

**Report of the 2024-2025 Digital Archives Specialist Subcommittee  
to SAA Committee on Education  
Submitted by Krista Oldham, September 2025**

This report summarizes the activities of the DAS Subcommittee from September 2024 through August 2025, highlighting completed and ongoing initiatives. During this period, the subcommittee welcomed three new members: Christian Vorita, Mitch Toda, and Early Career Member Nolan Vallier (a returning member appointed to fill a vacated seat). The early part of the year focused on a smooth leadership transition and laying the groundwork for key initiatives. The remainder of the year centered on core program responsibilities and strategic projects.

### **Subcommittee Leadership Activities**

Subcommittee leadership carried out several cross-cutting responsibilities to support continuity and strategic progress:

- Hosted onboarding sessions in September and April for new and mid-term appointees to orient members to subcommittee roles, procedures, and resources.
- Maintained established working groups—Course Development, Comprehensive Exam, and Documentation—with assignments based on member interests and programmatic needs.
- Held a virtual retreat in October to foster collaboration and establish annual goals.
- Trained members on course liaison and audit responsibilities.
- Conducted monthly 90-minute meetings that included updates from SAA Education staff, course audits, program planning, and breakout sessions.
- Contributed to the Committee on Education's revision of the course audit form to ensure alignment with DAS-specific needs.
- Sunset the Documentation Team and launched a new Communications Team to better support outreach and engagement goals.

The following sections provide a summary of each working group's key achievements.

### **Working Group Highlights**

#### *Course Development Team*

The Course Development Team focused on updating and expanding the DAS course catalog to reflect current practices and technologies.

- **Webcast Review and Prioritization:** Reviewed aging courses to identify those needing updates or full revisions, prioritizing based on tier, course age, and complexity.
- **Instructor Recruitment and RFPs:** Discussed recruitment strategies and drafted RFPs for high-demand courses, especially those requiring online delivery.

- Course Proposal Review: Evaluated new course proposals and considered gaps in current offerings.
- Course Retirement/Reevaluation: Identified and discussed possible retirements or major revisions for outdated courses.
- Course Liaison and Audits: Continued liaison program and course audits; revised the Google Form to improve usability and data collection.

### *Communications Team*

Launched this year, the Communications Team is focused on improving the visibility of the DAS program and supporting stakeholder engagement.

- Website Updates: Conducted a comprehensive review of DAS web pages, prioritizing improvements to the “Exams” page. Proposed changes will be circulated for feedback before submission to SAA.
- Digital Campaign Toolkit: Began development of outreach materials, including email templates and graphics for social media and email campaigns.
- Recruitment and Outreach: Drafted a multi-pronged strategy to recruit subcommittee members and promote the program via email, personal invitations, information sessions, and office hours.
- Option B Pilot Promotion: Played a key role in promoting the new Option B certificate renewal pilot through targeted outreach, newsletter content, and direct communication with eligible certificate holders.

### *Comprehensive Exam Team*

- Documentation: Created guidance outlining subcommittee exam-related responsibilities and the relationship with external psychometricians. Collaborated with the Documentation Team to update the DAS Handbook.
- Reading List: Updated the comprehensive exam reading list to reflect current scholarship and practices.

## **Job Task Analysis (JTA)**

The DAS Subcommittee led a full-scale Job Task Analysis (JTA) to evaluate and update the foundational structure of the DAS Certificate Program. This multi-phase process aligns with certification industry standards (ISO/ANSI 17024) and ensures the DAS curriculum and exam reflect current professional competencies.

Key milestones:

- Hosted a subject matter expert (SME) workshop to revise the DAS job description.
- Distributed a validation survey to the wider archives community.
- Synthesized feedback into a new tier structure, updated course groupings, and revised learning objectives.
- Developed a new exam blueprint based on the refined framework.

Outcomes will directly shape future curriculum and exam development, ensuring continued relevance and rigor in a changing professional landscape.

### **Renewal by Petition: Option B Pilot**

The subcommittee implemented the two-year pilot of the "Renewal by Petition (Option B)" initiative in fall 2024. This alternative renewal pathway offers more flexibility to certificate holders nearing the end of their 5-year certification period. To date, the subcommittee has reviewed five petitions under the pilot program.

### **Acknowledgments**

Sincere thanks go to Rana Salzmänn, Akila Ruffin, and Michael Santiago of SAA for their ongoing support of the DAS program and subcommittee. I am also deeply grateful to the DAS Subcommittee members for their time, insight, and dedication throughout the year. Special appreciation goes to Pamela Campbell (incoming chair) and Katherine Fisher (past chair) for their leadership and guidance.

We also recognize and thank the following outgoing members for their service:

- Alison Anderson
- Maren Read
- Nolan Vallier