

## DAS Subcommittee Meeting: Minutes

Monday, September 21, 2020, 12-1 p.m., Zoom

**Members:** Present (P) Absent (A)

- Sally Benny - P
- Lauren Burroughs - P
- Pamela Campbell - P
- Tyler Cline - P
- Sara Davis (vice chair) - P
- Jessi Fishman - P
- Lara Friedman-Shedlov - P
- Angela Fritz (chair) - P
- Brittany Parris - A
- Alice Prael (past chair) - P
- Georgina Tom - P
- Akila Ruffin (Education Program Specialist) - A
- Rana Salzman (Director of Education) - P

### 1. Welcome New Members/Introductions (Angela)

All members introduced themselves, identified where they work and their role at work, and discussed challenges experienced during this pandemic relating to DAS.

Thanks to Alice as outgoing chair for the subcommittee. Angela is the chair of the committee for the year. Sara is the vice-chair, and Rana will continue to work with us as the director of education.

Normally scheduled DAS meetings are the third Monday of each month.

### 2. Onboarding New Members (Angela/Alice)

Subcommittee leadership will be working on providing a better framework for access and management of DAS Subcommittee information. Rana created a shared Google drive through SAA Education for the DAS Subcommittee, so there is more centralized access to documentation of the Subcommittee. The DAS Subcommittee Google Drive work in progress and located at <https://drive.google.com/drive/u/0/folders/1TOrzV4I5WiWR8e8VB5Q115Wshsh7n-uk>.

Currently, basic documentation can be found on the DAS micro-site. Onboarding members should familiarize themselves with information on the micro-site and DAS Document library, while the DAS's new Google drive is being created.

### 3. COE DAS 2020 Yearly Report (Alice)

Alice gave an overview of the yearly report. A copy of the report is located on the shared DAS Google drive.

Continuing to the new year, updating the course reading list is a major goal. The reading list incorporates resources identified by course instructors as well as subject specialists. We also want to create news courses, and continue to move courses online.

#### 4. COE Yearly Goals and Related Announcements (Rana)

- Goals for the DAS Subcommittee support those of the COE.
  - Instructor support for programs
    - Bringing courses online
    - More liaison support
  - DEI initiatives
    - Rubric for course development
      - Incorporating accessibility issues into courses
  - Assessment and data
    - Determine who are we teaching to and what do people want to learn to create courses and improve program
    - Utilize feedback from the course exams for curriculum development
  - Course liaison work
    - Interact with instructors for one or more courses
    - Formulate RFP, review course proposals, helping develop course learning objectives, attend the course as an auditor to evaluate, exam (comp and course) development
- There is a pivot away from recruitment as a goal.
- Status of each course spreadsheet is located at the following:  
<https://docs.google.com/spreadsheets/d/17r19xjzi3WdkH0Et7u46B19jRnoJhN9tYXdLs2hUQvk/edit#gid=0>
- Depending on the course, instructors may own the content of the course rather than SAA Education. Education has contracts and a spreadsheet tracking the details.
- DAS Subcommittee members commented that it would be beneficial to have all the materials for each course grouped together in one location, so that liaisons can better serve the instructors and members have access to what they need to assist in accomplishing the goals of the committee.
- COE is working on a course liaison guide, and greater support for online instruction.
- Technology resources and tools are moving to Zoom from Adobe Connect.

#### 5. Effects of COVID on DAS Program (All)

- Themes of challenges: Capacity, digital online needs, access, workflow needs, triage for new services, web archiving, emergency collecting (COVID-19)

#### 6. Upcoming Exam (Rana)

- DAS Comp Exam is administered 3 times a year (May, September, January). Every year, the exam is renewed. There are 43 people signed up to take the DAS Comprehensive Exam in September.

#### 7. Virtual Retreat (Angela/Rana)

- The purpose is for intensive planning for the committee.

- Last year, the DAS Subcommittee met in the fall virtually for one afternoon. The Subcommittee met as a whole for an hour and then broke into subsections to focus on specific issues. Then, the small groups reported back to the larger group on their topics and provided an opportunity for larger group discussion.
- This year, the virtual retreat will be held after MLK Day in January 2021. The format will be similar to last year. One topic of discussion will be the exams. The leadership team (Angela, Alice, Rana, and Sara) requests that DAS Subcommittee members email us any ideas for topics and ideas for the virtual retreat.

**8. Outstanding Loose Ends (Angela/Sara)**

**a. Updated DAS Subcommittee Description**

Please review and send any comments and suggestions to Angela or Sara.

**Conclusion:** Thank you to everyone. Please be patient this year and support each other during this challenging time. The next meeting will be held on October 19, 2020 at 2 p.m. EST.