Standards Committee

Agenda for 2024 May 9 (9:05 am PST, 10:05 am MT, 11:05 am CST, 12:05pm EST)

You can join this meeting from your computer, tablet, or smartphone.
https://smith.zoom.us/j/91995537451

Attending:

Regrets: Stephanie, Becca,
Guests: none
Chairing meeting: Jodi
Minutes: Lara

Continuing Business

Procedures

Revision of Procedures for Review and Approval of an SAA-Developed Standard
Clean copy of Procedures
Clean copy of preamble for SAA website
Digest of comments

Summary of changes in this draft:
- Addressed all comments that could be addressed from the Digest document; all new text is in blue and all excised text is ~~strikethrough~~
- Checked for internal consistency
- Included preamble as the best place to put the statement on DEI expectations

Before the meeting, please review the Digest to refresh your memory. With that in mind, please Procedures clean copy and the preamble clean copy to assess where we need to do more to address the concerns in the Digest; insert comments or revisions using the "suggesting" mode. **If there are additional items that come to mind, you may list them in the agenda below this paragraph**, but we will have limited time to address brand-new concerns.

- Updated most uses of "technical subcommittee" and "development and review team" to "component group" to be more accurate (Dan)
- Clarify that sometimes a standard gets assigned to an existing component group
- Improve navigation of the document so you can hyperlink to sections. Explore this.

Feedback from other committees:
- DEI committee: In our discussion with them, what we heard was that what we are asking for at the proposal stage satisfies them quite well, and that may be their main point of

involvement. On 5/9 we received an email with the following suggested edit: "In the 4th bullet, we recommend including the word "multiple" before "disabilities" to reflect a range of disabilities and how they are experienced." The committee will get back to us on the larger question of their role in providing feedback.

- A&D committee: Their main feedback was to improve our procedures, which we are doing. [See their full email here.](#)

Goal: Go over everything to prepare for the meeting, discuss what needs to be resolved, and identify next steps to wrap up the project.

- Finish up the document clean-up (three documents); Jodi will draft and Anna will review for consistency
- Respond to any additional feedback from Diversity Committee after their meeting on 5/16; conduct business by email if needed
- Make sure the role of the Diversity Committee is clear so as not to delay process too much.
- We just might get this finished in the next month. ;-)

New Business

RAO Inquiry

[Proposal](#) to have RAO subcommittees officially appointed to be the maintainers of the *Guidelines for Primary Source Literacy* and the *Standardized Statistical Measures for Public Services*.

If Standards approves this proposal, we would next ask them for revision proposals; we would send all of these on to Council by **July 1** for the Summer Council meeting. The groups could begin their work after that meeting in August.

Approved 5/9/24

Accessibility Standard Draft

The A&D Section has submitted their proposal (a procedural step skipped during COVID chaos and the focus on trying to get funding), documented their process, and completed their draft standard. **Please review all documents in this folder** to be prepared to determine next steps:
 🗁 Guidelines_Accessible_Archives

Possible actions to take include:

- Send back to the group for revisions
- Begin to draft the Committee's stance for a Council agenda item (due July 1)
- Decide to post organization-wide for further comment

The group has requested to make this a 5 year revision cycle instead of a 3 year revision cycle.

Decision from Standards on 5/9/24: Standards will draft the Committee's stance for a Council agenda item (for the July 1 Council meeting) and support the move to a 5 year revision cycle.

What's Up Next?

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

3.1.A. Standards development roadmap

Maybe an activity for the annual meeting. Have Lydia work with us at the June meeting???

What is Standards role in leading, guiding, encouraging best practices work throughout SAA?

We will revisit this at the June Standards meeting.

Minor Change Requests

None received

Annual Meeting

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.

Discuss ideas for agenda items (that are more specific!)
- Committee's work
- Component groups with new/revised standards development
- Applications of standards
- Brainstorm of new standards/standards support needed
- Accessioning Best practices group and getting funding?
- TS-DACS and inclusive practices?
- Tips for getting community feedback on standards in process (have specific group(s) talk to this point)
- Liaisons should reach out to groups re: willingness to participate in annual meeting

The meeting will be **July 16 at 9 Pacific/10 Mountain/11 Central/noon Eastern/18 Sweden** and can be as long as 90 minutes

Goal: Begin these discussions, complete agenda to send out after June meeting.

Updates

Co-chairs (Jodi and Lara)

RiC/EGAD
- Any indication from SAA leadership about response from ICA?None yet.
- Lydia and Regine are working on a proposal for revamping liaisons/communications; we will look at that in June.

Council (Lydia)

No updates.

Technical Subcommittees (liaisons)

TS-DACS (Dan)
- Report out on mid-April sessions (will do by email)

TS-EAS (Lara)
- EAD 4.0 call for comments (April 19)
- [Part II of Descriptive Notes blog post](#)
- TS-EAS meeting scheduled on May 22
- Running a number of webinars to follow up on call for comments (3 different sessions for different time zones)

TS-AFG (Heather)
- No updates

TS-GRD (Heather)
- No updates

Other Groups (liaisons)

Accessibility and Disability (Jodi)
- Revision as above

Acquisitions and Appraisal (Wendy)
- No updates

College and University Archives (Sue)
- No updates

ALA CC:DA/MAC (Becca)
- No updates

Education Committee (Becca)
- Upcoming revision of guidelines

Intellectual Property WG (Anna)
- No updates

Action Items

- Procedures document:
    - Finish up the document clean-up (three documents); Jodi will draft and Anna will review for consistency
    - Respond to any additional feedback from Diversity Committee after their meeting on 5/16; conduct business by email if needed
    - Make sure the role of the Diversity Committee is clear so as not to delay process too much.
    - We just might get this finished in the next month. ;-)
- Communicate to RAO that we accept their proposal and ask them for revision proposals; we would send all of these on to Council by July 1 for the Summer Council meeting. The groups could begin their work after that meeting in August.
- Communicate to A&D that we accept their revised standard and will write up the Council agenda item by July 1 for the Summer Council meeting.
- Plan to do a brainstorming session at the annual meeting for Strategic Agenda item 3.1.A. Standards development roadmap
- Lara and Jodi will continue to try to get a response on EGAD/RiC from SAA leadership