

DAS Subcommittee: Minutes

Monday, February 22, 2021, 12-1 p.m., Zoom

Members: Present (P) Absent (A)

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

1. Review of Post-Retreat Goals

https://docs.google.com/document/d/1n5B9LtvkyCtuw_ckVbQE0AuYYvvS3taLrwYI4RVwwpY/e/dit?usp=sharing

- a. Online Transition Support Subteam - Alice Prael
 - i. Members: Tyler Cline and Georgina Tom
 - ii. Goals
 1. ~~Goal 1: Create FAQ for Instructors~~, instead give feedback on Liaison Support Subteam's work on the instructor toolkit
 - a. Include relevant screenshots
 - b. Contact info for SAA facilitators/Education/tech support/emergencies
 2. **Goal 2:** Identify Courses that can't/shouldn't be online. Ensure DAS cert can be completed either online or in person.
 3. **Goal 3:** Create recommended course of study document - from prerequisite to foundational to advanced (in a specific order/timeframe).
 4. **Goal 4:** Write RFP for Prerequisite OAIS course
 5. **Goal 5 (Stretch Goal):** Recommend to SAA Ed. restructuring of daylong and two-day courses into multiple spots no longer than four hours each.
- b. Comprehensive Exam Support Subteam - Sara Davis
 - i. Members: Sally Benny, Lauren Cahill, Sarah Shipley, Tomaro Taylor

- ii. Goals
 1. Priority 1: Course schedule
 2. Priority 2: Exam item-bank database
 3. Priority 3: Documenting workflow
 4. Priority 4: Item-writing training
 5. Priority 5: Evaluating questions
 6. Priority 6: Standardizing question format
- c. Liaison Support Subteam - Angela Fritz
 - i. Members: Pamela Campbell, Jessi Fishman, Lara Friedman-Shedlov
 - ii. Goals
 1. **Goal 1:** Assisting CoE on the development of the Instructor Toolkit to be posted on SAA's microsite (Review with Online Transition Subteam)
 2. **Goal 2:** Revise the DAS Handbook to reflect liaisons' roles and responsibilities
 3. **Goal 3:** Revise the Audit Form/standard evaluation document (Review with Online Transition Subteam)
- d. Moving forward, the regular meetings of the DAS Subcommittee will be split into two. The Subteams will meet the first half of regularly scheduled meetings, and then report out on their progress during the regular meeting in the second half hour.

2. DEI Initiatives and Course Development- Rana

- a. Recruitment
 - i. Some courses are moving to teaching in teams.
 - ii. Anticipate to appear and produce in June.
 - iii. Good strategy to be transparent of compensation, etc
 - iv. Accessioning and ingest course-
- b. Retention of employees
- c. Metadata

3. Liaison Updates/Course Calendar - Rana

- a. Upcoming DAS Courses
 - i. Arrangement and Description of Digital Records: Parts 1 & 2 #2123 (March 8, 2021 & June 1, 2021)
 - ii. Digital Forensics Fundamentals (March 15, 2021)
 - iii. Digital Curation: Fundamentals and Sustainability #2129 (April 12, 2021)
Introduction to XML Analysis and Manipulation #2131 (April 30, 2021)
 - iv. Email Archiving #2127 (June 8, 2021)
 - v. Tool Integration: From Pre-SIP to DIP #2128 (June 22, 2021)
- b. Linked Data class (April 20 5:30 pm CT)
 - i. Rana is calling for volunteers to audit the course and evaluate it for the DAS Subcommittee.

- ii. Information about the course, https://mysaa.archivists.org/NC_Event?id=a0f5a00000EYuk2AAD
- c. Lara asked about the status of the Command Line Interface course. Sara and Lara are interested in creating an RFP for a scripting class and want clarity on whether the class will be moving to the online format and whether the content overlaps with the proposed course. Rana said that the Command Line Interface course instructors are not able at this time to convert to online. Rana said she would share the course content with Lara and Sara so that they can move forward with creating an RFP.
- d. Georgina suggested that we suggest to instructors to consider not asking participants where they work; this question may be uncomfortable to answer for some people, especially those that are experiencing layoffs. Alice suggested that perhaps we guide instructors to ask about geographical location or type of archives as an alternative. Lara brought up the point that sometimes these classes are opportunities to network with other professionals and find out about employment opportunities. The discussion concluded with asking instructors “to consider” not asking participants about their employer/employment and to place an emphasis on finding out what participants are wanting to get out of the course.

4. DAS Appointments for 2021-22 - Sara

- a. There are two members whose term is scheduled to end September 1, 2021, Tyler Cline and Jessi Fisherman. We received 10 applications to serve on the DAS Subcommittee. Angela and Sara evaluated and ranked the applicants based on the diversity of experience and professional expertise they would bring to the committee, as well as the applicants’ identified ranked desire of wanting to be on this committee rather than the other committees they may have applied to serve on.
- b. The recommendations were submitted to the Vice President. Courtney Chartier will make all final appointment decisions.
- c. Brittany Parris resigned from the Subcommittee because she received a promotion at work and cannot guarantee she can allocate the time. Angela and Sara also made a recommendation for reappointment for the remainder of Brittany’s term.
- d. Lastly, Angela and Sara made a recommendation for the vice-chair. Members eligible to serve as vice-chair are those serving full-term appointments and will be transitioning to their second year on the Committee. Their second year will be vice-chair, third-year chair, and fourth-year past-chair.
- e. Those who are being appointed to various positions will be notified within the next few months.

5. Subteam Breakouts

The committee broke into subteams at approximately 12:36 p.m. and met in breakout sessions until 1:08 p.m. The Online Transition Support Subteam and Liaison Support Subteam met

together initially to discuss the joint goals and an action plan, and then they met in their respective groups.

- a. Online Transition Support Subteam - Alice Prael
 - i. Members: Tyler Cline and Georgina Tom
- b. Comprehensive Exam Support Subteam - Sara Davis
 - i. Members: Sally Benny, Lauren Cahill, Sarah Shipley, Tomaro Taylor
- c. Liaison Support Subteam - Angela Fritz
 - i. Members: Pamela Campbell, Jessi Fishman, Lara Friedman-Shedlov