

Standards Committee

Agenda for 2023 October 12, 10-11 MDT

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Attending: Jodi, Lara, Anna, Daniel, Heather, Susan, Wendy, Stephanie, Anna, Alexis, Lydia

Regrets: Becca

Guests: None

Chairing meeting: Lara

Minutes: Jodi

Members: Alexis, Heather, Susan, Anna, Daniel, Wendy

Liaisons to other groups: Bethany, Karin, Maristella, Regine, Stephanie, Sharry, Rebecca, Lydia

Introductions

Another round to make up for email list blems that kept two members from attending the last meeting.

Continuing Business

Procedures

Revision of [Procedures for Review and Approval of an SAA-Developed Standard](#)
[Marked up version](#)

Drafting a brief public document for submitters/proposers

[Creation/Revision outline](#)

[Draft visual](#)

[Link to summary of comments/issues](#)

Jodi provided a brief background on the process

Group reviewed flowchart and agreed that it's ready for public availability.

Group reviewed outline and agreed that once the links are updated to public documents it's also ready

Group noted that the main/longer document is under revision. Members should review and comment by October 26.

Between October 26 and November 9, Lara will go through the longer document ([Procedures for Review and Approval of an SAA-Developed Standard](#)) before the next meeting

Standards Portal

SAA staff continue to work on figuring out why Standards co-chairs can't edit the portal.

Message received late yesterday indicating there may be a fix; co-chairs need to test.

Funding for Standards Maintenance

Notes from meeting of Lara, Jodi, and Lydia:

<https://docs.google.com/document/d/1juBBVNoCMN9nnPYghkRzseBuceiB-G1GMc51tQaLxxM/edit?usp=sharing>

Lydia provided background on this issue, starting with her Council request last year. Jodi added that this is both a long-term strategic issue for the organization and a more immediate need that, as Lydia stated, very consistent with SAA's current strategic plan.

Updates

Co-chairs (Jodi and Lara)

No updates.

Council (Lydia)

Council meets October 31-November 1. Lydia has provided a "teaser" for TS-EAS forthcoming issues.

Technical Subcommittees (liaisons)

TS-DACS (Dan)

- Regular meeting postponed one week (to October 17) due to conflict with ICA, so nothing to report yet.

- Notes that TS-DACS received some support for implementing version control in Github from SAA's component groups funding under special dispensation from the SAA ED.

TS-EAS (Lara)

- TS-EAS leadership (Karin Brendenberg and Mary Samouelian) met with SAA leadership last month. They shared the history of TS-EAS and discussed ongoing challenges with the appointment process for TS-EAS (which consists of a large number of international members)
- TS-EAS has three asks of Standards:
 - Help connect TS-EAS with the SAA Diversity Committee (and perhaps others working on DEI in the U.S. archival community) in order to explore the relationship between work on archival standards (which takes place in an international context) and discussions and requirements in SAA around diversity (which are formulated in an U.S. context).
 - Clarify the "call for comments" requirement for the currently in process revision of the EAD.
 - That the Standards Committee advise on and provide support for TS-EAS' revised *Statement of Standards Alignment* in light of the upcoming release of RiC. This support would include moving the revision of this statement through the SAA Council as soon as possible. TS-EAS leadership will also discuss with Standards the status of RiC and its implications for the subcommittee's work.
 - Jodi and Lara have a meeting on November 2 with TS-EAS to discuss the last issues on November 2.
- Other descriptive standard business
 - Regine Heberlein has inquired about reforming the task force overseeing the [Arts and Rare Materials BIBFRAME](#) extension to get a new iteration of the standard underway.
 - Jodi and I will look into this and communicate with Regine. The original task force was a joint one—appointed by a few different organizations including SAA.

TS-AFG (Heather)

- Request for extension of terms and group sent to Council for their October 31-November 1 agenda. This was included in their annual report but needed to be submitted as a separate Council item.
- The group is interested in moving to a continuous /chapter by chapter revision process rather than continuing to try and revise the entire thing. The recent timelines suggest that the current approach is untenable.
 - Dan observes that this may be a positive step, and that whether it's a print publication is an SAA Publications decision. Sue observes that based on her experience, it may be best to not do a hard copy; the publications process is not well aligned with the standards process.
- The group is seeking guidance on peer review/public comment from membership. Sue asks for clarification on whether they mean technical review or public comment; Council has been a little unclear about what is expected.

- Heather plans to meet with them near-term to understand what their needs are

TS-GRD (Heather)

- Heather is seeking a time to meet with this group.

Other Groups (liaisons)

Accessibility and Disability (Jodi)

- The group is working on its revision and plans on the following schedule: We are nearing the end of our first round of revisions and hope to send the document to external reviewers by January. We will then incorporate additional changes and submit it to the Standards Committee in April. We thought this would provide enough time for the Committee to review it and pass it to Council in time for the August meeting.

Acquisitions and Appraisal (Wendy)

- Best Practices for Archival Accessioning is their topic, and they have an IMLS grant to support their work. They brought us a presentation for the annual meeting and continue to hum along on that work.

College and University Archives (Sue)

- Sue reached out to section chair but hasn't needed to meet.

Museum Archives (no liaison; do we need one?)

Education Committee (Becca)

- Becca is absent today.

Intellectual Property WG (Anna)

- Anna has reached out to meet.

Action Items

- All members should review and comment on the in-process version of [Procedures for Review and Approval of an SAA-Developed Standard](#) by **October 26**. Between October 26 and November 9, Lara will go through the comments/edits to summarize before the next meeting. We will see how many are cosmetic versus substantive and either move through this quickly or take a couple of months.
- As indicated in the liaison reports above, liaisons will continue with check-ins. Note especially needs from TS-EAS and AFG that will require Standards support.
- Lara, Lydia, and Jodi will reach out to the Foundation about the potential support for standards. Since a letter of intent is due November 15, they will bring that letter to Standards on November 9 if they decide to proceed with a request.

- Jodi and Lara will continue to work on fun infrastructure projects, including the email list and Standards Portal, Jodi also notes the need to potentially restructure the Google Drive permissions since she really loves it when committee members read minutes from previous years. ;-)

Next meeting: November 9