

## DAS Subcommittee Meeting: Minutes

Monday, November 18, 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) - A  
Pamela Campbell - (vice-chair/chair elect) - P  
Katherine Fisher (immediate past chair) - P  
Alison Anderson - P  
Nolan Eller - A  
Angela Fritz - A  
Brandon Jackson - A  
Rose Oliveira-Abbey - P  
Maren Read - P  
Mitch Toda - P  
Christina Vortia - A  
Nolan Vallier - P  
Rana Salzmänn (Chief of Training and Organizational Development) - A  
Akila Ruffin (Assistant Director, Education) - P  
Michael Santiago (Education and Annual Meeting Specialist) - A

1. Welcome
2. Course liaisons
  - a. [Review liaison Google Sheet](#)
  - b. There are still two synchronous and two asynchronous courses that need liaisons.
  - c. An email reminder will be sent out.
  - d. The Spring course calendar has been posted online. Check to see if one of your courses is being offered and whether it is due to be audited.  
[https://mysaa.archivists.org/nc\\_upcomingevents?type=Live+Course](https://mysaa.archivists.org/nc_upcomingevents?type=Live+Course)
  - e. If you are interested in attending a course and you're not the liaison, contact Akila. You can also audit the course even if you are not the liaison.
3. DANIS Job Task Analysis Discussion
  - a. The Leadership Team had a call with Danis.
  - b. The deadline has been extended by two weeks.
    - i. If you cannot review everything, focusing on certain courses is still beneficial.
  - c. Next steps in the Job Task Analysis:
    - i. Danis will synthesize the responses and remove duplicates.
    - ii. Danis will distribute a draft content outline for our review.
      1. We need to decide how we want to discuss the results of the analysis. We could review in one large meeting or break it up by domain.
      2. There was a suggestion to break it up by the four tiers.

3. A final decision on how to conduct the review will be made after we receive the content outline.
  - iii. Once the outline is approved, Danis will send out a survey to stakeholders to validate the job tasks.
  - iv. There was a question about the role of the instructor in this review. Audits should help with making changes to the courses.
  - v. Audit forms may need to be updated once this Job Task Analysis is complete.
  - d. The ultimate goal of the Job Task Analysis is to develop a list of competences, tasks and functions.
4. SAA and CoE updates
  - a. Spring 2025 course schedule posted.  
[https://mysaa.archivists.org/nc\\_upcomingevents?type=Live+Course](https://mysaa.archivists.org/nc_upcomingevents?type=Live+Course)
  - b. If you cannot attend a course, you should review the evaluations.
  - c. The next DAS exam is in January.
  - d. Request that committee members spread the word.
5. Team breakouts – 30 minutes
6. Team reports
  - a. Course Development Team
    - i. Reviewed notes.
    - ii. Discussed the potential impact of the Job Task Analysis.
    - iii. Prioritized webcasts for updating.
    - iv. Discussed how the RFPs are constructed.
    - v. Discussed recruitment of instructors.
  - b. Comprehensive Exam Team
    - i. Only one member of the team was present. No updates.
  - c. Communications Team
    - i. Continuing discussing goals for the year.
    - ii. Discussed updating the website to increase the visibility of the subcommittee.
      1. Created a calendar with deadlines.
      2. Initial priority will be to review web pages where information is unclear or lacking.
      3. Will share proposed revisions with the group before submitting to SAA.
7. Additional reports/comments
  - a. Discussed how to recruit volunteers for the subcommittee.
    - i. There are only a few weeks remaining to submit applications.
    - ii. Will create a draft email to share amongst our networks. Katherine will draft the email.
    - iii. There was a suggestion to hold a Q&A with the subcommittee members for next year.
    - iv. Discussed whether there was a list of DAS certificate holders that could be used to recruit members. Akila said that could be created.

- b. Recommendation to create a subcommittee calendar for recurring tasks.
  - c. Pamela raised that we should share the results of last year's survey. She proposed putting together a SAA session proposal. Rose and Katherine offered to participate.
- 8. Next meeting is December 6.