

**Society of American Archivists
American Archivist Editorial Board Meeting
San Diego
Wednesday, August 8, 2011**

MINUTES

In attendance: Greg Hunter (chair and editor), Amy Cooper Cary (reviews editor), Tom Hyry, Cal Lee, Katie McCormick, Jennifer Meehan, Chris Prom, Peter Wosh, and SAA staff members Teresa Brinati and Anne Hartman (who prepared the minutes). **Unable to attend:** Danna Bell-Russel, Brien Brothman, Bruce Bruemmer, and Donna McCrea (Council Liaison).

I. UPDATE

- A. Editor's Update:** Volume 75, No. 1 (Spring/Summer 2012) is available in print and online. Volume 75, No. 2 (Fall/Winter 2012) is well underway, with most accepted articles with the copy editor. It's estimated that the issue will include ten articles totaling 258 pages, in addition to approximately thirty pages of reviews, front matter, and advertising.

Hunter also noted that since January 1, five articles that the previous editor accepted pending revisions were resubmitted to him, and twenty-three additional articles were received. Eleven have completed the peer review process with the following results (accept, 3; revise and resubmit, 7; reject, 1). Additionally, after sending a request for additional peer reviewers, Hunter received responses from 103 individuals interested in becoming peer reviewers.

II. REPORTS

- A. Council:** At its August 2012 meeting, Council discussed, among other things, a plan for ongoing review of the 2012 Member Needs and Satisfaction Survey, which calls for six groups of two Council members each, along with appropriate staff members and/or committee representatives, to conduct analysis of selected survey areas—publications is one of these areas—and submit reports to Council by October 2012, so that it can inform the Council's strategic planning activities in January 2013.
- B. Publishing Program Overview—Teresa Brinati:** SAA has published two books in 2012. *How to Manage Processing in Archives and Special Collections* by Pam Hackbart-Dean and Elizabeth Slomba is being launched at the Annual Meeting in San Diego; the initial print run was 500. The book will be available to order in the online bookstore on August 13, 2012. *The Lone Arrange: Succeeding in a Small Repository* by Christina Zamon was published in February. A second printing of 500 was completed in April; 720 units had been moved as of 7/27/12.

Three books are in the pipeline for 2013. The revised manuscript for *Exhibits in Archives and Special Collections* by Jessica Lacher-Feldman was reviewed this summer and is being

returned to the author this month (August) for some final revisions. The revised manuscript for *Conceptualizing the Archive in a Digital Age* by Anne Gilliland is due from the author in August 2012. Finally, the revised manuscript for *Women's Archives Reader* edited by Tanya Zanish Belcher is due from the editor in September 2012.

Publications Board Chair and Editor Peter Wosh will be completing his second three-year term in February 2013. To fill the position, SAA began advertising in a variety of outlets in June. The job title has changed from Editor of Print and Electronic Publications to Publications Editor. Applications for the position are due SAA by October 1, 2012. The goal is to have a new Publications Editor on board by this winter.

C. Usage Stats—Chris Prom: Google Analytics were reviewed with the Board. The report indicates a consistent level of traffic coming to *The American Archivist's* MetaPress site. Traffic is primarily referred through the *American Archivist* page on the Drupal site; the rest is coming through Google. From July 2011 to July 2012, there were 246,982 unique pageviews of *archivists.metapress.com*, with a bounce rate of 47.07 percent. While there is still work to be done in optimization, it is clear that MetaPress has taken some steps forward with this.

D. Archival Fundamentals Series MODULES—Chris Prom: The first three modules are in production and will be add-ons to *Arranging and Describing Archives and Manuscripts* by Kathleen Roe (SAA, 2005):

- “Processing Digital Records and Manuscripts” by J. G. Daines III;
- “Standards for Archival Description” by S. Schaefer and J. Bunde; and
- “Implementing Descriptive and Access Systems” by D. Santamaria.

These Modules will be bundled together and will include an introduction by Prom and Thomas Frusciano. They are projected to be available January 2013 in both ePub and print formats. Pricing is still under discussion.

III. PEER REVIEW

A. Rubric: The Board discussed the most recent version of the rubric. The primary suggestion that was made was to add a fourth “Fair” column, which would add a category between “Good” and “Poor. A suggestion was also made to break “Methodology and Discussion” into two different categories. Finally, it was suggested that a “Comments to the Editor” field be added at the end of the rubric for comments specifically directed to Greg rather than the author(s).

