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 - A
- Angela Fritz (chair) - P
- Alice Prael (past chair) - A
- Georgina Tom - P
- Larissa Krayer - P
- Akila Ruffin (Education Program Specialist) - A
- Rana Salzmann (Director of Education) - A
- Sarah Shipley (ACA) - A
- Tomaro Vela (ACA) - A

Minutes from previous meeting (4/19/2021):
https://docs.google.com/document/d/185qMjbAl8rIZ4eCSUTqiF44v0Sj-mWGvqfSfrMHEHeU/edit

AGENDA:

(Format - first 30 minutes are for subteam work followed by a 60 minute full-group business meeting)

See end of Agenda for Subgroup Reports

<mark>Full group business meeting:</mark>

- Welcome to Larissa Krayer!
    - Larissa is taking Brittany's place
    - Her appointment is from now until August 2024
    - Round robin introductions
    - We are in a "reboot" - we are working to transition and create and document our policies and work
- Updates from Rana
    - Rana will provide an email update
- Liaison Touch Base
    - Intro to XML Analysis - Sally - April 30th, 2021
        - Sally did a lot of tech support during the course
        - The second half of the course went very quickly and people may have gotten lost

- She and the instructor discussed it after and Sally made suggestions to make things go more smoothly
- Larissa was in the course - she said it was a great and useful course, but a lot to do in one day and it could benefit from an introductory day
- Having the recording is helpful to go back and review
- There will be a more private course offering in July that Sally will liaison for, and she thinks she will be able to help more rather than do so much tech support
- Sally has updated Rana and they have also been in discussion with Akila
- They want the participants to be able to share their screens
- Arrangement and Description - Tyler - June 1, 2021
    - Rana provided Tyler's feedback to the instructor from the last time he served as liaison, when the instructor pretty much did everything
    - Angela brings up what the Liaison Subgroup talked about regarding frequency of liaison involvement
    - This course was not a good transition from in-person to recorded because of the loss of hands-on practice
    - What is the liaison's responsibility after the course ends?
    - Tyler would like to see the student feedback from the previous course
    - Larissa took the class in-person in 2016 and then took the online course recently, and she agrees that the new one is not as helpful and useful
    - The group feels that since it is such a transitional course, we need to be more active in reviewing and providing feedback on it
    - Tyler has provided a lot of feedback on it
- Email Archiving - Pamela - June 8, 2021
    - Pamela is in contact with the instructors; she will not be able to do the live course that day
    - No updates yet
- Tool Integration - Lara
- ePADD - previously Brittany - would go to Larissa - July 27, 2021
    - Do we want a secondary liaison for troubleshooting?
    - Larissa can reach out to instructor and find out their preferences
- Linked Open Data - Pamela
    - Pamela reviewed the video for it
    - The question was whether it should become a DAS course as opposed to just A&D, how it is now
    - Pamela's feedback was that it didn't provide information about using it in Digital Archives so she suggested it could stay A&D
    - Do we have criteria for what makes a DAS course? Beyond just the types of courses offered (foundational, etc.)?
        - Angela: we do not have official criteria - could be a goal for next year
    - Sara: could there be tweaks that would make it more applicable to DAS?
        - Pamela: potentially, yes, it could be adapted to fit
- Crosswalking Metadata - Sally - October 5, 2021

- - - ■ Sally will be on a team with someone from CoE because it is also on A&D track
    - ○ Email Archiving and Digital Forensics - October
- ● Upcoming DAS Leadership Transition/Goals Update
    - ○ Angela's term as Chair ends in July
    - ○ Sara starts as Chair in August
    - ○ Announcements will be made in June or July for Vice-Chair, and there will be some new additions to the Subcommittee
    - ○ Angela needs to create a report
        - ■ For the next meeting each subgroup will need to go through the Goals document from the Retreat to report on that
- ● Migrating Minutes to SAA Microsite in August
    - ○ SAA Education needs to create a shared drive for us rather than a shared folder
    - ○ Georgina can follow up on that and talk to Akila and Rana
    - ○ Angela thinks that Google is not the officially recognized platform for SAA, so we need to archive our meeting minutes on the Microsite
- ● Revisit Possible Upcoming Workshop in August
    - ○ Special workshop to write questions
        - ■ Sara has worked with Tomaro and Sarah from SAA
        - ■ There has been a deficit in available possible questions so they are moving towards liaisons writing questions to help with the bank
    - ○ Group agrees that we should all take part in that
- ● Vote to move forward Georgina's draft Proposal to Amend Certificate Requirements
    - ○ Changing the in-person clause (two courses required to be in-person) to be synchronous vs. asynchronous (two courses required to be synchronous)
        - ■ This has the potential to change vocabulary elsewhere on the site
    - ○ What if the courses change to be multi-part? Will those still be able to be considered synchronous?
    - ○ Larissa: do we know what A&D are doing with regard to their requirements moving forward? Should we align with that?
        - ■ Georgina: I think we don't want to align with them because it's inherently different for the DAS track
    - ○ Angela: go back to the Online Transition subgroup and revise? So we can discuss next meeting?
        - ■ Yes
- ● Subteam Reports

<mark>Subgroup reports:</mark>

Liaison Subgroup Agenda/Minutes:

- ● Review subteam goals
- ● Identify action items regarding Instructor Toolkit
    - ○ Angela will check with CoE to see if they can finalize the Toolkit and then send to DAS group (including Online Transition subgroup) for review

- - Pamela also asks about the frequency of Course Liaison responsibilities - is it every time the course is offered? Less often?
      - It used to be "as needed"
      - Recommendation: touching base on an annual basis would be good, and then a comprehensive review or involvement every other year
- Review Audit form draft, identify next steps
  - Our proposed Audit form is done, we want to send to the rest of the group for review
  - We need to clarify instructions on the form - where to submit, etc.
    - Need Rana's input on that - email to Rana? Google drive folder?
  - Pamela will send out the Audit form to the rest of the group after this meeting, and give them a month deadline to provide feedback
  - Angela will put it on the agenda for next month
- Discuss plan for DAS Handbook revision recommendations
  - Should we make a new section for liaison responsibilities now, based on recent discussions with CoE?
  - Can we link out to other documents? Or will those links change?
  - We need to know what shared documentation exists and where it lives
  - Next year, have a sprint session or separate retreat to update the Handbook?
  - Consolidate information from [CoE responsibilities document](#) into our draft of the Handbook and ask other subgroups if they want to work on it also
    - Are any other subgroups working on editing the Handbook?
      - Yes, Comprehensive Exam subgroup has that as a goal
    - So these two subgroups can work on their own copy of the Handbook in June and then we can merge the changes in July and discuss a possible sprint in August

Online Transition Subgroup:
- Tyler and Georgina got Larissa up to speed
- They discussed Goal 4: OAIS Pre-Requisite Course
  - Two web tools that could be useful for pre-course
- Also problem-solving issues - stop-gap until could get OAIS operational
- A link for pre-readings and introductions since they take so long in the actual course
- Angela asks for deliverables for this year and what they want to get done in next year

Comprehensive Exam Subgroup:
- It is time-consuming and challenging to review/revise questions
- Focus on the trends for the reading list
  - Readings are not free which is a problem for some
- Want to come up with a way to find good, preferably open-access sources to use as the basis for new questions