

CEPC Agenda
September 13, 2022, 1-2 pm EST
[Zoom link](#) (Meeting ID: 921 9384 2013)

- I. Welcome and Introductions (5 minutes)
 - a. Icebreaker: pumpkin spice: yay or nay & why?
- II. Admin-y stuff (5 minutes)
 - a. Timekeeper & Notetakers
 - b. Next meeting and frequency
 - c. New CEPC Council Liaison - Michelle Ganz
- III. Feedback on annual meeting (10 minutes)
- IV. Subcommittee updates & volunteers (20 minutes)
 - a. Documentation (Nikki)
 - i. Overview and future planning
 - ii. Revisions to [CEPC section of governance manual](#)
 - 1. Proposed updates approved by Council
 - 2. Need access to microsite to update
 - b. Outreach (Nikki & Ashley)
 - i. Overview and future planning
 - c. Case studies (Celeste)
 - i. Overview and future planning
- V. New business (20 minutes)
 - a. Potential 2023 program topics
 - b. Other items

CEPC Agenda
October 25, 2022, 2-3 pm EST
[Zoom link](#)

Notetaker: Celeste

- I. Welcome (5 minutes)
 - a. Introduce Carrie
- II. Old Business (5 minutes)
 - a. n/a?
- III. Subcommittee updates (20 minutes)
 - a. Documentation
 - i. SAA Archivist follow-up (Dennis)
 - ii. Microsite access (Nikki)
 - b. Outreach (Ashley & Nikki)
 - c. Case studies (Celeste)
- IV. New business (20 minutes)
 - a. Continue discussion of programming topics - Ethical Acquisitions
 - i. Ideas for outreach programming and/or annual meeting programming
 - ii. Potential speakers/guests (for any event)
 - b. Other items
- V. Wrap-up (5 minutes)
 - a. Next meeting - early/mid-December?

CEPC Agenda
December 4, 12-1 pm EST
[Zoom link](#)

Notetaker: Ashley (backup: Carrie)

- I. Welcome and Hellos (5 minutes)
- II. Old Business/Action Items (5 minutes)
 - a. Question of whether the microsite is an appropriate place for the committee records (as a preservation strategy) - provide info during Documentation subcommittee update
 - a. Celeste and Haley will draft a plan for developing new approach before next meeting - provide info during Case Studies subcommittee update
 - b. Add last year's annual meeting programming to microsite
 - i. Microsite access achieved momentarily, but now entire microsite down since early November - no actual action from SAA
- III. Subcommittee updates (25 minutes)
 - a. Documentation (Dennis, Nikki, Ryan)
 - i. SAA organizational archives not totally aligned with preferred group file sharing
 1. SAA site indicates sections and committees will be documented for SAA archival collections via microsites
 2. SAA Council (via Michelle) to recommend section/committee transfer of group files via SAA Connect
 - ii. Microsite content
 1. Current activities
 2. Archival records (action item)
 - a. Steering Committee page
 - b. Outreach (Ashley, Nikki, Carrie)
 - i. Update on planning for first event with Chela Weber (Carrie)
 1. Tuesday January 30, 2024 - 2 pm EST / 11 am PST
 - c. Case studies (Celeste, Haley)
 - i. Updates
 - ii. New approach plan draft (action item)
- IV. New business (15 minutes)
 - a. Additional programming opportunities or collaborations
 - i. Accessibility and Disability Section, Labor Archives Section, etc?
 - b. Other items
- V. Wrap-up (5 minutes)
 - a. Next meeting - mid January?

CEPC Agenda
January 17, 2024, 1-2 pm EST (10-11 am PST)
[Zoom link](#)

NEW ZOOM LINK -

<https://charlotte-edu.zoom.us/j/98022670935?pwd=THp5R2R2VEg1ZHpkMUozSVdYK242dz09>

Notetaker: Carrie (backup: Ryan)

- I. Welcome and Hellos (5 minutes)
- II. Action Items (record-keeping purposes only)
 - a. Determine what files need to go where and present to full committee at next meeting - can view recommendation on spreadsheet - SAA CEPC files - sharing to SAA Connect & Microsite
 - i. Subcommittees should review to ensure the spreadsheet has a thorough list of document types
 - b. Questions for Chela Weber? Add to document - Total Cost of Stewardship - Questions list
 - c. Brainstorm programming opportunities or collaborations for annual meeting (or independent)
- III. Subcommittee updates (45 minutes)
 - a. Documentation (Dennis and Ryan)
 - i. Recommendations
 1. SAA Connect can serve as the institutional memory for CEPC. Add files from past 3 years and leave up indefinitely.
 2. CEPC microsite for public facing documentation for a set period of time. Maintain 3-5 years of files
 3. Google Drive will be for collaborative work - working documents & drafts. Not the official record, but convenience copies.
 4. Documentation subcommittee - responsible for keeping up the microsite and managing regular transfers to SAA archive at UWM
 - ii. Breakdown of recommendations for specific files and where to share - SAA CEPC files - sharing to SAA Connect & Microsite
 - iii. Discussion: Ryan reported on spreadsheet they created to breakdown recommended sites for each type of communication/documetnation need (a
 - b. Outreach (Ashley and Carrie)
 - i. Updates
 - ii. Questions for Chela Weber? Add to document - Total Cost of Stewardship - Questions list
 - iii. Next event?
 - c. Case studies (Celeste and Haley)
 - i. Updates
 - ii. Next steps?

