

Agenda April 23, 2021

Join Zoom Meeting

<https://uoregon.zoom.us/j/94802753232?pwd=L2xjTGdaVE5WU1JCSXI3dXc4RUUp1dz09>

Meeting ID: 948 0275 3232

Passcode: CORDA

Present: Erin, Chris M, Nancy B, Sarah P, Mary, Emily, Gwen, Ricky, Paul, Jennifer, Dennis, Sarah B

Absent:

CONSENT AGENDA:

Updates from Liaisons

1. Ricky: Council approved unanimously the collection policy
2. No update from Carli this meeting.

Agenda:

1. Updates from Teams (Erin)
 1. Facts and Figures
 1. Link: <https://www2.archivists.org/facts-and-figures>
 2. Page hierarchies
 1. The landing page, which contains 3 buttons that take you to the principal content channels: Dataverse, Evaluation & Assessment, Tools & Resources.
 2. The sub-page layer, which organizes those channels into actual content types and topics. Again, these sub-pages consist primarily of buttons that take you to that deeper content.
 3. The bottom layer, which contains the actual content pieces presented as direct links, accompanied by brief explanatory text.
 3. Maintenance and development of webpages over time -- how might SAA members contribute resource ideas going forward?
 4. Organizational structure will become clearer as adding more content, scoping work
 5. Please add resources here:
 1. <https://umich.box.com/s/88w1m8yv64040sjapbh0zz5z78zutvpo>
 6. Ideas from conversation: maybe add a mission statement and share out in Archival Outlook. Relationship between resources found in F&F and how it connects to Dataverse, maybe host those materials? Perhaps introduce new F&F at Annual Meeting Network Lounge.
 - b. Education/Outreach
 1. ([Proposal for Review](#))

2. Thinking about how virtual meeting is difficult to set aside time and in many timezones. Want to do something in July to not compete with sessions.
 3. Proposing suite of online courses, have talked with Carli. Work through at their own pace throughout the year. Could bring in cohort through synchronous session.
 4. Lot of work to create these, unsure if these would be for cost or offered (modest charge?) for free. Webcast in summer would be free. Nancy B said there are a lot of options we can consider.
 5. Good to move forward.
 6. <https://app.box.com/notes/803112534708> - CODA members are invited to comment, suggest, etc. in this document.
- c. Repository
1. Cristina out until at least mid-July
 2. Significant progress being made on the other Dataverse policies. Paul took a first run at editing the Terms of Use, Data Usage Agreement, and Data Deposit Form. Erin also looked at the Terms of Use as part of the online form. Erin has been working on answering questions that arose and merging comments/information into a draft FAQ. Will finalize draft forms to share out.
 3. Emily and Mary have been making significant progress on the data dictionary and the ingest guidelines/instructions. Plans to reach out to the groups that provided data that was used in their practice ingests with hope to continue refining process and documentation.

Annual Meeting (Jennifer)

1. Business Meeting
 1. Draft agenda: <https://app.box.com/file/801071899649>
 1. No major comments. Can determine order and content going forward. 90 minute timeframe, will pick the time that the most folks can attend.
 2. Scheduling: Please indicate availability via [DOODLE](#) by Monday 4/26
2. Partnering with Research Forum events
 1. Session on Research Resources Offered by SAA (Wednesday, July 14 at 2:00 pm – 3:15 pm CT)
 1. More general welcome to research resources in SAA. Envisioned incorporating SAA Foundation, SAA Institutional Archives at UW-Milwaukee, Dataverse, Research Forum, American Archivist
 2. Planning doc: <https://app.box.com/file/777761524243?s=2370nfovqcn6g85qvg5rosvhpdak3ax>
 2. Research Forum I and II (Wednesday, July 21 at 1:00 pm – 4:45 pm CT, Wednesday, July 28 at 1:00 pm – 4:45 pm CT)
3. Network Lounge
 1. CODA will help host one of these. <https://app.box.com/file/777761524243?s=2370nfovqcn6g85qvg5rosvhpdak3ax>
 2. One hour long. Nancy B has reserved Wed, Thurs, Fri one hour each day.
 3. Jennifer and Erin can work with Nancy and Nance on shaping this further.
4. Education/Workshop

1. Will need to schedule webcast outside of business meeting and research forum
2. Nancy B asked if we intend to have a CORDA workshop on Tuesday (Aug. 3) of conference week -- SAA plans to release registration on 4/30.
5. Dataverse...?
[Repo data](#) - update on meeting (Jennifer) -- can add update later
1. BOX going away, discuss alternative options (Google, DropBox, Microsite) (Erin) -- tabled to next mtg
2. Next scheduled full committee meetings: May 14, June 18, July 16