CORDA Agenda: November 18, 2021 (Zoom)

Present: Erin Passehl Stoddart, Chris Marino, Jane Fiegel, Dennis Meissner, Jen Wachtel, Emily Lapworth, Maggie Hughes, Jasmine Jones, Jennifer King, Sarah Buchanan, Gwen Higgins, Sarah Pratt Martin

Absent: Nance McGovern, Jackie Price Osafo

AGENDA

1. Co-chair updates
   a. Turned in slightly revised goals to Jackie for SAA Council (see email from 10/11; Council will review at their November meeting)
2. Small team updates
   - [Repository](#) (Emily, Jane, Maggie, Erin)
     - Emily will be lead. Met twice in [October](#). Will be working on procedures and workflows. Plan to meet with the Education Committee to determine promotion opportunities and pick-up with previous communication with SAA groups and others.
   - Facts and Figures (Dennis and Chris)
     - Have been populating F&F webpages with new content, added ~ 17 new items. Have critical mass of content to be ready to do public launch.
     - Maybe we can help add a description to the page that links to Dataverse.
     - Can continue to add content and add subcategories to help people navigate the pages.
     - CORDA to do - look through webpages (https://www2.archivists.org/facts-and-figures) and make suggestions in two areas: 1) are there items that don't belong there; and 2) Do we know of additional content that could be added now.
     - Communication around launch date - what should it include - social media, etc. Don't want it to get lost in the holidays. Thinking of a January launch.
     - Check in with Abigail Christian and Teresa Brinati in SAA to see that it goes out through all the channels -- In the Loop, etc.
   - Education & Outreach (Sarah PM, Gwen, Jen W as liaison)
     - Team met on 10/18
     - Created space in Google Drive to work on design of [Education Courses](#) (to fill gaps in current [SAA curriculum](#))
     - Working to refine the [reading list](#) to support/complement courses / hypothesis development (originally developed for 2020 workshop by Sarah - add to F&F?)
     - Created draft course abstracts and learning objectives for:
       - A. [Research Instruments and Design](#)
       - B. [Survey Deployment](#)

- - - C. [Data Analysis](#)
        - Welcome feedback on these abstracts before next mtg 12/6
    - Designed intentionally vague so that instructors could have agency in designing their own curricula
    - Confirmed Jeremy York's interest in data analysis course ("c" above) and data re-use session for next summer
        - Wants to incorporate Dataverse in data re-use workshop (good promotional opportunity) - [deadline early January](#) for Annual Meeting (hybrid conference) for proposals
    - Next steps:
        - Submit deadline to Annual Meeting for workshop (early January)
        - Find instructors for a and b (any CORDA interest?). We can also post call for instructors to the new SAA Instructors list.
        - Finish reading list to share in 2022 - CORDA members please send suggestions for additional items
        - Meet with Repository team for outreach/promotion
        - Develop outreach plan for the year with all teams (SAA Communication: Abigail and Teresa - email with plans and venues - Sarah PM to reach out)
            - Outreach "dropdoc": [Outreach_AY21-22](#)
            - [F&F](#): public launch? January, right after New Year's AND reminder about instructors?
            - Dataverse: [Love Data Week](#) (Feb)
            - ?: March (perhaps new shared virtual research space? with Research Forum? /Nance)
            - ?: April (new education offerings forthcoming?)
            - SAA schedule/offerings: May
    - [Research (and Innovation) Roadmap](#) (Jennifer, Erin, Sarah B, Nance) (See below)
        - Met recently to review
        - How do we engage in an inclusive process and be representative of SAA needs? Come up with a process for greater involvement.
        - Roadmap should guide and encourage research, help identify priorities for funding, and initiatives fit into the framework.
        - CORDA will draft a roadmap for SAA that is periodically reviewed, evolving, with some graphical representation.
        - Would be helpful to tap into SAA leadership and groups to discuss and bring forward what's missing, brainstorm, expand/clarify what we currently have. Perhaps reach out to Felicia for her thoughts on how to work with these groups.
        - Will need a communication strategy for input and feedback, inclusivity is key.
        - Really is a "Research and Innovation" Roadmap – change name

- How would this be distributed? Great question for the SAA Council and SAA Leadership Forum at Annual Meeting could be another opportunity.

3. Liaison Updates
    a. SAA Staff Liaison (Jackie)
        i. SAA Council met last week and looked at strategic plan, overlaid with Diversity and Inclusion work; A*CENSUS II is in bloom; discussed how to engage liaisons and leadership in strategic planning process; foundation working on Giving Tuesday is coming up.
    b. SAA Council (Jasmine)
        i. SAA Council held its fall meetings last week: agenda and materials
            1. Approved the SAA Work Plan on Diversity, Equity, Inclusion, and Accessibility
            2. Reviewed, revised, and considered new activities for the Strategic Plan for 2023-2025, with focus on the Strategic Plan Dashboard and incorporating activities from the new DEIA work plan
                a. Council will seek to connect with current SAA leaders and members to refine the new draft plan and dashboard.
        ii. Call for SAA leader self-nominations went out last week
            1. For those of you whose terms end in August 2022 and wish to be considered for reappointment, please complete the SAA Leader self-nomination form
        iii. Next Council meeting is in February, so will put a call out to this group for agenda items in January
    c. Education Committee (Jen W)
        i. Council approved updates to Digital Archives Certificate (DAS) - thank you to Jasmine Jones for presenting this report to Council which proposes replacing "in-person" with "synchronous" requirements, creating increased opportunity for participation in DAS. Sara Davis from the Graduate Archival Education Subcommittee (GAES) contributed to this report.
        ii. Forthcoming updates to Guidelines for a Graduate Program in Archival Studies (GPAS), last published 2016 - GAES is reviewing feedback offered by the Committee on Education. Goal: ready to send to Council for feedback for new year 2022, especially in regard to internship requirements.
        iii. SAA Education is planning to release information about the spring schedule of classes on Dec 21st. 20% off sale now on existing webinar content before they open up new webinar classes.
        iv. We are in the process of assigning liaisons to Arrangement & Description courses.
4. 2022 Annual Meeting - proposals are due in January. Conference will be in a hybrid format. What are hot topics?
    a. Further alignment with Research Forum and CORDA

b. Jennifer and Erin can check in with Felicia about options.

Next general CORDA meeting: December 9, 2021

RELATED MATERIALS

Research & Innovation Roadmap
Why? See CORDA Charter
- Looking strategically at the organization's information needs and sharing its strategies with the SAA Council and relevant component groups;
- Proactively commissioning or directly engaging in necessary and strategic research;
- Gathering quantitative and qualitative information of strategic value for SAA in the areas of advocacy, public awareness, improved audience service, and community engagement;
- Evaluating such information and surfacing it to SAA members via dashboards, reports, and constructed data sets that members can use to better understand and act on their own environments and to perform better as archivists;
- Engaging academic and other communities within SAA to perform research by helping to set research agendas and by utilizing grants, fellowships, conferences, and other tools and levers;
- Providing a repository (or repositories) and analytical tools for sharing and evaluating useful data about archivists, repositories, audiences, and the environments in which archives function; and
- Building and maintaining, in collaboration with other SAA groups, a training site for archivists in the area of research, data gathering, evaluation and assessment, and business intelligence.