

Society of American Archivists
American Archivist Editorial Board
Virtual Meeting | October 3, 2024

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, Rebecca Hankins, María Matienzo, Sammie Morris, Marlee Newman, Jordon Steele, and Bradley Wiles; Stacie Williams (Publications Editor); and SAA staff Hannah Stryker and Savannah Tiffany

Unable to attend: James Lowry and Joyce Gabiola

- I. Welcome and Introductions** – Amy Cooper Cary
 - a. Brad Wiles rounds out our group! We are at a full Board:
<https://www2.archivists.org/american-archivist/contact-us>
- II. Report from Council** – Joyce Gabiola
 - a. Gabiola was not able to attend.
- III. Ongoing Work**
 - a. Special Sections
 - 88:1 – Accessioning – Submissions were due on October 1
 - 89:1 – User Experience – ACC checked in with the team on October 9
 - Call went out for this.
 - Deadline for proposals is February 1
 - Thoughts on promoting Special Sections? How can we support those doing the work?
 - Rebecca Hankins notes that she has given presentations on the 86.2 MENA Special Section outside of SAA at conferences to make others aware.
 - We might consider getting the word out past libraries and archives to impact other communities to make sure interest is persistent.
 - b. Submission Window Workflow: Communication
 - *American Archivist* home page has been edited: <https://meridian.allenpress.com/american-archivist>
 - Revisions to the Editorial Policy
page: <https://www2.archivists.org/american-archivist/editorialpolicy>
 - Addition of Submissions Window Workflow to the home
page: <https://www2.archivists.org/american-archivist/submissionwindow>
 - SHARE WIDELY! If you have any suggestions or questions, let Cooper Cary know.

- IV. Classification Revisions ([spreadsheet](#))** – Final thoughts? Final additions? Final subtractions?
- a. From the information on this spreadsheet, Cooper Cary wants to generate a revised list of classifications for the Board to review. Once approved, we'll ask for changes to be made in Editorial Manager.
 - b. Cooper Cary will be discussing the list with the Dictionary Working Group to help clarify some of the descriptions for classification terms, to get input on potential additions, and to talk about a feedback mechanism and how you use it in the Dictionary.
 - c. Next steps: discuss with the Dictionary Working Group and make final comments on the spreadsheet.

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): 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 #3 (Board): Review classifications in Editorial Manager system. Board members will prepare for Board review and have new classifications sheet before the fall Council meeting. Work with Dictionary Working Group on definitions.