

Report to SAA Committee on Education  
Submitted by Sara Davis, September 2022

This report provides an overview of ongoing and completed activities relating to the achievements of the DAS Subcommittee from September 2021 to August 2022. The DAS Subcommittee welcomed four new members this year. With the large turnover of seasoned Subcommittee members and implementation of new workflows, significant time was used to foster growth and understanding the committee's function and relationship within SAA and mission to serve and provide quality educational opportunities to the profession. To support the goals of the Subcommittee, the following items occurred:

- Hosted an onboarding session for new members to introduce them to DAS Handbook, DAS microsite, DAS SAA connect presence, course liaison duties, the DAS documentation hub, and leadership.
- Held a virtual retreat in September 2021 to identify goals of the Subcommittee for the year and continue work to improve the DAS certificate program.
- Identified three main functions that need to be worked on for the year and adjusted our Subcommittee subteams accordingly. The three subteams were Course Development Subteam, Comprehensive Exam Subteam, and Documentation Subteam.
- Convened monthly for an hour and half in order to allow ample time for the subteams to work on goal-oriented projects.
- Engaged in item-writing workshops for the DAS Comprehensive Exam.

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

**Comprehensive Exam Support Subteam**

- Reviewed professional literature used to support course content.
- Updated the comprehensive exam reading list to include at least one reading for all the currently offered DAS courses.
- Implemented use of Zotero to host, manage, and provide access to the comprehensive exam reading list. Utilizing the Zotero platform ensures that SAA staff and DAS subcommittee members will have long-term access to this resource.
- Developed and implemented procedures for creating new exam items. This process included reevaluating question categories and determining gaps in knowledge base, evaluating quizzes from recent years and ensuring the content from courses is included in the exam bank, and training DAS subcommittee members in item writing. The latter resulted in an increase in the number of items included in the exam bank.
- Explored options for a new exam item-bank database. The initial conversations about the item bank database were important to identifying all the considerations for moving forward. This work will continue into the next year.

## **Course Development Subteam**

- Completed RFP for prerequisite OAIS course in spring of 2022 and as of June was being prepped for release by SAA. This new prerequisite course will provide essential knowledge for working with all digital files; it will provide an opportunity for professionals to get a high level understanding of elements of digital archives before diving too deep into the program and enable instructors to dedicate more time towards the specialized subject areas and topics of the course rather than incorporating these fundamentals into each course.
- Developed revised guidelines and criteria for those obtaining a DAS certificate and renewing the DAS certificate. The major change that impacted each path was expanding the “in-person” course requirement to be “in-person and/or synchronous.” This change increased accessibility to the courses and curriculum to a wider audience. Additionally, those wanting to renew their DAS certificate now have new criteria to allow them to petition to use relevant non-SAA courses to fulfill some of the requirements. The new criteria also clarifies the necessary adaptations of the procedures and timeline for those serving on the DAS Subcommittee.
- Created a spreadsheet listing webinars needing review and drafted a form for reviewers to use. This initial work is necessary to move forward with full evaluation webcasts for relevancy to the current digital archives profession with a focus on potential decommission and keeping the curriculum content pertinent and up-to-date.

## **Documentation Subteam**

- Created an inventory of documents and forms used by the committee. In the upcoming year, the inventory will be shared with the subcommittee to begin the assessment of these resources and create a centralized location.
- Began revising documents to include DEIA language and concepts.
- Initiated revising the Audit Form/standard evaluation documentation. Initial comments and reviews were completed by the DAS Subcommittee.

In-person courses were halted this year. Many of these in-person courses were converted to synchronous formats. With this said, the Subcommittee members spent considerable effort in, course liaison support by providing online technical support for instructors, course auditing, and engaging with course instructors. With this recent transition, the courses required refinement and integration of feedback from participants and subject experts (DAS Subcommittee members). The new synchronous availability of these professional development opportunities increased demand and enrollment.

In addition to refining the newly transitioned courses, the Subcommittee began evaluating the courses available and found that a few courses are no longer relevant and/or they are better suited for a different format (such as in-person) and/or the content should be reworked to meet the needs of all levels of experience with digital archives. This led to creation of the new pre-requisite tier that will be implemented in the upcoming year. Additionally, in the upcoming

year, more assessments will be conducted to determine courses that need to be sunsetted as well as knowledge bases that need to be addressed.

Totals for DAS Certificate/Comprehensive Exam Completion

- September 2021: 37 passed; 4 failed
- January 2022: 38 passed; 2 failed
- May 2022: 27 passed; 1 failed
- Approx. 25 DAS renewals from September 2021 to July 2022

Thank you to SAA Director of Education Rana Salzmann, Assistant Director for Online Learning & Exam Administration Akila Ruffin, Council Member Jasmine Jones, and SAA staff for their support and feedback. I also want to extend gratitude for the DAS Subcommittee members for their time and commitment to making the DAS certificate program as inclusive, relevant, approachable, and innovative as possible. A special thanks is given to the following outgoing subcommittee members for their service to SAA:

- Angela Fritz
- Georgina Tom
- Lara Friedman-Shedlov