

Report to SAA Committee on Education
Submitted by Angela Fritz, September 2021

This report provides an overview of ongoing and completed activities relating to the achievements of the DAS Subcommittee from September 2020 to August 2021. Given the extraordinary challenges this year, the DAS Subcommittee made significant organizational changes to address increased Subcommittee membership (from eight to ten members) as well as three subcommittee vacancies. With five new members, the Subcommittee introduced the following organizational changes:

- Created a DAS Subcommittee shared folder to accommodate a collaborative work space for the Subcommittee and associated subteams. Established procedure to archive business records from the shared folder to SAA's microsite.
- Organized an onboarding session for new members with associate orientation documents which are managed on the new shared drive.
- Established a new monthly DAS leadership working meeting to finalize the agenda for the full Subcommittee meeting. Attendees included Chair, Vice Chair, Past Chair, and SAA Director of Education who met one week prior to the full meeting.
- DAS Subcommittee met for a virtual retreat in January 2021. A major outcome from the retreat included establishing the following 3 new subteams: Online Transition Support Subteam, Comprehensive Exam Subteam, and Liaison Support Team. Each subteam nominated their own team lead and established yearly goals.
- In order to accommodate the work of these new subteams, the Subcommittee's monthly meeting was extended to 1.5 hours with 30-minute subteam breakouts sessions followed by a one-hour business meeting and subteam reports.

The DAS subteams made significant progress against the following established goals which are outlined below:

Online Transition Support Subteam

- Provided feedback to liaison support group re: supporting instructors through a transition to online learning.
- Recommended to SAA Ed. the restructuring of daylong and two-day courses into multiple spots no longer than four hours each.
- Created two proposals to change language for DAS requirements and recertification requirements pending review by COE.

Comprehensive Exam Support Subteam

- Created a draft schedule for reviewing existing exam questions.
- Began to draft procedures and workflows to standardize question format.
- Continued to review the comprehensive exam reading list.
- Began exploring a new system/structure for a new question bank database.

- Completed a new google form for submitting questions.
- Began to work on training for DAS subcommittee members with anticipated question-writing workshop for all Subcommittee members in Sept. 2021.

Liaison Support Subteam

- Assisted CoE with the development of a new Instructor Toolkit which will be posted on SAA/COE's microsite.
- Began to revise the DAS Handbook to reflect liaisons' roles and responsibilities. Handbook revisions will be a more holistic goal for the subcommittee next year.
- Revised the course audit form/standard evaluation document for review by COE.

Course liaison support was notable this year as transitioning courses online became a pressing need due to the pandemic. Approximately 16 courses were transitioned online, a two-fold increase from last year. With so many courses transitioning online, Subcommittee members spent significant time engaging in liaison outreach, course auditing, and online technical support for instructors.

Due to the pandemic, transitioning courses online took precedence over the development of new courses this year. However the Subcommittee has agreed that a new course development subteam should be established next year to begin making recommendations for new courses as well as prerequisite training modules.

Totals for DAS Certificate/Comprehensive Exam Completion

- September 2020: 43 passed; 3 failed
- January 2021: 18 passed; 2 failed
- May 2021: 28 passed: 6 failed
- 27 DAS renewals from September 2020 to July 2021

Given the extraordinary challenges this year, a special thank you to SAA Director of Education Rana Salzmann and all DAS Subcommittee members for their flexibility, adaptability, and collaborative spirit. And, thank you to all of the following outgoing subcommittee members for their service to SAA:

- Alice Prael
- Jessi Fishman
- Tyler Cline
- Brittany Parris