DAS Subcommittee Meeting Minutes
July 26, 2021 [last of the 2020/21 leadership]
01:00 p.m. CDT

Present:
Rana Salzman
Sara Davis
Tyler Cline
Georgina Tom
Sally Benny
Pamela Campbell
Angela Fritz
Alice Prael
Lara Friedman-Shedlov
Alison Anderson (new)
Katherine Fisher (new)

Absent:
Lauren Burroughs

Last Meeting: June 21, 2021 Meeting Minutes

I. SAA Updates - Rana
- Ongoing preparation work for the September DAS Comprehensive Exam
    - New version of exam
    - New version of practice exam
        - To be made available 1 month before if possible
- SAA HQ is in Annual Conference mode
- Fall Course Calendar is being built
    - Full schedule will be announced all at once
    - SAA doing online only educational offerings for one (1) more year due to COVID-19 considerations/precautions
    - COE Update: Instructor Toolkit moving forward, to be posted to microsite

II. September DAS Comprehensive Exam
- Ongoing preparation work for the September DAS Comprehensive Exam
    - New version of exam
    - New version of practice exam
        To be made available 1 month before if possible

III. Liaison/Course Calendar Updates

- EPADD next week (July offering)
- August is the Annual meeting
- Next course offerings and need for liaisons will be in September
    - Rana will be reaching out asking for auditing work
- COE Update: "Instructor's Toolkit" moving forward to be posted to microsite

IV. Subteam Goal Assessment for '20-'21

RE: [Goals from Subteam Breakout Sessions document](#) created during January DASS virtual retreat. [Angela will report an update to SSA. The document can also help to lead next year's agenda.]

- *Online Transition Subteam*:
    - Led by Alice Prael; members: Tyler Cline, Georgina Tom, Larissa Krayer
    - Goal 1: Create an FAQ for instructors
    Status: This type of item ended up being work under the purview of the Liaison Support Subteam. So instead, the subteam provided feedback to the Liaison Support Subteam's work with the COE on the "Instructor's Toolkit."
    - Goal 2: Identify courses that can't/shouldn't be online. Ensure the DAS certificate can be completed either online or in-person.
    Status: Subteam created recommendations but COE had moved ahead with offerings and methods without keeping DAS Subcommittee up-to-date. This included online offerings of courses that the subteam had identified as not ideal for online learning. These online offerings were created due to the COVID-19 pandemic. SAA is now considering which courses should move back to in-person or remain online.
    - Goal 3: Create recommended course of study document - from prerequisite to foundational to advanced (in a specific order/time frame).
    Status: Not completed, but still think it is an important idea and would recommend for completion next year. Could be a good project for the new Course Development Subteam to help determine gaps in the curriculum.
    - Goal 4: Write RFP for Prerequisite OAIS course.
    Status: Priority for next year.
    - Goal 5: Recommend to SAA Education restructuring of daylong and two-day courses into multiple sessions no longer than four hours each.
    Status: Once again no updates were provided to DASS but it turned out that this was a methodology that was implemented for the online offerings during the pandemic implemented by SAA Education/COE.
    - Other work:
        - Proposal for amendment of DAS certification requirements. This consists of eliminating in-person requirements enabling potential candidates to complete coursework and earn certification via online, in-person, or a combination.
        - Proposal for amendment of DAS recertification requirements. This consists of adding an option for recertification via petition enabling potential candidates the flexibility of applying for credit professional development opportunities offered outside of SAA.
        - Next steps for proposals - DASS leadership team meeting, then to COE as informational meeting, then SAA Staff decision with new Executive Director.
    - Discussion:

- Significant overlap with the work of the Online Transition Subteam and the Liaison Support. Recommendations and agreement to:
    - Disband the Online Transition Subteam
    - Establish a new subteam for Course Development
    - Merge the work of the Online Transition Subteam with that of Liaison Support Subteam
- SAA is already working on breaking up day-long courses; and want to discuss moving forward what should/should not be available online (example digital forensics). Per Rana - will work together more on priorities; yes there is a need for a course development subteam.

