

## **DAS Subcommittee Meeting: Minutes**

**Monday, October 19, 2020, Zoom**

**Present:** Sally Benny, Lauren Cahill, Tyler Cline, Jessi Fishman, Lara Friedman-Shedlov, Angela Fritz, Brittany Parris, Alice Prael, Georgina Tom, Akila Ruffin

**Absent:** Pamela Campbell, Sara Davis, Rana Salzmann

### **1. Discuss Shared Google Drive**

A Google Drive has been created for the DAS subcommittee. It will centralize all of the documentation related to the subcommittee and its activities. So far, the drive contains folders on onboarding new members, yearly reports to the COE, meeting minutes, and working groups.

All members need to make sure that they have access to the shared Google Drive. Lara Friedman-Shedlov will help manage the drive.

### **2. Onboarding Update**

There will be an onboarding meeting for new members on October 29 at 10 am CT. The new members need to be able to access important subcommittee documents, including the handbook and the course liaison spreadsheet.

### **3. Updates from Rana**

Rana did not attend this meeting, so there are no updates from Rana.

### **4. Retreat Date and Possible Topics**

This year's retreat will be virtual. It will be four hours (in one day, with breaks) and will take place in January. Sara Davis sent a Doodle poll to the members to assist with scheduling; members should respond by Friday, October 23, 2020. [Note: Virtual retreat has been scheduled for Friday, January 29, 2021, 11 am-3 pm MT.]

During the retreat, working groups will discuss their goals and plans for the year, and then the subcommittee will discuss those goals as a group.

Suggested working groups:

- Liaison Support
  - This group will focus on clarifying the role of the liaison.
  - For example: How does the liaison support the instructor? When and how often should the liaison contact the instructor? How should we respond to course feedback? How often should classes be reviewed?
- Online Transition Support
  - This group will focus on supporting online courses and helping to move courses online.
  - Some possible activities/goals:

- Making sure there are enough online classes in each tier to allow someone to complete the DAS curriculum entirely online.
- Building foundational modules that cover topics that are discussed in many of the foundational classes.
- Create online classes with a more modular design, rather than just webcasts.
- Considering synchronous online classes.
- Developing tools to support instructors with the transition to online classes.
- One of SAA's goals is to move the entire DAS curriculum online by 2021 or 2022. This group would support that goal.
- Exam Support
  - This group will focus on strategies for sustaining the comprehensive exam, sustaining the exam question bank, and maintaining the reading list.
  - Potential activities:
    - Developing and updating the exam reading list, while integrating SAA publications (if possible).
    - Responding to exam feedback about questions.
    - Developing a process for reviewing and decommissioning courses (and the related exam questions).

#### Course Development:

- Course development is not a potential working group. We will discuss course development more later in the year.
- The course development process is not currently clear. How are new courses developed? How many new courses should be developed per year? What is the procedure for recruiting instructors?
- It is also important to clarify the roles and responsibilities of SAA staff, as well as those of the DAS subcommittee. Clarifying and documenting the overall course development process is a subcommittee goal.

### 5. Liaison Assignments

- Spreadsheet Review
  - The [DAS Course Liaisons](#) spreadsheet lists all the classes that are part of the DAS curriculum. The spreadsheet has sheets for active classes, classes under review, decommissioned classes, and classes with RPFs only.
  - The organization of the spreadsheet focuses on lifecycle management of DAS classes.
- Assignments for "Active" Classes
  - Some of the classes under the Active tab need liaisons. New members need to sign up as the liaison for at least one class.

### 6. Conclusion

At the next meeting, we will talk more about the retreat, and will solidify the working groups.

The next meeting will be on November 16 at 1 pm (CT).