Members: Present (P) Absent (A)

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

[Minutes from previous meeting](#) (5/17/2021)

1. Rana Updates
   ○ The Digital Arrangement & Description of Digital Records course will be a high priority for returning to a face-to-face format. Probably also digital forensics, though the instructors are willing to continue offering it online.
   ○ In the most recent comprehensive exam, 29 people passed, 6 failed.
   ○ Two top candidates were identified as potential co-instructors with Bert Lyons for the Command Line Interface course. They will both be invited to work with Bert with a view to eventually taking over from him.

2. [30 minutes spent on subteam work]

3. Liaison/Course Calendar Updates

   ○ <mark>I didn't get notes on courses recently offered, if there were any. Please add.</mark>

   ○ We are still trying to get clarification on whether liaisons are expected to attend courses every time they are offered, now that most are being offered online. If so, some members recommended that an honorarium should be considered, due to the time commitment. Given that this was a transitional year due to constraints from COVID-19, the group agreed that further feedback from Rana would be needed to determine level and scope of liaison support for the upcoming year. We need to find out what instructors need (it will depend on the course). Some might really need two instructors. If a TA or tech assistant is needed, the idea has been raised to ask a grad student to help in exchange for free access to the class or similar.

4. Reports from subteams

- Liaison Support
  - The [proposed new audit form](#) has been circulated to the entire subcommittee for comment. If you haven't reviewed it, please do so. The new form moves away from a numerical rating and towards free form comments. There are broad categories to comment on, with various prompts under each one that may or may not be relevant for a given course. We may want to run this by the DEI Committee, if they consider it within their purview, for their feedback on how assessment of DEI goals should be incorporated. Currently there are relevant prompts offered within most of the broader categories.
  - The CoE has taken on main responsibility for the Instructor's Toolkit. The Liaison Support subteam provided feedback and have now received [an updated draft](#) for additional comment.
  - The subteam has done significant work on the Subcommittee Handbook with regard to course liaison responsibilities. Additional review and input is now needed from the rest of the subcommittee to ensure other areas of responsibility are addressed, e.g. comprehensive exam work, etc.
  - Although significant progress has been made on all three of our annual goals as outlined above, the July meeting will be the time to assess accomplishments with decisions on what will be needed to continue into the next year.

- Online Transition
  - Many of the group's goals ended up being mainly under the auspices of other subteams. E.g. creating an FAQ for instructors ended up being duplicated by the Instructor Toolkit that Liaison Support worked on. The Online Transition subteam did provide feedback on that document.
  - The group provided recommendations for courses that should and should not be moved online. SAA is currently in the midst of working through those decisions.
  - Also, see below regarding amending certification and recertification requirements. Please review and provide feedback for both documents.

- Comprehensive Exam
  - The subteam is working on a standard form for examination questions with a citation to the answer.
  - It is difficult to move forward with creating new questions without a solid, current [reading list](#) to refer to. Revising reading list is important as it is currently very outdated, and this could be a big turn-off to people deciding whether to pursue certification and take the exam. Focus on open access resources is good. Definitely a task that needs to happen before item bank is addressed.
  - Might also add a list of new, additional study resources at the end. SAA's *Trends in Archives* would be ideal, but they are too expensive for many. Another (free) option is Digital Preservation Coalition Technology Watch Reports and Handbook.
  - Still need to find a new place to store exam items.
  - In process of documenting existing workflow.

5. Amending DAS Certification Requirements
    ○ Georgina requested feedback on these two documents:
        ■ [Certification requirements](#)
        ■ [Recertification requirements](#) - big change here is to allow other professional development opportunities besides SAA courses to potentially count, and create a process for people to petition for those to apply
    ○ We will need to think about domino effects of these changes, such as how courses are listed on the SAA site -- may need new language for different types of course (e.g. on demand, live-virtual, hybrid, in-person). See "Discussion" section of proposals.
    ○ The links to the documents provided here reflect the most up-to-date location after implementing new file ownership guidelines.

6. Transition of DASS Minutes (& DASS workspaces)
    ○ Items that need to be moved to the DASS microsite
        ■ Meeting agendas
        ■ Meeting minutes
        ■ Midterm reports from Chair
        ■ Annual report from Chair
    ○ Re other DASS workspaces -- SAA does not have the type of Google account that provides access to Shared Drives on Google. Therefore, in order to ensure that we have future access to folders and files, they need to be "owned" by a @gmail.com account. This will require us to change the owner of existing files and folders or make copies of them, so they are owned by the necessary account, Education Coordinator <saadaseducation@gmail.com>.
    ○ Georgina will share more instructions/details on this.