

DAS Subcommittee Meeting: Minutes

Thursday, October 24, 2024, 9:00-1:00 p.m. CT, Zoom



<https://us06web.zoom.us/j/88076477686?pwd=JYugtWuQEKFL9uQAUM6Y7k0urbYAI6.1>

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 - P
Angela Fritz - A
Brandon Jackson - A
Rose Oliveira-Abbey - P
Maren Read - P
Mitch Toda - P
Christina Vortia - P
Nolan Vallier - P
Rana Salzmann (Chief of Training and Organizational Development) - P
Akila Ruffin (Assistant Director, Education) - P
Michael Santiago (Education and Annual Meeting Specialist) - A

1. Individual hopes for DASS
 - a. What is one thing you'd like to see us do or accomplish this year? Themes included communicating with others about the program, updating courses (particularly foundational webcasts) to be useful for our audience, and launching Option B renewal.
2. Committee logistics
 - a. Google Drive tour and file-management guidelines
 - It's important to make sure file ownership gets transferred to SAA, as described in [File Ownership](#).
 - b. [Handbook highlights](#)
 - c. [Rotating minute-taking assignments](#) - Please be sure to reach out to your backup if you are unable to attend a meeting for which you are assigned to take minutes.
3. Course liaisons (Rana)
 - a. Overview of responsibilities.
 - There was discussion around how serving as a liaison (or completing an audit even if not officially as liaison), and how that impacts your ability to take that course for credit after your term on the subcommittee has been completed. We should look into the official rules to provide more clarification. The Option B renewal process allows subcommittee members to use DASS service in place of 2 of their courses for renewal.
 - b. [Review liaison Google Sheet](#)

- Each subcommittee member should sign up for ~2 synchronous courses, and ~2 webcasts, to serve as liaison. Put your name in the spreadsheet to sign up.
- c. [Course audit training \(Pamela\)](#)
 - The course audit form is currently a Google Doc. There is work being done to merge our audit form with that used by COE, and transition it into a Google Form.
 - When a course is due for an audit, reach out to Akila to request course materials. You will receive any available slides, handouts, etc. After a course is delivered, you will receive additional materials (exam results, student feedback, etc.). The audit form walks you through various questions to think about. When done, email the form to Rana and place a copy in the **Course Audit Forms - Completed** folder.
- 4. Course updates (Rana)
 - Rana discussed that we have been working to transition in-person courses to online, and highlighted a few courses.
 - Digital Curation Fundamentals & Sustainability is now a 6-week online course, our first offering like this.
 - Digital Forensics Advanced & Fundamentals courses: we are seeking instructors.
 - Email Archiving has recently been hosted successfully both online and in person.
 - Enhancing Digital Access and Intro to XML we are struggling to find instructors, and should consider if we want to continue to offer these courses.
 - There are a few courses that are offered as part of DASS and A&D, and we have liaisons from both groups to support these courses.
 - Rana discussed that different courses are at different stages of needs. If you are a liaison, Rana will reach out if there's a specific need for work on the course. Otherwise, if a biennial audit is not yet due, you do not need to do anything for that course.
 - For webcasts, audits were completed in the last year, and we are working to prioritize and write RFPs for new/revised webcasts. Krista asked subcommittee members to think about their suggestions around prioritization and what kind of RFP we might want to issue. We will plan to discuss more at our next meeting.
- 5. **Break**
- 6. Organizational context and goals
 - a. Relationship of DAS to CoE and other education programs (Rana)
 - There are three primary groups in this area: Committee on Education (CoE) is parent committee. Digital Archives Specialist (DAS) Subcommittee and Graduate Archival Education (GAE) Subcommittee work under CoE.
 - CoE provides liaisons for A&D courses.

- GAE works on best practices for internships, Guidelines for a Graduate Program in Archival Studies.
 - Last year, there was work to make the liaison process more similar for DASS & CoE (such as consolidating the audit form, which is still being finalized).
 - DASS chair sits on CoE meetings, so we have cross-representation from both Rana and the DASS chair.
 - SAA offers continuing education professional development - audience is folks who are already working in the field.
 - We are different from ACA in that SAA does not provide *certification*.
 - Management track program recently developed in collaboration with NHCRP.
 - SAA also offers DEIA curriculum. There are DEIA considerations within the DAS program, but also stand-alone DEIA courses outside of DAS.
- b. 2024 DASS report to COE (Katherine)
-  DAS_ReportSAACoE_2023-2024 DASS submits an annual report to COE, which is then enclosed with COE's report to Council. Katherine shared some highlights from last year's report:
 - The Course Development team lead the rest of the subcommittee in completing webcast audits and developing preliminary plans for reworking these. The team also developed and launched a survey to gather feedback on the program.
 - a. Detailed survey results are at https://drive.google.com/drive/folders/1HOK_dOBgl8IEiG5ccQ52WVcyNtgN-7sQ and two slide decks summarizing survey results are at <https://drive.google.com/drive/folders/1uGN-AoBr82NMceu1Kez48o0NbUSNtQdO>
 - Documentation team wrapped up a major revision of the handbook, including working closely with Comprehensive Exam team to write up exam maintenance procedures.
 - New course offerings: Continued work towards OAIS pre-requisite; Project Management course was made available for DAS credit (pre-existing course, but not previously part of DAS curriculum).
 - Created new comprehensive exam, which launched in January. The full subcommittee, guided by the Comprehensive Exam team, worked with Danis to develop this.
 - Developing Option B renewal
 - Finally, the report highlighted some other observations & opportunities for growth and improvement. Please see  DAS_ReportSAACoE_2023-2024 for details.
- c. SAA strategic plan goals related to DAS:
- See SAA [Strategic Plan Dashboard](#) (FY23-FY25) and [DEIA Work Plan](#). Particular areas of alignment include Goal 2: Enhancing Professional Growth, and ensuring courses align with DEIA

