Standards Committee Meeting

March 10, 2022

[Zoom link for meetings](https://virginiatech.zoom.us/j/89631511588?pwd=eXdSYzVxNlowK2FwR3dUQ1o1NzJjUT09)

[Standards Committee shared folder](https://drive.google.com/drive/folders/106h7m1BsH9bw9ImtQH_eMWHlDFnaPKEe?usp=sharing)

Attendees:

1. We still need a co-chair!
2. Updates
   1. Co-chair
      1. See agenda items below
      2. [New spreadsheet for tracking minor changes](https://docs.google.com/spreadsheets/d/1SHgRHrHTHIOO6896iPKmodQ09xfdvVGyXdEqgG3CxYQ/edit#gid=0)
   2. Council
      1. Highlights from Feb Council meeting:
         1. Approved a new version of the Museum Archives Guidelines, as revised by the Museum Archives Section and endorsed by the Standards Committee. The revised guidelines better reflect current needs, practices, and challenges for museum archives as well as providing overarching best practices and considerations while acknowledging the complexities of museum archives and deferring to local practices as appropriate. The new guidelines will be available shortly in the SAA Standards Portal. (II.C.)
         2. Discussed allocating funds designated in the fiscal year 2022 budget to support the initial priorities outlined in the new Work Plan on Diversity, Equity, Inclusion, and Accessibility (III.B.). The Council will continue discussion via email to determine a final plan as soon as possible. (V.A.)
         3. Held a strategic planning session focused on the structure and expectations for SAA sections, with particular consideration of the membership engagement experience and the resources needed to best support these groups. The Council agreed to determine a clear plan, in consultation with SAA leaders and members, by the 2022 Annual Meeting in August. (IV.A.)
         4. Selected three SAA Fellows to serve on the 2022 Committee on the Selection of SAA Fellows; Executive Director Jacqualine Price Osafo will contact these individuals to confirm their consent to serve, and their names will be included in the minutes for this meeting. (V.B.)
         5. Met with leaders from the Native American Archives Section to discuss repatriation and purposeful deaccessioning, particularly for tribal records, and agreed that action should be taken to further SAA's endorsement of the Protocols for Native American Archival Materials. The Council will confer with SAA groups also aligned with this work to determine next steps. (IV.B.)
         6. Continued review of feedback on the new Strategic Plan Dashboard submitted during the open comment period in February; the final version will be approved soon by online vote . Many thanks to all who provided feedback on the draft! (V.C.)
   3. Technical Subcommittees
      1. TS-DACS
         1. Minor changes
            1. [PR2](https://docs.google.com/document/d/1elEdrEElqQF5vpyCylKWeaqN_XTqwanz/edit)
            2. [PR23](https://docs.google.com/document/d/1Fhd949TBqX-xtefctNZ-BczbcPHGMaw6/edit)
         2. Submitted feedback to RiC; previous feedback was not addressed; requests about feasibility of how it will support systems
         3. GitHub content on the Principles; working on next steps for what to tackle next; how to get more community involvement.
      2. TS-EAS
         1. EAC-CPF team just about ready to submit its package for EAC-CPF revision
         2. EAD team has launched its revision process with some outreach events
         3. Schema team is finalizing base versions of the EAC 2.0 schemas
         4. Outreach team is working on EAD and RiC webinars as well as possible EAD on a Shoestring tutorial, a standards revision cycle review tutorial, a crosswalking tutorial, and a controlled access term webinar (with Description Section)
         5. Discussion of options for additional communication channels for TS-EAS (blog?, brown-bags, monthly updates, ways to reach archival program instructors
         6. EAC-F had its first team meeting
         7. EAD webinars (I believe these will go up on the SAA YT: <https://www.youtube.com/channel/UCvR6tYJ81GNnEAg_0SbRJ_w>)
      3. TS-AFG
         1. No updates
   4. Others?
      1. Education Committee
         1. [GPAS items so far](https://drive.google.com/drive/folders/19Ye0nhkkaZ6x1_oAGE9jS9XfWKWYlAjl?usp=sharingveloped%20Standard)
         2. Working on some guidance for GPAS about what additional materials we need for a review
         3. goal is to review this next month in order to get it to Council for May meeting
3. Museum Archives Guidelines
   1. Approved!
   2. We’ll work with the group to get the website updated and the revision promoted
4. Other items or updates?
   1. Accessibility and Disability group: Jodi is meeting with them next month to see what we can do
5. Discussion: Revision of [Procedures for Review and Approval of an SAA-Developed Standard](https://www2.archivists.org/governance/handbook/section7/groups/Standards/Procedures-Review-Approval-SAA-Developed-Standard)
   1. [Google Doc version of the procedures](https://docs.google.com/document/d/1wQJVSPwCAY7J6J-ggw8T4KPxcZb7qAl6-ybXX6G9N2s/edit) (feel free to suggest edits before the meeting and we’ll look at this during the meeting)
   2. Notes from [last month’s conversation](https://docs.google.com/document/d/1qHHr2ott-NZcwyMepW1t_D9EzJhjAu9PSyxCkKtaV7w/edit?usp=sharing)
   3. Next steps:
      1. Reach out to Diversity Committee
6. Discussion: Annual Meeting
   1. All annual meetings will be online in July: “All section and committee meetings will be held virtually from July 11 through August 12. This includes section meetings as well as appointed group meetings (committees, subcommittees, boards, task forces, and working groups)...[Felicia] will email all appointed group chairs directly to schedule your meetings. While we encourage you to conduct the necessary business of your group, please be aware that all SAA appointed group meetings are open. This gives those interested an opportunity to learn more about your group-and it's a great time to encourage folks to volunteer in the next appointments cycle! Consider starting with a general welcome and introduction to your group, like an open house of sorts.”
   2. Meeting goals: information sharing and recruitment/encouraging involvement
   3. Ideas for meeting programming?
      1. In theory we should be able to reach a broader group
      2. Theme: orientation and learning about the revision process
         1. Invitation to Diversity Committee?
         2. Invite a component group who have been through the process
         3. Overview of current revisions + new standard and section (ie Accessioning--how did you get here?)
         4. NAFAN work?
         5. What can we celebrate?
      3. We don’t have to have a 2 hour meeting!
7. Discussion (if we have time): Sustainability plan for the Standards Portal
8. Next meeting: April 14, 2022