

Attending:

Cliff Hight (chair), Nikki Lynn Thomas (co-chair), Celeste Brewer, Renee James, Grace Muñoz, Derek Mosley (SAA Council liaison), Ashley Williams

Not attending: Lydia,

Agenda:

Welcome and introductions (10 minutes max)

Feedback on annual meeting (5–7 minutes)

Hybrid vs. virtual meeting discussion: hybrid model allows for more attendees (and speakers!), since the bar to entry is a little lower.

Pre-recorded presentations: via word of mouth, there was somewhat less engagement with those compared to live talks, either virtual or in person.

Date of the CEPC annual meeting was a little far out from the SAA conference; conference next year is in July.

Subcommittee updates (15–20 minutes)

Documentation (Cliff): Not a lot to report: meeting minutes, agendas, etc. gathered in Drive and need to be added to SAA archives and CEPC microsite. Next steps: how long does material stay on the microsite?

Author talks (Renee): Format change to more structured author talk rather than expecting more attendee engagement in 2022 worked well; both talks were well attended. Possibility of changing format again to another model or reducing number of events.

Case studies (Celeste): Possible solicitation of case studies from SAA presenters on, e.g. labor issues, unionization, contingent employment, etc., ethics of acquisitions and appraisal, Ted Lee (on employment ethics). Grace will continue to work on case studies as a volunteer.

Subcommittee assignments: possibility of assigning documentation subcommittee to revise SAA section of governance manual? Also restructuring Author Talks subcommittee to a general “outreach” or outreach and programming subcommittee. Ashley will join outreach subcommittee and Nikki will help out there as well. Lydia’s interest TBD.

New business (20 minutes)

Potential 2023 program topics: Contingent workers/ethics of archival labor, A*Census II as source of topics (or supporting data), managing overcommitment as an ethical dilemma; Archival debt (Jillian Cuellar’s SAA presentation); digitization/vendors and ethics of exploiting labor of incarcerated people—possible collaboration with Abolition in Special Collections group?

Plan to revise CEPC section of governance manual: Documentation subcommittee to take lead on this.

Other website updates? Decision/guidelines about when to roll material off the site

Next meeting and frequency (3 minutes)

Bimonthly (every other month) meetings going forward

Present: Cliff Hight, Celeste Brewer, Nikki Lynn Thomas, Ashley Williams, Grace Muñoz
Derek Mosley, Council liaison

Comments from the SAA Open Forum on proposed Constitution and Bylaws changes from Margery Sly, via Zoom chat, discussed briefly at opening of meeting:

The Code of Ethics has been altered regularly because of the belief that we cannot be 'ethics police,' but that the code can only be 'aspirational.' How does this comport with the Involuntary termination of membership section?

Can someone from the CEPE weigh in on the ethics question? We might want to alter or delete some of that section.

Discussion re: co-sponsoring Diversity Forum [Nikki to include existing notes here]

Derek mentions the option to divide the forum and its related topics into a “Part 1” and “Part 2” incorporating the Diversity Forum’s time slot and our own time slot to address interrelated (but thematically or otherwise divided) issues on career and education requirements.

Derek requests that CEPC provides comment on the full proposed changes to SAA constitution and bylaws, especially the new section re: termination of membership and its relationship to the code of ethics.

Reminder that referendum is a yes/no to all changes, not piece by piece

He also requests that if we provide a comment, to add that we are commenting in our capacity as a CEPC member

SAA Council subcommittee will put out a poll gauging interest in membership in all 46 sections of SAA; currently there are sections that don’t have membership, and that many sections take up a lot of staff time.

