

Standards Committee

Agenda for 2024 April 11 (9am PST, 10am MT, 11am CST, 12pm EST)

You can join this meeting from your computer, tablet, or smartphone.

<https://smith.zoom.us/j/91995537451>

Attending: Dan, Jodi, Lara, Heather, Wendy, Stephanie, Becca, Sue, Karin, Maristella, Alexis

Regrets: Regine, Lydia, Anna, Stephanie, Mary, Sharry

Guests: None

Chairing meeting: Lara

Minutes: Jodi

Continuing Business

Procedures

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

[Marked up version](#)

[Summary of issues in markup](#)

- In our February meeting, we completed a draft section on DEIA for the standards creation and revision procedures.
- On March 8, Lara shared this draft via email with the Chair and Vice-Chair of the SAA Diversity Committee and asked for feedback on this particular section of the procedures and also engagement on what role, if any, the Diversity Committee might want to play in reviewing new and revised SAA standards for compliance with DEIA requirements.
- Diversity Committee Chair and Vice-Chair are bringing this for discussion at the April Diversity Committee meeting. Notes from that meeting (4/18/24):
 - Jodi and Lara attended the monthly meeting of the Diversity Committee (as guests) on April 18, 2024.
 - Jodi and Lara explained to the Diversity Committee that Standards is looking to define requirements around DEIA in the standards creation process and would like their input.
 - We showed the committee the standards creation [workflow](#) and discussed how standards creation/revision usually proceed.
 - We also shared the [draft](#) of the DEIA section of the procedures and asked for the Diversity Committee's feedback.
 - Discussion centered on how the Diversity Committee might engage with standards. Jodi offered a few possible ways of engaging, including via a liaison role or a role that involves reviewing proposals and/or submission packets.

- The Diversity Committee is going to work on this over the next few weeks and get back to Standards by the May Standards Committee meeting on May 16 both with their responses to the draft DEIA section and some feedback on how the Diversity Committee might want to engage.

With that in process, let's talk about items numbered 4 and 5 in the [Summary of issues in markup](#):

4. Accessibility considerations

Following up on action item:

- Committee members should look at accessibility tools and what we might draw on specifically for the April meeting. **Please come prepared with tangible suggestions.**
 - We have not considered the display of standards in the past, so that would be a change
 - Three possible areas to consider:
 - The standards themselves
 - Refer to Berkeley checklist? [Accessibility checklist \(UC Berkeley\)](#) and UMich checklist <https://accessibility.umich.edu/guides/checklists> (which has some specifics for particular tools/software)
 - Also point to <https://www.w3.org/WAI/standards-guidelines/wcag/>
 - How hard a requirement to make? Not an option to not address (we can reasonably expect that groups engage the issue), but leave the language open enough/"squishy" enough? They should explain their choices so we can understand/ask for more information if needed during the review process.
 - Do we need to require testing? Example of DACS, which is both GitHub and the nicely formatted PDF. Would both require testing? GitHub has quite a bit of accessibility documentation that helps take advantage of the accessibility features that are built in.
 - The type of standard can make the output/expression of it quite different.
 - Conclusion: We expect groups to engage with accessibility, we will include the major standards/checklists, they should explain their choices, and we can have the opportunity to ask for changes or more explanation. Also not something that has to be accounted for during EVERY update/change. May be most applicable to new standards, or to those being distributed in a new format.
 - The processes for community discussion
 - How they reach out to the community, what tools and accommodations they offer.
 - Draw from session proposal form: Attendee engagement, video captioning, asking for feedback in a variety of ways/mediums, keeping neurodiversity in mind, always providing a way to ask for accommodations, transparency about how feedback is used.

- Conclusion: Similar approach as to the standard themselves: Ask groups to account for some things, leave some flexibility.
 - The Standards process document
 - Mostly format according to SAA CMS, but we have done the boiled-down version and the visual version
 - Session proposal form can be a source (just as we have used it for DEI considerations)
- Jodi will check in with accessibility group
 - Their email indicates that they will discuss our request to them at their meeting today. Jodi will get back to the committee after she hears from them.

Goal: Finish these discussions today, integrate into draft for May meeting discussion.

Next steps: Integrate all of our discussions so far into the procedures document, review for May meeting and hopefully wrap up this project.

New Business

RAO Inquiry

Inquiry about beginning the five-year review cycle for public services metrics RAO is hoping to discuss the reviews for the [Guidelines for Primary Source Literacy](#) (approved by SAA Council in 2018) and the status of the [Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries](#) (approved by SAA Council in 2018)

Jodi and Lara will meet with RAO folks to discuss. Complicated by the fact that both standards are created by SAA-ACRL/RBMS Joint Task Forces. Ultimately these standards have to be approved by all three entities: SAA, ACRL, RBMS.

Minor Change Requests

Sent by TS-DACS:

- [PR 83](#)
- [PR 89](#)
- [PR 90](#)

Business conducted by email: Committee members asked to review and approve by April 3, 2024. Seven members voted “yes,” so approved.

