

Society of American Archivists
American Archivist Editorial Board
Virtual Meeting | November 29, 2023

MINUTES

In attendance: Amy Cooper Cary (*American Archivist* Editor and Editorial Board Chair); Rose Buchanan and Stephanie Luke (Reviews Editors); Natalia Fernandez, Shirley Franco, Amanda Greenwood, Eric Hung, Jessica Lacher-Feldman, María Matienzo, Marlee Newman, Jordon Steele, and Sylvia Welsh; Bree'ya Brown and Karina Wilhelm (early-career members); Stacie Williams (Publications Editor); and SAA staff Rana Salzmann.

Unable to attend: Rebecca Hankins, Joyce Gabiola (Council Liaison), and SAA staff Hannah Stryker

I. Welcome – Amy Cooper Cary

II. Any Updates from Council – Joyce Gabiola

A. Gabiola was not present at the meeting, so this agenda item was skipped.

III. Reviews Updates – Rose Buchanan, Stephanie Luke

- A. [American Archivist 86.2](#) features 7 reviews.
- B. The editors are continuing to roll along with the Intergenerational Conversations series on the Reviews Portal. The most recent review, "[Nineteen Years Since the Last Revolution and the Next: More Connectivity, More Technology, and Now Generative Artificial Intelligence](#)," came out in November. This particular review sparked the Board's ongoing conversation about AI. There are two more reviews in the pipeline for this iteration of the series.
 - The next part of the IGC series will reflect on SAA presidential addresses. The plan is to review about ten addresses. So far, six volunteers have stepped forward to review. The reviews editors will continue to seek out the additional four reviewers.
 - The editors want to provide a short wrap-up for this year's series. They have also reached out to the past five SAA presidents and have asked them to answer four questions. Their responses will be used to write the introduction to the series on the portal. The editors want to feature the introduction in [Archival Outlook](#) as well.
- C. A broken links statement has been added to the Reviews Portal. The statement is also published on the *American Archivist* site. The statement reads: "All linked information (websites, reports, email addresses, etc.) has been verified as accurate and current at the time of publication. Neither the Society of American Archivists (SAA) nor the *American Archivist* Editorial Board maintains or updates links that are published in *American Archivist* or on the *American Archivist* Reviews Portal. SAA and the Editorial Board are not responsible for dead links or links that lead to unanticipated sites."

IV. *American Archivist* Issue Updates

- A. [86.2](#) was published in December. Read now and promote and share the issue! As a Board, it is our responsibility to help amplify what we publish.
- B. [87.1 Preliminary TOC](#) for Spring/Summer 2024. Cooper Cary is working on content for Fall/Winter 2025.

V. Discussions

- A. **ChatGPT:** Statement linked for review and conversation created by the reviews editors.
 - The Board’s conversation on ChatGPT arose from a Reviews Portal submission that used ChatGPT. When it comes to a statement, we are not speaking for SAA as a whole; we are speaking as a Board.
 - Since we aren’t equipped to run articles through an AI checker, we want authors to be transparent if they’re using generative AI. The statement lays out expectations for authors. This isn’t a legally binding agreement; this is a moral agreement to not use generative AI for citations or content.
 - We reserve the right to request AI transcripts from authors. The Board is considering adding a phrase that says: unless your content requires AI generated text, then it is prohibited.
 - Like COVID-19 statements, we will probably have to keep updating the statement as AI changes and the goal posts move.
 - The Board plans to do a revision and present the statement again to the Board in January.
- B. **Workflow Proposal:** Continued conversation on submissions window for *American Archivist*:

Applied to Volume 88 (2025)

- For Spring / Summer 2025
 - Call for submissions to be publicized in Spring 2024
 - Submission window June 1 – June 30, 2024
 - Peer Review assignments July 2024
 - Revisions / Final Review August – September 2024
 - Acceptance / Revisions / Editorial work October – November 2024
 - All material ready for layout December 2024
- For Fall/Winter 2025
 - Call for submissions to be publicized in Fall 2024
 - Submission window January 1 – January 30, 2025
 - Peer Review assignments February 2025
 - Revisions / Final Review March -- April 2025
 - Acceptance / Revisions / Editorial work May – June 2025
 - All material ready for layout August 2025

Benefits:

- Pubs Board also considering it

- May be able to be flexible
- Clarifies the process for authors
- May motivate people to meet the window or workshop ideas
- Allows for more specific calls for content
- Allows for concerted calls for peer reviewers / peer reviewers will know when to expect workload
- Could encourage authors to determine when they will be ready to submit their manuscript
- Encouraging authors to submit in specific subject areas may boost interest to submit
- Regularizes work from the perspective of the editor – batches it to make it easier to track

Hurdles:

- May discourage non-academic archivists / archivists in small organizations
- May discourage submissions for diverse archivists
- May discourage new authors
- We will have to remind folks about the windows
- May change the dynamic of participation on the Editorial Board (from consistent to concentrated effort) – this could impact institutional support
- May confuse reviewers or discourage registration

The Board will come back to this conversation.

- C. **Revising our subject classifications.** Cooper Cary is getting a list from Editorial Manager which she will share with the Board.

VI. Reminders:

[Writer's Forum – January 9](#)

This will include Pubs Board, CORDA, Dictionary Working Group, *Archival Outlook*, *American Archivist*, and the Reviews Portal. Please plan to attend!

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.