CEPC meeting notes, March 2, 2023

Note Taker: Renee James

Present: Cliff, Renee, Nikki, Celeste, Dennis, Grace

Absent: Ashley

Council Liaison: Derek Mosely

- Welcome (1 minute)
 - The meeting began at 2:03 Central time.
 - Cliff welcomed Dennis Riley to the committee. Dennis filled a slot due to an oversight when Ashley was appointed. Term ends in 2025. Dennis is the Bureau Archivist at the National Parks Service.
 - Committee members introduced themselves and noted what they do, where they work, and their role in the committee.
- SAA Council update (Derek, 10 minutes)
 - Derek summarized the Winter Council Meetings (February 1 & 3, 2023). Updates included the review of a petition signed by 200 SAA members to start a new section on UX (user experience); petition was approved. There are currently 47 SAA sections which is a concern for Council; there is a plan to send a survey to members regarding an assessment of the value of working in sections.
 - Derek also reported on the approved updates to the strategic plan and coordinating groups.
 - A task force was formed to review labor needs in the profession. One topic includes the issue of compensation for work on committees and sections.
- 2023 program planning (all, 20 minutes)
 - Nikki reviewed the Diversity Committee plans for their forum, including issues on labor.
 - CEPC has an option of co-sponsoring the forum with the Diversity Committee by providing programming that supports or leads into the Diversity Forum topic on labor. For example, the CEPC members discussed the following as possible topics: how job postings and job descriptions are written, analyze how these postings are written when related to early career professionals, and how education and accessibility issues are presented. It was suggested that this forum should provide tangible deliverables at the conclusion of the meeting.
- Subcommittee work (all, 20 minutes)
 - Case studies (Celeste and Grace)
 - Celeste and Grace reported that there have been no case study submissions despite several calls for papers.
 - In lieu of the formal case study format, they suggested that a more informal format would be an effective way to illustrate related ethical subjects. For example, the following options were discussed: blogs, and Zoom groups for brainstorming and informal discussions which can then be developed further.

- Dennis raised the question of how to capture and present deliverable products from these informal options.
 - Members further discussed the possible formats for group brainstorming sessions.
 - Documentation (Renee and Cliff)
 - Renee reported on editing the CEPC governance documents, and invited members to review and make suggestions or comments. Renee made some minor edits [added outreach programming to the language] and added a DEI statement as per SAA.
 - Cliff reviewed the committee's Google Drive and navigated through the various folders and documentation.
 - Outreach (Ashley and Nikki)
 - For the second event of the year, Chris Tanguay will present an overview of their work regarding labor issues in archives, including accessibility, inclusive hiring practices, term or contingent labor, and other related labor topics. The event is scheduled for March 23 at 4:00 EST. This event will not be recorded.
- Other topics (all, 7 minutes)
 - Cliff and Nikki reviewed the invitation they received from SAA Education on [educators] developing a webinar on the ethics of labor (re: term positions, internships, etc.). After attaining more detailed information on the level of expertise and commitment required, they decided that this proposal warrants further review and evaluation.
 - Cliff noted that the Research Data Group will be joining the next CEPC meeting in May. Cliff will be sending more information in advance of the meeting.
 - The meeting ended at 3:07pm Central.
- Next meeting: May 4, 2023, at 2:00 p.m. Central

CEPC meeting notes, May 4, 2023, 2:00 p.m. Central

Note Taker: Dennis Riley

Present: Ashley, Celeste, Cliff, Dennis, Grace, Renee

Absent: Nikki, Derek

Council Liaison: Derek Mosely

- Welcome (3 minutes)
 - Guests from Committee on Research, Data, and Analysis (CORDA): Sarah Buchanan, Jennifer Gunter King, Dennis Meissner - **POSTPONED until July**
- Notes from March meeting, if curious
- CORDA discussion (Sarah, Jennifer, Dennis M, 20 minutes?) - **POSTPONED until July**
 - Text from initial email: “Greetings from SAA’s Committee on Research, Data, and Analysis! As you probably know, CORDA’s mission is to provide access to significant and useful data and research about SAA, American archives, and their users that evidence the value of archives for society and help us improve our services to SAA members and to our consumers. A critical step in pursuing the research portion of its mission is the recently developed and actively evolving [Research and Innovation Roadmap](#), which asserts the critical research needs and gaps that have been identified to date by members across the profession. The roadmap reflects an analysis of current and emerging research, assessment, and data needs, to frame and inform research endeavors the profession might undertake in the years to come. ¶ A crucial step in further developing the *Roadmap* is to present it to important SAA constituencies so that they can help us refine it into a more accurate and comprehensive expression of the profession’s most important research needs. We need your help in identifying what’s missing in the current document, what’s unnecessary, and what needs more refinement. ¶ To that end, we would love to briefly present the *Roadmap* to the Committee on Ethics and Professional Conduct and then lead a discussion to get your feedback on the sorts of questions posed above....”
- SAA Council update (Derek, 7 minutes) - no update
- 2023 program planning (Nikki, 10 minutes)
 - Diversity Forum - 7/29, 11am ET, virtual only, CEPC co-sponsor
 - CEPC annual meeting: 90 minutes on Thursday, 7/13, 1pm Pacific, 2pm Mountain, 3pm Central, 4pm Eastern; possible tie in with Diversity Forum vis-a-vis labor issues (i.e., push to have salary requirements in SAA job postings); what is a viable topic?; do archives have leverage in terms of influencing job postings; best practices related to term positions may be more viable to fill the time slot; panel of 3-4 people, focus on experience and ethical ramifications; representative of someone who has been a term hire, someone who has created/hired term position, someone who helped draft the best practices.
 - Next steps
- Subcommittee work (all, 15 minutes)

