

DAS Subcommittee Agenda 11/16
Minute Taker: Lauren; Back-up Brittany

Start Time: 2:07

Attendance: Tyler Cline

Lauren Cahill
Angela Fritz
Lara Friedman-Shedlov
Sara Davis
Georgina Tom
Sally Benny
Brittany Parris
Alice Prael
Pamela Campbell
SAA

Technical difficulties—discussion whether we can designate another meeting host other than the SAA account.

How are members and their workplaces doing right now?

Most are telework; academic institutions are still remote or students have been recently sent home early; some organizations had public access and are now closed to public; Georgina's school is in person.

Announcements:

- Shared Google Drive is up and running and people can access
- Onboarding meeting on October 29—getting new members on the same page
 - Sara made an info sheet that can be found on Drive

Updates from Rana

- No updates; not on call

Mosaic Mentorship Spreadsheet-Questions

Virtual Retreat Update --1/29

Discuss subteams and agenda

Overview:

Scoping goals for retreat:

Better understanding roles and responsibilities of DAS subcommittee, are they aligned with Education committee?

Online transition—how affects curriculum development?

Updating the handbook, opportunities to partner with Education Committee

Course development: be more proactive with course development updating to meet needs

Retreat usually 4 hours

Together for an hour and half, then breakout into subgroups, then come back together

Call for suggestions about online retreats. If anyone has suggestions, email leadership. To prepare for the retreat, familiarize with manual.

Send Angela prioritized list of subteam to serve on

- **Liaison Support**— Led by Angela
- **Online Transition Support**— Led by Alice
- **Comprehensive Exam Support**— Led by Sara
- **Course Development**—we will all be talking about this

Each subteam should develop own scope and goals; one of the goals should be expanding course manual (which is a good way to prepare for the retreat)

December Meeting: Just a leadership meeting to prepare an agenda for virtual retreat

Next Meeting January 29 (retreat)

Liaison Assignments

- **Spreadsheet Review**

Everyone indicated they saw and understood the spreadsheet.

- **Assignments for "Active" Classes**

Everyone has two courses for active classes except for Lara and Georgina who each have 3.

Negotiating Landscape of Born Digital Photographs- didn't have a liaison so assigned to Tyler and Jesse (sp?)

- **Course Review Tab**

“Under Review”—to be discussed at retreat for Liaison Group or Online Transition Group

Any questions about organization by Lifecycle Management? None.

- Lara and Angela liaison support for PSIP-11/17

Lara and Angela got an overview on how above class was changed. Kudos to Lara for help.

New tech support needs for synchronous online classes

Subcommittee was contacted for this class because it was being reworked from an onsite workshop to online. There was previously no liaison so Rana asked Angela and Lara.

Q: How does a liaison participate (online)? A: Usually they don't—only if tech support is needed. Alice participates as a student when she audits classes. Perhaps, a liaison for online classes could monitor chat.

Q: Does a liaison participate in every course offering? A (Angela): We need to come to a consensus on that.

Q (related to above): Should we audit all classes? A (Alice): SAA has encouraged auditing, but when they were previously mostly in person, it was a difficult time commitment. Online, may be easier to do that. A (Sara): It would be a good idea to see if the current audit form works for online classes.

Q: For certificate holders and need to renew—is auditing considered “attending” when recertifying? Does one have to retake a class they already audited? What do we do because the offerings are not infinite? A (Angela): Last year, decided that certification in progress is on pause during subcommittee service, but you get a two year grace period. A (Alice): Auditing does not count as taking a course because the person has access to answers. If your certification expires mid-committee service, there is some time you have after service to renew. A (Georgina): confirms auditing does not count for certification.

Q: when it comes time to renew, there are very few courses that (Lara) won't have previously taken or come in contact with. A (Angela): Good idea to be cognizant of what you're choosing to liaise with. Something to think about.

Q (For Rana): How does the course calendar work—is that something we decide/have input with or is it something SAA just determines? Two courses on the calendar for December.

Q: Is auditing something a liaison decides to do or is it something that Rana decides? A (Alice): usually liaison started. And you have previously been able to audit a class that isn't yours.

Q: if a class is not asked for does it mean it shouldn't be offered? Has it run its course? Things to think about.

Q: What does the color coding on the Active Course List mean? A: Will ask Rana.

Issue: We don't have access to course content and we don't get notified when courses happen. To discuss with Education Committee

Action items:

- Send Angela prioritized list of subteam to serve on
- If anyone has participated in a virtual retreat and has suggestions, email Angela
- Get familiar with the subcommittee manual before the retreat.

End Time: 2:59pm