IV. New business (15 minutes)

- a. Annual meeting programming or speaker ideas (keeping in line with ethical stewardship)
- b. Other items

V. Wrap-up (5 minutes)

- a. Next meeting - late February?

CEPC Agenda
February 28, 2024, 2-3 pm EST (11 am - 12 pm PST)
[Zoom link](#)

Notetaker: Ryan (backup: Dennis)

- I. Welcome and Hellos (5 minutes)
- II. Old-business / Action Items
 - a. Do we need to continue the discussion regarding a CEPC logo?
- III. Subcommittee updates (45 minutes)
 - a. Documentation (Dennis and Ryan)
 - i. Governing document
 1. Governing doc doesn't get into this level of detail regarding file storage and sharing/archives committee materials, so there is nothing to change necessarily, unless we want to add wording
 2. Governing doc edits - 2023-2024 Proposed Edits to CEPC Governance Doc
 - a. We submitted proposed edits last summer that were approved by Council in July, but not reflected on [SAA website](#)
 - b. We should consider updating reference to "case studies" in Gov doc and resubmitting to Council?
 - ii. Group decision - is this complete and approved?
 1. SAA CEPC files - sharing to SAA Connect & Microsite
 - b. Outreach (Ashley and Carrie)
 - i. Report on Jan 30 event with Chela Weber
 1. 78 attendees, _____
 - ii. Next event?
 - c. Case studies (Celeste and Haley)
 - i. Blog updates
 1. Email address for CEPC
 2. Logo solution?
 3. Creative Commons License
 4. Call for content: March 4th unless we hear otherwise
 - ii. Update to governing doc?
- IV. New business (15 minutes)
 - a. Annual meeting programming or speaker ideas (keeping in line with ethical stewardship)
 - b. Other items
- V. Wrap-up (5 minutes)
 - a. Next meeting - late March or early April?

CEPC Agenda
March 29, 2024, 2-3 pm EST (11 am - 12 pm PST)
[Zoom link](#)

Notetaker: Dennis (backup: Nikki)

- I. Welcome and Announcements (5 minutes)
 - a. Completed sign-up for Early Career Member (NLT)
- II. Subcommittee updates (30 minutes)
 - a. Documentation (Dennis and Ryan)
 - i. Governing document
 1. Summer 2023 updates now reflected on the [SAA website](#)
 - ii. Group decision - Approve: SAA CEPC files - sharing to SAA Connect & Microsite
 - b. Outreach (Nikki, Ashley and Carrie)
 - i. Reappraisal and Deaccessioning
 1. Late May / early June - Laura Uglean Jackson & co-presenter?
 - ii. Any need to schedule programming between now and late May / early June?
 - c. Case studies (Celeste and Haley)
 - i. Blog updates
 1. Subcommittee & Chairs meeting - March 11
 - ii. Blog [About](#) and [Submissions](#) pages have been updated with revised call
 - iii. Feedback?
 - iv. When to send out call?
- III. New business (20 minutes)
 - a. Annual meeting programming or speaker ideas (keeping in line with ethical stewardship)
 - i. Reappraisal and Total Cost of Stewardship (BYU) - Karen Glenn, John Murphy, Cory Nimer, and Dainan Skeem
- IV. Wrap-up (5 minutes)
 - a. Next meeting - Early May?

CEPC Agenda
May 6, 2024, 1-2 pm EST (10-11 am PST)
[Zoom link](#)

Notetaker: Celeste (backup: Haley?)

