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SAA Committee on Research, Data, and Assessment
Minutes of Full Committee Meeting
March 5, 2020, 1:00-2:00 p.m. (via BlueJeans)

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Present:
Paul Conway, Amanda Hawk, Erin Stoddart (Univ of Oregon), Julia Corrin (ex officio) , Nance McGovern (ex officio), Nancy Beaumont (exec director of SAA)

Regrets:
Chris Marino, Cristina Horak, Sarah Buchanan, Dennis Meissner

Administrative Business

New Ex Officio Member. Vice Chair of the Committee on Education will serve as an *ex officio* member of CORDA, to facilitate communication and collaboration (as needed) between the groups. CORDA welcomes Julia Corrin (University Archivist at Carnegie Mellon University; email jcorrin@andrew.cmu.edu).

CORDA Leadership/Membership Update (provisional recommendations)
Ten archivists volunteered for roles on CORDA in response to the annual SAA call for volunteers to component groups. We are looking to the VP to confirm our recommendations.

Paul is rotating off as co-chair on September 1 and Erin Stoddart has been asked to serve as co-chair. Paul has volunteered to stay on as ex officio co-chair. Rachel Vagts and her appointments committee will be finished with their finalizations by May 1, and possibly before that.

Report to Council. Our next interim report is due in early March, in advance of the May Council meeting. There is no requirement that a committee report more than once a year, but Nancy Beaumont strongly recommends that CORDA report to each Council meeting, given that we are new, and we want our efforts to stay in front of the council. The content will derive from Paul's cumulative notes and today's meeting notes. We need to include a heads-up on CORDA's SAA meeting plans and to keep them informed on the emerging Dataverse activities, including a draft memo of understanding for Council and Dataverse. We also need to lay out a plan for CORDA member involvement for the Council, and a plan to have recommendations from public engagement in the fall of 2020 for the refinement of policies and procedures in advance of the November Council meeting . We will need to get meeting materials to Council by April 21. Nancy will get us on the draft agenda as a report and discussion item. CORDA's main objective for Council in May is to get them well along toward a decision for an MOU, which can be finalized in November.

Education and Outreach

SAA Annual Meeting 2020. See the outline of approved SAA meeting CORDA events at: https://umich.app.box.com/file/627306084237, which include the research methods workshop; the Unworkshop; the CORDA open forum; and the CORDA business meeting.

We still need to engage a workshop instructor, maybe someone who has experience analyzing social science data. Paul will be meeting with Beth Yakel on that matter this week. The Open Forum (60 minutes) is scheduled for Thursday, August 6. By late March Paul should have a conference call with the Education Committee to advance meeting plans (NOTE: please let Erin know if she should be part of that). Sarah Pratt has been working to compile teaching and learning resources; she will connect with the workshop instructor to help organize that.

We need a short (ca. 300 words) update for *Archival Outlook* promoting CORDA events at the annual meeting and describing the data repository. Paul and Jennifer will do.

Update on SAA Dataverse

The first dataset uploaded into SAA Dataverse is A*CENSUS (SEE Erin's screenshots at: https://app.box.com/file/620395115985). We need to consider its name, the user interface, and administrative access.

Next steps for annual meeting: Dataverse end user policies, documentation, and other data sets. We need to think about collection development and worksheets, and we need to create some documentation to explain metadata-heavy and metadata-light versions. All contributions to the dataverse go to an administrator. At our last subcommittee Zoom meeting we talked about putting some energy into the interface.

Policies and Procedures. It would be more helpful to have things open to view at the CORDA Business Meeting. We can focus on more gathering and shaping the various buckets of content before summer and then refine them after summer. At the Unworkshop on Monday morning at SAA, we can show screenshots and emphasize that we are looking for people who have done end-user policies. Erin can start a list of potential drafts/frameworks for the Unworkshop.

Here is an example of an institutional MOU with ODUM from Emory University: https://umich.box.com/s/gcecmbwazxtnijmr34e3vbf9h9k28xp1

Assessment and Evaluation Update

We have received a small number of responses to the survey of SAA component groups:

- 2021 Program Committee
- Security Section
- Local Government Records Section
- Web Archiving Section. They have a survey about professional development needs but the person who responded is no longer part of the committee and isn't comfortable sharing.

In Year 2, we plan to survey Regional archival associations.

Data gathering activities at the SAA Annual Meeting were discussed. We should reach out to CoSA, who have done a lot with data. Ahead of the next CORDA meeting the subcommittee will develop some thoughts about structure/process for annual meeting initiatives.

Next Meeting Friday March 27th. Agenda will feature a *Facts and Figures* page update from Dennis.