational Development) - P
Akila Ruffin (Assistant Director, Education) - P
Michael Santiago (Education and Annual Meeting Specialist) - A

1. Welcome (Krista)
2. Danis Job Task Analysis
 - a. Charles introduced himself, the psychometrics profession, and Dainis and Co. Meeting is being recorded, so we can access the content later.
 - b. Our expertise is needed to help shape the certificate program and exam.
 - c. Current project is a job task analysis. Last job task analysis SAA did was in 2018, but it was an internal process; this is probably the first formal JTA in the history of DAS. JTA is a systematic way of collecting data about responsibilities, knowledge, and skills required to do a job successfully and safely and using that data to develop an exam blueprint.
 - d. Two phases of JTA: 1) obtaining and describing job info to ensure it's accurate/complete/up to date, 2) validating job description.
 - e. Process overview: JTA workshop, validation survey, content outline + exam blueprint, exam development. Typical JTA process has in-person elements, but ours will be online and mostly asynchronous.
 - f. Overview of pre-JTA survey results (used to collect opinions from DASS members about current program structure):
 - i. Program scope themes from survey:
 1. Foundational training in digital archives
 2. Preservation, description, appraisal, capture, provision of born-digital and digitized records
 3. Legal and historical value

4. Familiarity and mastery of software to manage digital records
 5. Stewardship and practice of ethical values
- ii. Proposed scope statement after discussion and revision: "The DAS program ensures that certificants obtain knowledge and skills in the responsible stewardship of digital records through application of appropriate skillsets and technologies."
 - iii. Critical knowledge for digital archives job
 - iv. Certificate period and maintenance: Most respondents agreed with 5-year period. One person thought it should be extended. More than half felt maintenance/renewal requirements should change, whether to allow more variability (not just DAS courses—which is happening with Option B pilot), give the option to renew by retaking the exam, allow retakes when courses have been significantly revised, update courses more frequently.
 - v. Major content areas
 - vi. Course coverage: More than half thought we needed more topics covered, including methods/tools for public access, digitized material, AI, storage, information/data governance, equity and inclusion. Only one person thought there were completely obsolete courses (Thinking Digital, Digital Records: The Next Step, Preservation Formats in the Context of PDF)—foundational elements might still be relevant, but they need to be updated or reframed.
- g. Major goal: update and finalize the DAS job description so it can be sent out and validated by those working or familiar with the job role in the industry.
 - h. Assignment: Google Sheet workbook with columns for our input on the draft.
 - i. From top to bottom, revise content outline elements and leave comments as needed.
 - ii. List drawn from course objectives. Add statements if we think of something that isn't currently covered.
 - iii. Think about skills for *minimally competent* candidates—basic understanding and skillset. What is the bare minimum we would expect someone who says they're a "digital archives specialist" to know? We'll unpack this more when we meet again to discuss initial input.
 - iv. Think about DAS core competencies and SAA's competencies for graduate archival education
(<https://www2.archivists.org/sites/all/files/Guidelines%20for%20a%20Graduate%20Program%20in%20Archival%20Studies.pdf>).
 - v. Be careful with terminology (make sure it's widely used/understood), spell out acronyms, use appropriate action verbs, add extra lines in each sections for missing knowledge/tasks.
 - vi. After we finish, Dainis team will synthesize a new draft content outline for discussion on another call.
 - vii. Revised draft content outline will then go to colleagues in the field for validation.
 - viii. Look at Charles's slides for "knowledge" and "task" definitions and guidelines for KT statements.

- ix. Timeline: 2 weeks for job role feedback assignment
 - i. Charles will email us the Google Sheet, meeting recording, and other information.
- 3. Announcements and reminders (Krista)
 - a. Virtual retreat
 - i. October 24, 2024 9:00 a.m. -1:00 p.m. CT
 - ii. Come for the whole time if possible, but it's okay if you can only attend part.
 - iii. Review agenda.
 - b. Team Assignments
 - i. Most people got their first picks! Send requests to Krista if you want to change.
 - ii. Comprehensive Exam
 - 1. Krista
 - 2. Maren
 - 3. Nolan E.
 - 4. Brandon
 - iii. Course Development
 - 1. Pamela
 - 2. Angela
 - 3. Mitch
 - 4. Rose
 - iv. Communications
 - 1. Katherine
 - 2. Alison
 - 3. Nolan V.
 - 4. Christina
 - c. [Note-taking assignments](#)