

## **Society of American Archivists – Committee on Education (SAA CoE)**

### **Orientation for new members**

*I. Purpose*

*II. Organization*

*III. Overview of expectations for Committee members*

*IV. Recent Committee activities and accomplishments*

*V. Current Committee practices*

#### **I. Purpose:**

The Committee on Education has three complementary purposes:

1. to assess the profession's continuing education needs;
2. to prepare and promote standards for archival education programs based in graduate schools as well as post-appointment, continuing education and training programs; and
3. to provide advice to the SAA Education Office.

#### **II. Organization:**

The Committee on Education consists of ten members (including a chair and vice chair) appointed by the SAA Vice President for staggered three-year terms. The vice chair is appointed by the SAA Vice President, normally from among the committee members serving the second year of their appointment. The vice-chair assumes the chair position in his or her third year on the committee.

The SAA Education Director and the chair of the Digital Archives Specialist Subcommittee serve as *ex-officio* members of the committee.

The vice chair of the Committee on Education serves as an *ex-officio* member of the Theodore Calvin Pease Award Subcommittee of the SAA Awards Committee, and as a liaison to the Archival Educators Roundtable. A member of the committee also serves as an informal advisor to the Student Forum.

#### **III. Overview of expectations for Committee members:**

1. Attend the Committee on Education annual meeting scheduled on a day (typically the Wednesday) preceding the SAA Annual Meeting.
  - a. Members are asked to volunteer time to staff the CE booth during its Friday one-hour slot in the Exhibit Hall.
2. Attend the Chicago mid-winter meeting (February/March) of the full committee. The travel, meals, and lodging for this meeting are reimbursed for the venues negotiated and/or approved by SAA.
3. Assume responsibility as liaison for assigned courses/workshops (within your ACE [Archival Continuing Education] category), including participation in conference calls with developers/instructors and the SAA Education Director. See section V.4 below for further details.
4. Participate in the process of reviewing proposals for new and existing SAA courses, workshops and seminars.
5. Join in the identification of in-demand, practicable continuing education opportunities, venues, and delivery methods.

6. Take part in monthly CoE conference calls.
  - a. These conference calls are scheduled well in advance; times are usually determined by Doodle poll
7. Participate in appropriate activities for graduate education.
  - a. These activities may include but are not limited to: serving as a member on the Student Program Subcommittee of the SAA Program Committee, and collaborating with the Archival Educators Roundtable as needed.
8. Members take turns at writing articles on behalf of CoE for publication in *Archival Outlook*.
  - a. The frequency of *Archival Outlook* articles fluctuates according to Committee activities and initiatives; as well as developments to be announced to the SAA community.
9. Provide information, assistance, and/or advice relevant to the work of the Committee as requested by the Education Director.
  - a. One member of the CoE should assume responsibility as Web Liaison. Their duties will include mounting minutes and supporting documents from CoE meetings to the CoE microsite (login required), and ensuring the completeness of information there. The Education Director will distribute monthly agendas and minutes via the CoE listserv.

#### **IV. Recent Committee activities and accomplishments:**

- 2006 – Finalized ACE categories.
- 2007 – Evaluated the topics of all existing workshops and slotted them into ACE categories.
  - Began discussion of gaps in course offerings.
- 2008 – Evaluated all CE offerings from the last several years. Made changes to proposal submission procedures. Identified new courses to be solicited.
- 2009 – Researched whether SAA should take on accreditation of archival education programs.
  - Held an open forum at the Austin meeting to discuss accreditation findings and the Directory of Archival Education.
- 2010 – Reviewed and revised the Guidelines for a Graduate Program in Archival Studies (GPAS).
  - Updated the Archival Continuing Education (ACE) Guidelines to reflect changes to GPAS.
- 2011 – Initiated the creation of a Task Force for Digital Archives Continuing Education (DACE) and worked with the Task Force on the creation of the Digital Archives Specialist (DAS) Curriculum and Certificate Program.
- 2012 – Implemented Phase I of the DAS Curriculum Program.
- 2013 – Implementation of Phase II of the DAS Curriculum Program including creation of the DAS Comprehensive Examination.
- 2014 – Identified courses/workshops that constitute an Arrangement and Description Curriculum; identified additional relevant courses for development.
- 2015 – Completed the Arrangement and Description Curriculum and Certificate Program proposal for submission to SAA Council.
  - Reviewed and revised the Guidelines for a Graduate Program in Archival Studies (GPAS).
- 2016 - Revised Committee on Education charge to accurately reflect the Committee's responsibilities.