- There was discussion around if we needed to provide any deliverables by certain dates - particularly, the advanced DAS track for re-certificate (Option B) is listed on the strategic plan. Our progress is reported to council, but we do not have any specific dates we need to be meeting.
 - There was discussion around cost. Survey results indicated a large percentage were self-funding. Do we offer scholarships? Can we consider offering open-access courses to make the certificate more affordable? There are options for pursuing SAA funding for special projects (such as if DASS wanted to pilot a scholarship program). The online offering of synchronous courses has hopefully helped with some of these costs (travel is no longer required to obtain certificate).
- 7. Team breakouts and yearly goals
 - a. Teams meet in breakout rooms to discuss roles, responsibilities, and goals for designated areas.
- 8. **Break**
- 9. Subteam reports
 - a. [Comprehensive Exam](#)
 - Members: Krista, Maren, Nolan E., Brandon
 - Goal 1: Support the Job Task Analysis:
 - Ensure successful completion of the Job Task Analysis, with Dainis taking the lead on this initiative.
 - Goal 2: Improve Comprehensive Exam Accessibility:
 - Address accessibility concerns within the survey by collaborating with Rana and the Committee on Education (CoE) to explore options that support constituents taking the test. Establish a mechanism to ensure accessibility, and work with the Communications Team to increase visibility of these efforts.
 - What can Dainis do to help us tease out how to address accommodations. - We should reach out to find out what insight they might have to share with us.
 - Goal 3: Enhance Comprehensive Exam Resources:
 - Ensure comprehensive exam resources are updated and accurate. Collaborate with the Communications Team to increase awareness and upload the revised suggested reading list.
 - Folks need to email SAA Education to take the exam. SAA broadcasts during exam times for potential takers. There is a fee associated with the test.
 - Goal 4: Track Comprehensive Exam Outcomes:
 - Maintain and monitor statistics on the pass/fail rates for the comprehensive exam to assess performance trends.
 - b. [Course Development](#)
 - Members: Pamela, Angela, Mitch, Rose
 - Note that Petitions for Option B will be reviewed by this sub-committee, we anticipate reviewing and revising procedures as we begin evaluating.

- Goal 1 Prioritize the webcasts and scoping the RFP (6 months)
- Goal 2 Drafting the RFP for webcasts (a year)
- Do not need subcommittee input on webcasts at this time, so subcommittee members can focus on completing Job Task Analysis work.

c. Communications

- Members: Katherine, Alison, Nolan V., Christina
- Audit and improve online content about DAS.
 - Inventory and assess existing DAS-related pages on SAA website and in other public, online spaces.
 - Collaborate with SAA Education staff to understand future website migration and maintenance plans and provide input about presentation of DAS program information.
 - Update unclear or outdated content and suggest any additions to existing pages.
 - Update last-reviewed/last-updated dates to course descriptions.
 - Create a more substantive overview/landing page with basic program information.
 - Make a long-term plan to improve web content and navigation.
- Create a digital campaign toolkit to share major program changes and responses to stakeholder feedback.
 - Assemble a list of listservs/contacts.
 - Draft email templates, graphics, and a digital one-pager.
 - First test case: Option B pilot
 - Second test case: critical mass in changes/updates to recorded webcasts
- Be more visible and available as DASS members.
 - Create an email address for feedback/questions to reach DASS leadership team directly.
 - Hold an annual virtual information session and/or periodic office hours.
 - Develop a calendar with critical dates for outreach.
 - Recruit DASS volunteers: send out emails, draft template for personal invitations to individuals, hold town hall/Q&A
 - Develop a plan for in-person presence at the SAA Annual Meeting (e.g., booth, DASS member shifts, flyer in program or at registration).

10. Wrap up

- a. Other SAA and CoE updates (Rana)
 - Please update liaison spreadsheet

- Each member should sign up for 2 synchronous (in-person or online) courses and 2 webcasts
 - Nolan, as an early career member, will serve as co-liason on 1-2 courses.
- As courses happen, liaisons will receive exam results & evaluations from SAA; it takes about 3 weeks for these materials to arrive after the course ends.
- b. Questions and suggestions
 - What are deliverables and dates associated with the JTA? The Course Development team is interested in this information for their planning, as they expect the JTA to be informative in their work. Currently, homework is due in 2 weeks. A regroup meeting will happen about a month later. Rana will reach out to Charles for more detailed information.
- c. Dainis Job Task Analysis (JTA) Homework
 - [Spreadsheet & PowerPowerpoint Presentation](#)
 - [JTK Kick-Off Meeting Recording](#)
- d. Next meeting: November 18th