

Society of American Archivists
American Archivist Editorial Board
Virtual Meeting | April 25, 2024

MINUTES

In attendance: Amy Cooper Cary (*American Archivist* Editor and Editorial Board Chair); Rose Buchanan and Stephanie Luke (Reviews Editors); Jessica Lacher-Feldman, Natalia Fernandez, Shirley Franco, Rebecca Hankins, Eric Hung, María Matienzo, and Jordon Steele; Bree'ya Brown (early-career member); and SAA staff Hannah Stryker and Savannah Tiffany

Unable to attend: Amanda Greenwood, Marlee Newman, Sylvia Welsh, and Karina Wilhelm; and Joyce Gabiola (Council Liaison)

I. Welcome – Amy Cooper Cary

- a. Cooper Cary welcomes everyone. She has submitted her report for the May Council meeting. Cooper Cary thanks the Board for their comments and thoughts as peer reviewers.
- b. Intergenerational Conversations series 2 has about ten reviews in the pipeline—representative of each decade. [The Reviews Editors' introduction](#) to the series is up on the Reviews Portal as well as the first review in the series: "[Trudy Peterson's Speculation on the Textual in Archives in a Changing Literacy Landscape.](#)" If you think of third year ideas for the series, let the Reviews Editors or Cooper Cary know!
- c. Amanda Greenwood is joining us as a midterm appointment through 2026.
- d. The Pease Award Committee wrapped up its work this year with only two submissions. The submissions did not meet the criteria. In our next meeting, we will discuss how we can improve the award experience. We might want to consider self-nominations.
- e. The Editorial Board's [AI statement](#) is officially up!

II. Any Report from Council – Joyce Gabiola

- a. No report was given as Gabiola was not present.

III. Subject Area Classifications Update

- a. Cooper Cary will be reaching out to the group of four Board members who volunteered to work on this.

IV. Submissions Window Redux

- a. The Board is coming back to this conversation as it might help clarify the submissions process for authors. Having a submissions window isolates complex parts of the process, whereas with rolling submissions, content is constantly coming in and going out.
- b. Some options the Board might consider include requesting author feedback, widening the submissions window, and being flexible.
- c. Cooper Cary will revise this proposal so we can think through the timeline. The Board will start testing this process with issue 88.2

V. Special Section on User Experience Research in Archives Proposal

- a. Board Member Eric Hung has been working with the User Experience Section on this proposal as they are interested in boosting this area of research. This is the group's second version of the proposal. The Board likes the timeline and also feels that user experience research is needed in the literature.
- b. The Editorial Team will discuss when to start spreading the word about the Special Section. A call for proposals would go out a year from now.
- c. The Board approved the Special Section in a vote.

The Board's next meeting is on August 1 at 11:00 AM CT. Register [here](#).

TO DO #1 (Cooper Cary): Finalize language for opt-in on reviewer identity in Editorial Manager to share with the Board; send to SAA staff for implementation.

TO DO #2 (Cooper Cary, Hung, Lacher-Feldman, and Matienzo): Cooper Cary will connect with members to create a bibliography about what's been written about the Journal's and SAA's history.

TO DO #3 (Cooper Cary): Review formatting of the rubric so that visual clues encourage explanation rather than brief comments and write an introduction for the rubric which stresses the purpose and value of the responses, especially for reviewers not on the Board. Board members can send examples of other good rubrics or suggestions for additional/revised questions to Cooper Cary.

TO DO #4 (Brown, Franco, Hung, and Steele): Review classifications in Editorial Manager system. Board members will prepare for Board review and have new classifications sheet before the fall Council meeting.