

DAS Subcommittee Meeting: Minutes

Monday, December 09, 2024, 1:00-2:30 p.m. CT, Zoom

<https://us06web.zoom.us/j/85063605187?pwd=oetXEKl1kXfvE6pbZad5XWb4U9YGny.1>

Minute Taker: Angela Fritz

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 - P

Brandon Jackson - A

Rose Oliveira-Abbey - P

Maren Read - P

Mitch Toda - A

Christina Vortia - A

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. Welcome
2. Course liaisons (Pamela)
 - a. [Review liaison Google Sheet](#)
 - b. 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
 - c. 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.
 - d. Please be sure to review liaison course assignments and spring course schedule.
3. DAINIS Job Task Analysis (Rana)
 - a. Rana updated the subcommittee on the progress of the survey. Next steps will be scheduling two focus groups for subcommittee members; focus groups will be led by DAINIS. More information to come on these focus groups including scheduling, etc.
4. SAA and CoE updates (Rana)
 - a. Option B; Renewal update. COE met to discuss recording/tracking process. Option B notices should go directly to COE to verify transcripts and then be passed along to DAS subcommittee for further assessment and approval.
 - b. Service on DAS committee=1 course towards option b. Service needs to be within the past year; DAS instructors may also receive similar credit but this is TBD based on future conversations.

- c. Rana will be working with SAA marketing on the next steps to launch the renewal announcement sometime in Feb.
 - d. SAA offices closed the last two weeks of December.
- 5. Team breakouts – 30 minutes
- 6. Team reports
 - a. Course Development
 - i. Met with Rana for follow-up questions
 - ii. RFP and Webcast–2 courses per year to begin with, but this may be expanded
 - iii. Factors for webcast prioritization include the tier designation, the age of the webcast and the amount of work that needs to be done (update v. revamp entirely)
 - iv. RFP process will need to be reviewed, open to creative approaches and team teaching opportunities
 - v. Discussed possible engagement opportunities including at annual conference as well as with new communications subteam
 - b. Communications
 - i. Continued working on reviewing DAS web content; discussed improvements and design enhancements
 - c. Course Exam
 - i. Met with Akila re: outstanding questions
 - ii. Discussed survey feedback re: accommodations
- 7. Additional reports/comments
 - a. Pamela discussed the submission of a proposal for SAA's annual conference. Panel participants include Pamela, Rose, Katherine, and Angela. Pamela shared the proposal with the subcommittee for FYI with the intention of returning for additional feedback from the subcommittee if the proposal is accepted.
 - b. Next meeting rescheduled for January 27th @1:00 pm (CDT)