TO DO #1 (Hunter): Take suggested revisions to develop a new draft of the rubric, share with Board.

B. Software: As discussed at the February meeting, the Board felt that peer review software would be help to facilitate the editorial process. This software would be most efficient if it could be used in other aspects of SAA's work as well (such as with Awards submissions or

Annual Meeting planning). Specific programs mentioned included EasyChair, msTracker, and Open Journal System.

TO DO #2 (Brinati, Hartman, Hunter): Develop criteria needed for a peer review system. Research several programs, and determine if one could be helpful for both peer reviews and other tasks at SAA.

IV. 75TH ANNIVERSARY OF THE JOURNAL

- A. **Editor Discussion:** To celebrate the anniversary, the Board discussed the idea of bringing together former *American Archivist* editors to talk about their experiences with the journal, the role of the journal in the profession when they served as editor, and what they feel the journal's role should be in the future. The Board felt that having a session at the Annual Meeting would be ideal; if that is not possible, SAA could host a web conference for the discussion and open it to members for free.

TO DO #3 (Hunter): Determine which former editors will be attending the meeting next year to gauge if an Annual Meeting session would be possible.

- B. **Data Mining via JSTOR:** During the February meeting, the Board discussed the possibility of downloading all *American Archivist* content so the data can be mined. The data could potentially be downloaded from three different sources (JSTOR, MetaPress, or HathiTrust), so the Board and SAA would need to investigate the best option. They would need to determine the size of the collection being downloaded (number of bytes), what level of indexing has been done with the data, and how well the data is structured within each source.

TO DO #4 (Conway): Investigate HathiTrust option. From that conversation, determine what questions would need to be asked of JSTOR and MetaPress.

TO DO #5 (Brinati, Conway): Set up conversation in September with JSTOR and MetaPress to discuss request.

TO DO #6 (ALL): Actively recruit others to mine the data once available.

- C. **Other Possibilities:** The Board discussed other ways to celebrate the anniversary. One option suggested was to use social media to discuss the journal with others. SAA could pose questions to encourage conversations, such as "What *American Archivist* article has meant the most to you?"

The Board also discussed the possibility of starting a blog using WordPress or Blogger. Board members would then write posts for the blog to describe the article that's meant the most to them and why. Other SAA members, as well as members of the profession, could be invited to share their thoughts on the blog. Posts should be consistent, and should occur at a minimum of twice per week. SAA could use Facebook, Twitter, and the SAA website to draw attention to the blog.

Finally, the Board also talked about the idea of reflecting on the full 75 years of the journal in an article (or a series of articles). The article(s) could have multiple authors, with the authors taking on specific time periods throughout the 75-year-history of the journal.

TO DO #7 (Hunter): Prepare a call for articles to gauge interest in this idea.

TO DO #8 (Brinati): Since the SAA president's new blog is on WordPress, find out if WordPress also would be available to use for the journal's blog.

V. THE NEWLOOK

- A. **Redesign Next Steps:** Final revisions to the redesigned template for the journal is complete and will be implemented in 2013.

TO DO #9 (Hartman): Share the redesign with new members of the Editorial Board.

B. Exploring a Digital Edition

TO DO #10 (Hartman): Work with a conversion vendor to convert the redesigned template to a digital edition, then share with Board. Ensure that readers will be able to easily reference notes.

VI. OTHER BUSINESS

- A. **SAA Archives:** The SAA Archives contacted Hunter to inquire if it should continue to hold CDs with journal content. Because the content is stored through JSTOR, MetaPress, and HathiTrust, the Board will recommend to Council that the SAA Archives release the CDs.

TO DO #11 (Hunter): Prepare recommendation to Council and send to the liaison (McCrea).

- B. **Reviews:** Amy Cooper Cary discussed the new volunteer post, Coordinator of *The American Archivist* Reviews Portal. Alexandra Orchard, who is completing a master's of Library and Information Science and Archival Administration Certificate from Wayne State University, accepted the one-year appointment. She will work with Cooper Cary on the online reviews portal and help to drive more people to the site to create an engaging way to communicate with readers.

- C. **Strategic Direction:** The Board needs to continue a strategic discussion of the role *The American Archivist* is playing and will play in the world of archival scholarship. What does the journal's "brand" stand for? How does *AA* relate to other endeavors, especially online ones, such as the publication of proceedings by the Research Forum at the Annual Meeting or the grant-funded AERI initiative?

TO DO #12 (ALL): Think of ideas to discuss for the next Board meeting.