- Case studies (Celeste and Grace) - no updates, same level of response as before; discussed having a meeting to discuss case study process; possibly wait until after annual meeting; chance to promote and then hold it in August; outreach to regional archival organizations (RAAC)
- Documentation (Renee and Cliff)
 - Updates to governance document for review - hope to have final draft for July 6th meeting for possible approval and to have updates to microsite by time of annual meeting; need to go to Council first.
 - Legacy documentation to transfer to SAA archives at UWM. Per SAA records schedule, will collate agendas, notes, reports for transfer.
 - How long to keep documentation on CEPC microsite; case studies indefinitely, point to other parts of SAA website for annual reports and only retain agendas & minutes on microsite; tie to committee member tenure of 3 years; can then either send to UWM for SAA archive or rely on web crawl; will consult with SAA archivist at UWM to see if they have a preference.
- Outreach (Ashley and Nikki) - 2nd event in March; 48 attendees; first event had more discussion, but both good and well attended; second event took more effort to spur discussion, but definitely is a model for the way forward. Should discuss possible SAA endorsement of best practices for term archivists.
- Next meeting: July 6, 2023, at 2:00 p.m. Central

CEPC meeting notes, July 6, 2023, 2:00 p.m. Central

Note Taker: Cliff

Present: Renee, Ashley, Celeste, Dennis, Derek, Grace, Nikki, Cliff; guests were Jennifer and Sarah

Absent:

Council Liaison: Derek Mosely

- Welcome
 - Notes from May meeting, if curious
- Committee on Research, Data, and Analysis (CORDA) discussion with guests (Jennifer Gunter King, Sarah Buchanan, Dennis Meissner, 20 minutes)
 - Committee [webpage](#)
 - Research and Innovation Roadmap, [v1.2](#)
 - What's missing in the current document?
 - What's unnecessary?
 - What needs more refinement?
 - Text from initial email: "Greetings from SAA's Committee on Research, Data, and Analysis! As you probably know, CORDA's mission is to provide access to significant and useful data and research about SAA, American archives, and their users that evidence the value of archives for society and help us improve our services to SAA members and to our consumers. A critical step in pursuing the research portion of its mission is the recently developed and actively evolving [Research and Innovation Roadmap](#), which asserts the critical research needs and gaps that have been identified to date by members across the profession. The roadmap reflects an analysis of current and emerging research, assessment, and data needs, to frame and inform research endeavors the profession might undertake in the years to come. ¶ A crucial step in further developing the *Roadmap* is to present it to important SAA constituencies so that they can help us refine it into a more accurate and comprehensive expression of the profession's most important research needs. We need your help in identifying what's missing in the current document, what's unnecessary, and what needs more refinement. ¶ To that end, we would love to briefly present the *Roadmap* to the Committee on Ethics and Professional Conduct and then lead a discussion to get your feedback on the sorts of questions posed above...."
 - Presentation from Jennifer and Sarah, as well as discussion:
 - They gave overview of CORDA, its research agenda/roadmap, and feedback mechanisms for its development
 - Interested in our feedback from our areas of expertise: DEIB of users as well as workers, AI/ML/large language models and ethics of managing archival aspects of it, keeping roadmap flexible, addressing issues that intersect more than one theme

- Survey for feedback will continue to be available at <https://docs.google.com/forms/d/1ILA5fE7u1VXP2wYoXcJF16R4bMOskR/CjA28VI-iuKqg/edit>
- Best Practices for Archival Term Positions (Nikki/Celeste, 15 minutes)
 - Good timing for our program also
 - Authors welcome our support
 - Will need to figure out what process is necessary to move it forward as SAA-approved best practice/protocols/guidelines/standard; might examine Native American Protocols
- 2023 program (Nikki, 10 minutes)
 - Basically ready to go
 - Recording just the business meeting and presentation portion, discussion and breakout rooms remain unrecorded
 - Send out reminder blast to various email lists on Monday
 - Cliff will share draft agenda for meeting with Nikki and group
- Subcommittee work (all, 10 minutes)
 - Case studies (Celeste and Grace)
 - Nothing to report
 - Documentation (Renee and Cliff)
 - Updated governance document will be on July Council agenda
 - Outreach (Ashley and Nikki)
 - Nothing to report
- SAA Council update (Derek, 5 minutes)
 - Derek shared that SAA Council is reviewing the updates we submitted for the governance document and will be voting right before the annual meeting. He will keep us posted if anyone has questions.
- Next meeting: annual meeting on July 13, 2023, at 3:00 p.m. Central
 - Nikki will set future committee meetings