

Annual Report:

Committee on Ethics and Professional Conduct

**(Prepared by Ashley Williams Clawson and
Ryan Lee, Co-Chairs)**

For the 2024-2025 term, the Committee on Ethics and Professional Conduct (CEPC) worked on the following:

Committee Membership and General Information:

Co-chairs for this term were Ashley Williams Clawson and Ryan Lee. Other members were Carrie Hintz (2023-2026), Eirini Melena Karoutsos (2024-2027), Katy Klettlinger (mid-year appointment, 2024-2027), Megan Mummey (mid-year appointment, 2024-2027), Dennis Riley (mid-year appointment, 2023–2025), Haley Doty Vaden (2023-2026). Our SAA Council liaison for this term was Michelle Ganz. For at least the past few years, the CEPC has organized its work around three areas: case studies, documentation, and outreach. During this term, each committee member contributed to at least one of these areas, as noted under the headings below.

The CEPC held ten regular committee meetings during this term, and had an annual meeting on July 22 that has further details below. Committee members had rotating assignments to take notes and keep time during these meetings. The CEPC used a Google Drive space to manage files and share information among the group in addition to the SAA Connect Community space.

Case Studies Subcommittee:

This year marked the first full year of the [CEPC blog](#), replacing the fully peer-reviewed, formal case studies. This is a less formal way to share ethical case study information. The blog was launched in June 2024 and only had content created by CEPC members. Eirini joined the subcommittee this year and worked with Haley to grow the blog and solicit submissions. Specific themed calls for submissions were sent out in October, November, and May, which led to two submissions. The committee discussed moving to a quarterly call for submissions, with a balance between a general call for submissions and themed calls.

Outreach Subcommittee:

Ashley and Carrie led outreach and programming work during the term. The subcommittee continued with the informal discussions begun in 2022-2023. Programming was designed to require limited preparation and a low commitment by the guest speaker. Guest speakers are asked

to provide a 5-10 minute overview of their work or specific project followed by 45 minutes of questions and group discussion. The discussions are facilitated with prepared questions to get the discussion started. February 25 was a community discussion with Sarah Quigley on navigating privacy and access considerations within the University of Nevada, Las Vegas sexual entertainment and economies collecting initiative. There were 28 attendees. A second event was cancelled when speakers were unable to participate.

Documentation Subcommittee:

Dennis, Ryan and Ashley worked in the documentation realm during the term, particularly on a first review of the Code of Ethics and Core Values. The committee is responsible to completely review the Code of Ethics and Core Values at least every five years. The document was reviewed last in 2020. They met in January to start looking at the document, before bringing it to the larger committee. The whole committee provided feedback and comments on the document from February to April. Committee meetings between April and July focused on going through the Code of Ethics and Core Values to make edits and come to a consensus. The revised Code was submitted to Council for their August meeting.

Annual Meeting:

The CEPC annual meeting occurred virtually on Tuesday, July 22, with 40 attendees at the highest point (excluding presenter and co-chairs). After Ryan welcomed everyone, Ashley provided a brief summary of 2024-2025 activities of each of the subcommittees, which are outlined in this report. A plug was made to contribute to the CEPC blog. The meeting then shifted to a presentation that was recorded. Ashley introduced the speaker, Sarah Coblenz, Research Services Archivist for the University of Kentucky Libraries Special Collections Research Center. Sarah highlighted several case studies on real life problems encountered when processing and making archival collections available to the public, thinking about legal and ethical concerns, and applying the SAA Code of Ethics.

After her prepared presentation, the recording was stopped and attendees were encouraged to ask questions. As questions began coming in, Sarah was asked a set of questions prepared by the annual meeting organizing group. After the discussion, the meeting concluded.

Changes in Committee Membership and Leadership:

Ashley will complete her term on the committee this year, Ryan will become the senior co-chair, and Eirini will become the junior co-chair. The last couple of years have seen inconsistent appointment numbers leading to extra members and also the need for mid-year appointments.

Each year, two new members should be appointed (with the possibility of a one-year Early Career Member), for a total of six members. In 2024, three members were named to the committee, and in 2025, only one member was initially named, with two mid-year appointments. Michelle Ganz was our SAA Council liaison, but has since resigned. As of writing this report, we are unsure who our new liaison will be. The committee will meet soon to establish priorities and a work plan.