Dear SAA Committee on Education (CoE) Liaison and Developer,

Happy New Year! It is time for the periodic review of your workshop, Financial Management Basics for Archivists. Attached are suggested talking points for your discussion. You may use this as a checklist, add additional questions, or delete those that don’t apply. It is very flexible! We ask for your comments and recommendations for the workshop, going forward; that you confirm the correct placement of your workshop within the following categories of the Arrangements and Description Curriculum (A&D) Track, and that you share your thoughts about the A&D Curriculum CoE is putting together.

[Tiers:](http://www2.archivists.org/node/16619)  Fundamental (F), Tactical and Strategic (TST), Tools and Services (T&S), and Transformational.

Paths: Administrative, Electronic/Digital, Core, and Legal Issues.

To facilitate your discussion, we are providing reviewers’ comments and evaluations of the course, as well as any comments from the CoE members. Ultimately, the CoE will use your comments and recommendations to determine the development of this curriculum track.

We ask the following: Please plan to have at least one phone conversation - we think it’s important for liaisons and developers to ‘meet’ by an additional venue to email! We recommend one contact prior to the February 5 meeting so liaisons can share their experiences.

Also, CoE has a reporting requirement to SAA Council. That means that the deadline for the liaison to submit comments and recommendations to Solveig and myself is no later than March 20.

Please do not hesitate to contact Solveig or myself with any questions.

Thank you for all you do to enhance SAA Education!

Shelby Sanett

Chair, Committee of Education

Solveig De Sutter

Director of Education