- *Comprehensive Exam Support Subteam*:
    - Led by Sara Davis; members: Sally Benny, Lauren Burroughs, Sarah Shipley, Tomaro Taylor
    - Goal 1: Establish a schedule of questions creation (When and Who) and retirement
    Status: Addressed but not all implemented. Next steps: complete submission procedures; update reading list; then review by whole subcommittee.
    - Goal 2: Find a new storage method for the exam bank (currently Excel).
    Status: Still needed.
    - Goal 3: Document workflows regarding: who creates, accepts, and updates questions; instructor submissions; updating reading list.
    Status: Editing of the contract is in process. Some new items have been created. Handbook is being updated. Tomaro trained the subteam on question creation which they began to implement in creating new questions. Move to start adding bibliographic citations to each question but a barrier is updating the reading list.
    - Goal 4: Evaluate existing questions.
    Status: Sarah and Tomaro did much of this work last year so instead the group focused on adding to the question bank. Evaluation can be continued/ongoing.
    - Other work:
        - Standardizing question format.
        Status: Created a Google Doc for submission. Next step- whole subcommittee review of the form.
    - Discussion:
        - Team meeting upcoming.
        - Priorities identified: reading list update; establishing procedure for question generation; workshop upcoming (subteam will generate new questions until instructors start to contribute)
        - NEW MEMBER FYI- the work of this year is a shift toward establishing documented workflows to meet the need of question variety and long term sustainability of a question bank in support of the DAS Comprehensive Exam. But, first, the subteam had to meet short-term needs and refresh the exam.

- *Liaison Support Subteam*:
    - Goal 1: Working with COE to develop instructor toolkit

Status: Completed "Instructor's Toolkit," in collaboration with COE, which will now be uploaded to the COE microsite.

- Goal 3 [in order of that addressed]: Revise course audit form.
Status: Draft completed; some feedback items need to be addressed, such as DEI considerations. Next steps: ask for DEI committee input; then COE input; when complete will be passed to SAA Staff.

- Goal 2: Revise DASS handbook.
Status: Progress made but not completed. Still identifying where changes need to be made, and identifying norms; other subteams need to be consulted.

- Discussion:
    - Moving forward the subteam will be integrating some of the work of the Online Transition Subteam which will be disbanded.
    - Recommendation and agreement that revising the handbook should continue to be a priority but the responsibility should be shifted to the whole DASS, not one subteam. Digital Workspaces workflow information needs to be added.
    - Liaison Support Subteam needs to be renamed.

- All subteam names need to be re-evaluated.

V. Other Business
- SARA: next month, etc:
    - August is onboarding of new members
    - September is the Fall virtual retreat- work in subteams; writing workshop regarding rewriting exam questions
    - Introductions of new members will be next month
    - DASS positions:
        - This is Angela's last meeting as Chair, she will now be Immediate Past Chair
        - Sara Davis is the new Chair
        - New Vice-Chair is Lauren Burroughs
        - Alice Prael is rotating off as Immediate Past Chair
        - Tyler was scheduled to rotate off but will be continuing on the subcommittee
- GEORGINA: DASS Digital workspaces:
    - Context notes:
        - SAA does NOT subscribe to a paid institutional Google Workspace and therefore does not have "shared **drive**" service. (That is a service available starting at the second paid tier known as Business Standard.)
        - The DAS Subcommittee "shared **folder**" is owned by, Education Coordinator <saadaseducation@gmail.com>.
        - Due to institutional limitations at this time, the DASS in collaboration with SAA Staff had to develop workflows with digital ownership considerations while SAA discusses institutional productivity software accounts.
    - Reminder to create files and folders in the DASS share folder using ONLY @gmail.com email addresses for reasons of ownership and the ability to reassign ownership.

- Reminder to add your @gmail.com addresses to the [2021-22 DASS member Gmail addresses document](#) so that Akila Ruffin (SAA Staff) can assign proper access and file permissions to the DASS shared folder.
- Reminder to transfer folder/file ownership of your creation/ownership to Education Coordinator <saadaseducation@gmail.com>. For instructions see the [HOW TO change file-folder ownership](#) document.
- Meeting minutes for the past year:
    - File names have been standardized
    - Will be reformatted to pdf then uploaded to microsite (Sara Davis)

Next meeting: Monday, August 16, 2021 at 1 p.m. Central Time.

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