- 2016 - Reviewed and updated Archival Continuing Education (ACE) Guidelines.

#### **V. Current Committee practices:**

1. Each Committee member self-selects or is assigned to an ACE (Archival Continuing Education) category.
  - a. Member is responsible for (1) reviewing new proposals in their ACE category, as well as (2) monitoring (either actively or passively, depending on status) current offerings in that category.
  - b. For example, if your ACE category is *References Services and Access* and a new proposal comes in for "Using the Internet to Improve Reference Services," you would be responsible for that proposal. You would also be asked to participate in calls with the developer/instructor and the SAA Education Director.
2. The SAA Education Director works with Committee co-chairs to assign each new workshop proposal to an appropriate ACE category.
  - a. If more than 3 proposals are received in one ACE category, the Committee co-chairs, the SAA Education Director, and the Committee member with that category will select another Committee member to "shepherd" the additional proposals.
  - b. New workshops typically take approximately 3-4 months to develop from the time of the proposal approval to the initial offering
3. Liaison responsibilities for course proposals:
  - a. A liaison for a given course, in conjunction with the SAA Education Director, is required to solicit a formal evaluation of new workshop proposals from at least 3 individuals with expertise in the field of the proposal, at least 2 of whom are not current Committee on Education members. (Each proposal should have at least 3 reviewers, including that of the liaison).
  - b. The liaison can rely on his/her knowledge of the field to identify reviewers and/or seek feedback on potential reviewers from other Committee on Education members and the Education Director.
  - c. All reviewers will provide feedback using the SAA Proposal Evaluation Form.
  - d. Individual reviewers will be given at least 30 days to complete and return the Evaluation Form to the liaison.
  - e. Any Committee on Education member may choose to participate in the evaluation of a new workshop proposal, providing formal or informal feedback to the liaison by the evaluation deadline.
  - f. The liaison is responsible for coordinating the evaluation process with the reviewers, compiling the reviews, and returning all Evaluation Forms to the Education Director by the deadline.
  - g. Reference the "SAA Continuing Education Class Development Checklist" by CoE based on work by the DAS Subcommittee.
4. Liaison responsibilities for current offerings in their ACE category:
  - a. Ensure that the above proposal review process has been completed for the course(s).
  - b. Participate in conference calls with developers/instructors and the SAA Education Director, particularly when courses are scheduled to be updated or revised in content, instructor, or delivery format.
  - c. Reference the "SAA Course Liaison Checklist" developed by the DAS Subcommittee in March 2016.
  - d. Audit the course if possible.

5. CoE members audit both virtual and in-person SAA Continuing Education courses to provide feedback to the SAA Education Director. The Continuing Education Calendar is available on the SAA website:  
<http://saa.archivists.org/events/ConferenceList.html?Action=GetEvents>
  - a. Member should plan to audit upcoming courses that are either within or outside their ACE category.
  - b. Member should complete the CE Audit form, the Web Seminar Evaluation form, or the Workshop Evaluation form as appropriate, available from the CoE microsite: <http://www2.archivists.org/groups/education-committee>
  - c. Member may complete the SAA course at no cost, a perk of CoE membership.

*Created 2015 by Solveig De Sutter; Revised April 2016 by Sarah Buchanan and Committee on Education members.*