- I. Welcome and Announcements (5 minutes)
 - a.
- II. Subcommittee updates (30 minutes)
 - a. Documentation (Dennis and Ryan)
 - i. Governing document
 1. Summer 2023 updates now reflected on the [SAA website](#)
 - ii. Group decision - Approve: SAA CEPC files - sharing to SAA Connect & Microsite
 - iii. Still needed - meet to divide task
 - b. Outreach (Nikki, Ashley and Carrie)
 - i. Reappraisal and Deaccessioning discussion, May 21, 3 pm EST / 12 pm PDT
 1. Laura Uglean-Jackson, Digital Archivist, Denver Museum of Nature and Science
 2. Marcella Huggard, Hosting Services Onboarding Coordinator, Lyrasis
 3. Planning and promotion?
 - ii. Crowdsource hypothetical scenarios/situations
 - c. Case studies (Celeste and Haley)
 - i. Blog updates
 - ii. Blog [About](#) and [Submissions](#) pages have been updated with revised call
 - iii. Any new feedback
 - iv. Call for submission - May 2024
- III. New business (20 minutes)
 - a. Annual meeting planning (Nikki, Ashley, Dennis)
 - i. Programming: continue discussion of Total Cost of Steward
 1. BYU, Lee Library - Karen Glenn, John Murphy, Cory Nimer, and Dainan Skeem
 2. Article forthcoming for *Journal of Western Archives* focused on collection stewardship in the age of finite resources
 - ii. Meeting scheduled for Tuesday May 21, 12 pm EST
 - iii. Draft Agenda
- IV. Wrap-up (5 minutes)
 - a. Next meeting - mid June meeting?
 - i. Primarily discuss blog status and seeding content?

CEPC Agenda
June 21, 2024, 2-3 pm EST (11-12 pm PST)
[Zoom link](#)

Notetaker: Haley (backup: Carrie)

- I. Welcome and Announcements (5 minutes)
- II. Old Business
 - a. Ethical Acquisitions Working Group (15 minutes)
 - i. [Statement on Ethical Acquisitions of Campus Protest Materials](#)
 - ii. Decided to not go through SAA Council or SAA Standards Committee process due to how long it would take
 - iii. Announcement on the Microsite links to the blog - consider adding full statement to the microsite
 - iv. Included in the June 12 SAA In the Loop distribution email
 - v. Referenced in the ASERL webinar [Documenting Dissent: Capturing Student Protests, Navigating Disinformation, and Ethical Considerations](#)
 - vi. SAA Diversity Business Meeting, July 18 at 2:00-3:30 EST
 1. Topic - Collecting on campuses in times of protest panel
 2. Nikki and Celeste will speak statement, including impetus and process
 3. They're struggling to find panelists to discuss collecting efforts and/or decisions, so if you have ideas I can pass those on
- III. Subcommittee updates (20 minutes)
 - a. Documentation (Dennis, Ryan, and Nikki)
 - i. Ongoing responsibilities:
 1. End of Chair's term (along with drafting final annual report), they will:
 - a. Ensure year's files on SAA Connect
 - b. Ensure year's files on CEPC microsite
 - c. Transfer Google drive folders to next chair
 2. SAA Archives @ UWM
 - a. Continuing donations made via UWM preferred method of web crawls on the microsite - no Archive-it account or targeted crawling, they rely on the Wayback Machine
 - i. Won't necessarily catch the blog, does that need to be addressed?
 - b. Nikki will share files from Google drive w/ UWM SharePoint
 - c. SAA Connect is a backup for continuity's sake, not working files
 3. Ryan will clean up the microsite - delete pages outside the 3+ years
 4. Nikki and Ashley to sort out transfer of Google drive files - do we need a meeting?

- b. Outreach (Nikki, Ashley and Carrie)
 - i. Reappraisal and Deaccessioning discussion, May 21, 3 pm EST / 12 pm PDT
 - 1. 95 attendees
 - c. Blog / Case studies (Celeste and Haley)
 - i. Call for submissions went out in May 2024
 - 1. One inquiry received this week; hopefully this will go somewhere!
 - ii. How do we want to go about seeding the blog with more content?
 - 1. summary of Laura and Marcella's ethics takes on the hypotheticals
 - ii. Verbal/announcement version of blog call for submissions to the draft document to be circulated here
- IV. Annual meeting planning (Nikki, Ashley, Dennis) (15 minutes)
- a. Tuesday, 7/23, 11 am Pacific, 12pm Mountain, 1pm Central, 2pm Eastern
 - b. Continue discussion of Total Cost of Stewardship
 - i. BYU, Lee Library - Karen Glenn, John Murphy, Cory Nimer, and Dainan Skeem
 - ii. Glenn, Karen; Murphy, John; Nimer, Cory L.; and Skeem, Dainan M. (2024) "Stewardship and Sustainability: Applying the TCOS Framework to Reappraisal," Journal of Western Archives: Vol. 15: Iss. 2, Article 6. <https://digitalcommons.usu.edu/westernarchives/vol15/iss2/6>
 - c. Met to discuss presentation/format for programming
 - i. Draft Agenda
 - ii. 20-30 minute presentation, remaining time for discussion/questions
 - iii. Record up until the point of questions
 - iv. Outline will be similar to article
 - v. Bring in ethics in through process – prior to the legal aspects, nitty gritty (ethical considerations made throughout the process even if they aren't identifying them as ethics)
- V. Wrap-up (5 minutes)