DAS Subcommittee Meeting: Minutes

Monday, April 21, 2025 1:00-2:30 p.m. CT, Zoom
https://us06web.zoom.us/j/85063605187?pwd=oetXEKl1kXfvE6pbZad5XWb4U9YGny.1

Minute Taker: ~~Mitch Toda~~ | Katherine Fisher (Back-up)

Krista Oldham (chair) - P
Pamela Campbell - (vice-chair/chair elect) - P
Katherine Fisher (immediate past chair) - P
Alison Anderson - A
Nolan Eller - P
Angela Fritz - P
Tori Maches - P
Dan Noonan - P
Rose Oliveira-Abbey - A
Maren Read - A
Christina Vortia - A
Nolan Vallier - P
Rana Salzmann (Chief of Training and Organizational Development) - A
Akila Ruffin (Assistant Director, Education) - P
Michael Santiago (Education and Annual Meeting Specialist) - A

1. Welcome (Check-in)
    a. New mid-term appointments
        i. Dan Noonan (2028)
        ii. Tori Maches (2027)
    b. May DAS Meeting we will be meeting with DAINIS to discuss the validation survey results for the full 90 minutes (no team breakout time during that meeting). Krista will request
2. SAA and CoE updates (Akila on behalf of Rana)
    a. Akila mentioned issues with course audit Google Form: It didn't have a form for audit email address and wasn't set up to send a copy of the audit report to the submitter, but Katherine fixed those things. Akila also turned on SAA Education notifications for future submissions as well.
    b. OAIS course rollout.
        i. SAA Ed met with comms manager to prep for rollout. Initial information going out next week. Website updates coming soon.
        ii. SAA Education needs us to decide whether to call the course a "prerequisite" or a "required course." Original intent was to require or recommend the course as foundational knowledge before taking more advanced courses, but it's not technically a prereq unless there's a registration barrier we're enforcing. Rana will follow up for more discussion and a decision.
        iii. Dan raised concern about other instructors not being informed about courses like OAIS so they can adjust their other course material accordingly.

     iv.   Angela shared historical background about impetus for course and DASS desire to ensure a shared foundation so instructors can assume some basic knowledge and don't have to cover OAIS in multiple courses. Angela suggested reinvigorating the liaison role so DASS members have active relationships with instructors and proactively share information like this.

     v.   General agreement about the need for more communication with instructors. Pamela suggested an annual meeting or retreat with all instructors to get feedback, share information, etc. Angela noted that DASS members used to check in with instructors every time they taught a course. Dan suggested onboarding and offboarding procedures for instructors to make sure everyone's on the same page when multiple people are teaching the same course, etc. Angela asked whether instructors who take over an existing class should be expected to teach the same material or revamp. Akila described SAA Education's onboarding process, sharing of past course material, etc. and clarified that instructors are paid separately for developing/revising courses and for presenting them.

     vi.   Brief conversation about whether the OAIS course could be offered free of charge. Angela reported that this came up during development and SAA Education said no.

3. SAA Annual Meeting SAA
   a. All 2025 governance meetings will be held between **July 1 through August 1** (except for July 4). Appointed group meetings may overlap with section meetings. For this reason, we will be using two different schedulers-one for appointed groups and one for sections.
      i. https://calendly.com/saa-webex-meetings2/groups2?preview_source=et_card&month=2025-07&date=2025-07-08
   b. The forms offer 90-minute time slots each weekday starting at 11:00 am, 1:00 pm, 3:00 pm, and 5:00 pm CT. We have established these time blocks to maximize availability and best suit all time zones. Even if you are planning a 60- or 75-minute program, please reserve a 90-minute slot (and plan to end early). If you have a compelling need for a longer meeting, please email me to schedule.
   c. **Meeting needs to be scheduled by May 1.** Confirmation of meeting details will come in June along with information about promoting the event as well as the Webex login information to start and host your meeting.
      i. Meetings will be hosted on a Webex account with a capacity of 200 participants and built-in live captioning capability.
   d. Notes from email:
      i. *All group meetings will be free for anyone to attend live. Groups are not expected to record their meetings, but recorded sessions can be posted to SAA's webpage on PathLMS if requested. A master schedule will be listed on SAA Connect, ensuring that all meeting information is in one place and easy to find.*
      ii. *While we encourage you to conduct the necessary business of your group, please be aware that all SAA meetings are open. This gives those interested an*

opportunity to learn more about your group-and it's a great time to encourage folks to volunteer in the next appointments cycle or join a section! Consider starting with a general welcome and introduction to your group, like an open house of sorts.

  e. **Need to provide: Event Description & to record or not to record**
  f. Potential joint meeting with CoE and GAES. No concrete topic proposals. Krista will find out more about what they have in mind while reserving a DAS-specific time in case we decide to go with a standalone meeting.
      i. July 8th 1-2:30 CT
  g. Annual meeting traditional supplants our July DASS meeting, although we could hold both if needed.
  h. Tentatively claiming July 15 at 11:00 CT for DAS annual meeting.
4. Course Liaison- Course Audit Form: https://docs.google.com/forms/d/e/1FAIpQLSf9P6OdE6OjRCuV8O_Dw1N5ARXrk-O3F57Lfk vrfzka60hazA/viewform
  a. We are now using the Google Form, although the CoE Evaluation and Feedback Working Group recognizes that it needs improvement and plans to make further edits in the future.
  b. The form should send a copy of responses to submitter, who should forward the submission to Rana and Akila.
  c. Share any form corrections or feedback with Krista to pass to CoE.
5. Option B Application Discussion/Share Out
  a. Review committee discussed first Option B petition. Approved but identified some questions for further discussion (e.g., does teaching courses count for substitute credit, or only attending?).
      i. Related questions: Does a short conference presentation count or only a workshop/course/intensive educational activity? Can the same or similar material count multiple times?
  b. Krista advised that we don't need to answer all of these questions now but should keep track of the situations that come up and incorporate adjustments throughout or after the pilot.
  c. Reminder to transfer ownership (use link in instructions to see all of your docs at once and do a batch ownership transfer) of anything you've created in the Google Drive to saaeducation.
6. Student Needs Survey Feedback: https://docs.google.com/document/d/1j7r5WMRLbaBPnHBtDLKsvsoK2CYsYnJ5V8oFffWd MSU/edit?tab=t.ydnktq5zg0sk
  a. CoE requested feedback on this survey by 4/25.
  b. Purpose is to learn more about what new professionals need to facilitate their success in the field.
7. Team breakouts – 30 minutes
8. Team reports
  a. Course Development

        i.   Have started prioritizing webcasts to rework and need to run decisions by Rana.

       ii.   Discussed revision impacts on comprehensive exams. Will suggest DASS agenda item for June.

   b. Communications

        i.   Finalizing some new web page text over the next month or two; will circulate for feedback.

       ii.   In June and July, putting together digital campaign toolkit and putting outreach dates into DASS calendar.

      iii.   Will consult Rana and Akila about options for tabling, distribution, etc. at annual meeting.

   c. Comprehensive Exam

9. Additional reports/comments