

Society of American Archivists
American Archivist Editorial Board
Virtual Meeting | August 1, 2024

MINUTES

In attendance: Amy Cooper Cary (*American Archivist* Editor and Editorial Board Chair); Rose Buchanan and Stephanie Luke (Reviews Editors); Michelle Combs, Jessica Lacher-Feldman, Natalia Fernandez, Shirley Franco, Amanda Greenwood, Rebecca Hankins, Eric Hung, James Lowry, Sawyer Magnus, María Matienzo, Marlee Newman, Sammie Morris and Jordon Steele; and SAA staff Hannah Stryker and Savannah Tiffany

Unable to attend: Bree'ya Brown, Sylvia Welsh, and Karina Wilhelm; and Joyce Gabiola (Council Liaison)

- I. Welcome, introductions, and thanks to outgoing members** – Amy Cooper Cary
 - a. New members James Lowry and Sammie Morris and current members introduce themselves to each other. Cooper Cary thanks outgoing members for their work on the Board.

- II. Report from Council** – Joyce Gabiola
 - a. Not present in the meeting.

- III. Special Sections**
 - a. **88.1 – Special Section on Accessioning (Spring/Summer 2025)**
 - o Call for proposals sent out and promoted by SAA. The deadline for submissions is October 1. Speakers at the Conversation Lounge at *ARCHIVES*RECORDS 2024* discussed this Special Section.
 - b. **89.1 – Special Section on User Experience (Spring/Summer 2026)**
 - o An editorial team meeting took place on July 31 with SAA staff. Board Member Eric Hung shepherded this through a call for proposals in late fall 2024.
 - o The editorial team is building a workflow using editorial manager or an outside peer review process. The group may reach out to their Section or other experts, and it will also need to call in a few members of the Editorial Board to serve as reviewers of these articles.

- IV. Other ideas/thoughts**
 - a. We might want to consider providing Sections with information on how to propose a Special Section. Other ideas to consider:

- What is realistic in terms of how frequently a Special Section is feasible? These sections might not be special anymore if they are posted too frequently.
- We will continue to think about communications with membership in terms of creating new Special Sections and promoting current ones.
- If any Editorial Board Members have an interest in a Special Section, reach out to Cooper Cary.

b. Finalizing Submissions Workflow

- For Fall/Winter 2025 (88.2): Based on our new submissions workflow, our group will work on peer reviews from March to April of next year.
- We expect no more than three articles per Board member, depending on submissions.
- The Board has approved of the document, so we will move forward with the process.

V. Intergenerational Conversations

a. Statistics on use

- Performs well overall. The most viewed post is the first.
- Pop culture reviews are doing well.

b. Intergenerational Conversations Series 2: Presidential Addresses is underway.

- Ideas for continuing the feature: How materials were used versus now in archives. What does the workspace look like for archivists from different generations? Archives in the public good. Actors on actors-style dialogue. Archival trends dialogue on ethics and privacy issues.

VI. Brief Reports

a. Classification Revisions -- Please see spreadsheet where authors say what they're an expert in.

- These are pretty narrow classifications that don't address everything in the journal. They are meant to match peer reviewers with authors to make our process easier. Please make notes and add classifications to the spreadsheet that you think should be in it.
- Please make your comments before our fall meeting.

b. Hidden Content Project - project history and workflow

- Amanda Greenwood discusses the purpose of this project, which is to identify content in the entire run of the journal that should be highlighted, renamed, or republished to be more discoverable online. In 2017, Editor Gregory Hunter, Teresa Brinati, and Abigail Christian initiated the project. The project has been inventorying old issues starting in 1938.

- Historically, early-career members have been tasked with working on the project. Bree'ya Brown and Karina Wilhelm are not continuing the project, so the Board needs 3 or 4 committed people to continue the work. Another early-career member should work on this when they join. Marlee Newman has volunteered to join the team.

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 (All Board Members): Review classifications and add to the Classifications Revisions spreadsheet before fall meeting:
<https://docs.google.com/spreadsheets/d/1wid6tZeyyyaTZFa5byAZqtPk1d5IrwjRmwf1Q4AdoSU/edit?gid=0#gid=0>.

TO DO #5 (Cooper Cary, Greenwood, and Newman) Assemble team to work on Hidden Content Project. Marlee Newman volunteered to join.