Annual Meeting Date

Appointed groups will schedule annual meetings (open) between July 1 and August 1. At this meeting, we'll present a program, summarize our work for the year, hopefully present our

revised procedures, welcome new members and leadership, and bid farewell to members and leaders who have termed out.

What are the big blocks of time (entire weeks, or most) that Standards members are unavailable between July 1 and August 1?

- Committee members should put any big blocks of time they are out **HERE**
 - Becca out July 22-24
 - Jodi July 4-5, 30-31
 - Dan unavailable July 29
 - Heather on vacation July 5-15
 - Lara has no plans to be out at this point
 - Wendy
 - Stephanie unavailable July 15-31
 - Sue
 - Maristella
 - Karin on vacation 24 June - 14 July
 - Alexis, out July 1 to July 30, could potentially be available for remote meeting between July 3 and 16, but will in the Philippines so time difference is an issue. From July 17 to 30 I will be on vacation.
 - Anna
 - Regine has no plans to be out during this time
 - Lydia
 - Mary
 - Sharry
 - Summary: no date works for everyone
 - July 16
 - works for Becca, Jodi, Dan, Heather, Lara, maybe Alexis, Karin, Regine
 - but not Stephanie
 - Did not get dates from Wendy, Sue, Maristella, Anna, Lydia, Mary, Sharry
 - Times available: 10 AM, 2 PM, 4 PM MDT; selected 10 AM as most accessible to US time zones and Europe; Philippines time is 14 hours ahead, so midnight July 17. Not ideal but best we can do.

Accessioning Best Practices Draft

- Committee members should look at accessioning BPs draft so that you can share your impressions. We will not be doing feedback as a Standards committee.
 - The feedback period for the Archival Accessioning Best Practices Circulation draft is open until **April 15th**. Please see the original announcement below for links.
 - The [National Best Practices for Archival Accessioning Working Group](#) (NBPAAWG) was established in 2021 to develop a body of best practices for archival accessioning. This group of archivists is supported by the Standards Committee of the Society of American Archivists and is funded by the Institute

of Museum and Library Services' National Leadership Grants for Libraries program.

- We are happy to share that our first draft of these best practices guidelines are ready for external review and feedback. We welcome input from anyone who works on the acquisition, accessioning, or processing of archival materials from small to large institutions.
- Please feel free to share the survey widely. Our aim was to make these guidelines inclusive of a range of experiences.
- Survey link: <https://forms.gle/6PiouyoSsCvXaL9MA>
- Archival Accessioning Best Practices Circulation Draft: <http://tinyurl.com/accessioningbp>
- Interest in finding out how the group managed to get such substantial funding; are there lessons to learn from their success? Interest in having the group present at the Standards annual meeting.
- Members reflecting on what a good process the group has had to be very inclusive and impactful.

Updates

Co-chairs (Jodi and Lara)

RiC/EGAD

- Response to question directed to the co-chairs of TS-EAS after the Council statement was released: drafted, reviewed, and sent.
- SAA leadership conversation: A good conversation, they understand and agree that there is something to address. We should understand that there is a range of outcomes. Lara and Jodi are waiting to hear when a conversation will occur.
- There may be some structural changes SAA can make with liaisons. Lydia and Regine are part of a Hui to explore improving the model.

Council (Lydia)

No updates.

Technical Subcommittees (liaisons)

TS-DACS (Dan)

- Focus has been on the [virtual community meeting](#) April 15-17 to support alignment work with the Principles.

TS-EAS (Lara)

- No updates

TS-AFG (Heather)

- No updates

TS-GRD (Heather)

- No updates

Other Groups (liaisons)

Accessibility and Disability (Jodi)

- In response to the request for help with the standards processes (above), A&D sent questions about the standards review process for the Guidelines for Accessible Archives. Jodi will respond.

Acquisitions and Appraisal (Wendy)

- Feedback on [Accessioning Best Practices draft](#) (above)

College and University Archives (Sue)

- No updates

ALA CC:DA/MAC (Becca)

- No update.

Education Committee (Becca)

- Will be having a meeting in the next week or so to answer their questions about the Standards revision process and forms for the ACE packet.

Intellectual Property WG (Anna)

- No update.

Action Items

- All committee members should look at items on SP dashboard and come to May meeting with any suggestions for what Standards tackles after the Procedures process is wound down:
<https://www2.archivists.org/sites/all/files/SAA%20Strategic%20Plan%202022-2025.pdf>
- Dan will “officially” notify TS-DACS of the approvals of the 3 minor changes
- Procedures review:
 - What are we doing with the issues under #2 in the Digest of comments, operational issues? Lara and Jodi will get back to the group on this.
 - Pending wrap-up on #2 above, Lara and Jodi will integrate the discussions into the process document and have out to the group to review for the May meeting.
- Standards members should add any substantial amounts of time they are unavailable July 1-August 1 to the agenda document (above, highlighted)
- Please give feedback on the accessioning BPs!
- Best wishes to TS-DACS for a successful meeting series next week!