Standards Committee Annual Business Meeting Agenda 2022 - Notes
July 21, 2022, 12-1:30pm EST
(times currently listed in EST)
[Link to calendar/registration](#)
[Link to public agenda](#)

Attendee count: 40?

1. 12:00-12:05: Welcome and call to order
   a. Introductions
      i. We are still working on finalizing some of our appointments, but we'll be sure to announce that information when we have it.
   b. Recognition of outgoing members
      i. Wendy Pflug
      ii. Emily Toder
      iii. Alexander Waterman (early career)
      iv. Lindsay Wittwer (immediate past chair)
      v. Also, all the outgoing TS co-chairs who have kept things going!
2. 12:05-12:10: Standards Committee updates (Kira Dietz)
   a. This has, by far, the busiest years I've been on the Standards Committee and we're currently supporting four active revisions and the creation of a new standard, we've had one full revision approved by SAA Council, we have an external standard approval pending, and we have several projects happening within the committee.
   a. Completed activities
      i. Recommendation to approve the Museum Archives Guidelines, which was approved by SAA Council
      ii. Approved minor revisions for TS-DACS and TS-EAS, based on the new workflow developed in conjunction with SAA Council.
      iii. Recommendation to approve the EAC-CPF revision, which was approved by SAA Council
      iv. Recommendation to approve the major change to TS-DACS regarding dates, which was approved by SAA Council
   b. On-going activities
      i. Supporting the revision of Guidelines for Accessible Archives for People with Disabilities (approved to start revision)
      ii. Supporting the Accessioning Best Practices development (new standard in development)
      iii. Supporting the Guidelines for a Graduate Program in Archival Studies (final stage of revision submission to Standards)
      iv. Supporting the Guidelines for College and University Archives revision (revision in progress)
      v. Supporting the new EAC-CPF revision (approved to start revision)

      vi.   Revision of Procedures for Review and Approval of an SAA-Developed Standard is underway!
- 1. We hope to submit this to SAA Council in the upcoming year with some minor changes to the proposal process, provide some additional consideration for inclusion in the revision process, and clarify/update expectations for how successful revisions/approval of new standards is communicated out.
- 2. While it would not replace the procedures, we'd like to develop some short/cheat sheet style materials to make the process more approachable

      vii.   Starting discussion with Diversity Committee about collaboration and communication relating to Standards and DEI

   c. Pending SAA Council items
- i. Recommendation to approve Archives for Black Lives in Philadelphia (A4BLiP) Anti-Racist Descriptive Resources Guide (sponsor: Description Section) as an external standard

3. 12:10-12:40: Constituent Group updates (5 min per group)
- a. TS-Guidelines for Reappraisal and Deaccessioning (Dara Baker)
  - i. Nearing the end of original chartered terms, rotating off some members, requesting an extension, restructuring and amending the purpose and outcomes. Next step is to get on Standards Committee agenda to get the process moving. Dara is happy to answer any questions that members may have.
- b. TS-DACS (Faith Charlton)
  - i. [TS-DACS report](#)
  - ii. Seeking to align DACS with Statement of Principles, and looking for feedback at https://github.com/orgs/saa-ts-dacs/projects/1/views/1?sortedBy%5Bdirection%5D=desc&sortedBy%5BcolumnId%5D=2020733
  - iii. Feedback to EGAD on RiC and need to engage with broader community and operate in a way consistent with current best practices
  - iv. Continuing to maintain DACS on Github and to engage in promised iterative revision processes and community feedback
- c. TS-EAS (Karin Bredenberg and Mark Custer)
  - i. Committee maintains EAD and EAC-CPF and is very international (twenty members, seven time zones!)
  - ii. Accomplishments:
    - 1. Webinar and tutorial series on SAA YouTube channel (https://www.youtube.com/c/SocietyofAmericanArchivists)
    - 2. EAC-CPF major revision completed and will be released Aug 3, 2022
    - 3. EAD major revision is started; also looking at EAC-CPF to ensure that the standards are compatible with one another. Also minor revision of EAD3 tag library.

            4. EA (F?Functions) anticipated. Based on ISDF, using RiC as inspiration for functions and activities, and heading toward open comment.
- iii. There are opportunities to join TS-EAS every December, and they will be looking for new members
- d. TS-Archival Facilities Guidelines (David Owings)
  - i. No members present to give update
- e. External Groups
  - i. Expert Group on Archival Description/ICA (Bethany Anderson)
    1. Bethany was unable to join the meeting, so Kira presented the slides and summarized the report
    2. EGAD report
    3. EGAD slides
  - ii. NAFAN (Adrian Turner)
    1. https://confluence.ucop.edu/display/NAFAN/
    2. Planning the process of building out a national finding aid network based on 2018/19 planning and research funded by IMLS over the last two years.
    3. Research findings from OCLC Research and Shift Collective particularly important to Standards:
       - a. US-based archives have finding aids that are not EAD but are serviceable (e.g. HTML, PDF, other unstructured data)
       - b. Current workflows for creating structured data are additive and burdensome for many heritage institutions
       - c. They plan to support aggregation of finding aids through a decentralized model that decreases barriers to participation (e.g. not requiring EAD), but also supports institutions that continue to do EAD
       - d. Extraction of a minimal level DACS record is potentially a way to get a minimal record in a structured format
    4. Project will present at SAA meeting in late August, and will also have additional update sessions throughout
4. 12:40-1:20: Lightning talks: Unpacking the Revision Process
   - a. Overview of documentation/process (Standards Committee)
     - i. Presentation slides
   - b. Museum Archives (Megan Schwenke)
     - i. Presentation slides
     - ii. Takeaways:
       1. Allow plenty of time
       2. Tailor plan to Standards Committee requirements and process
       3. Secure buy-in from section members and/or larger body early in the project
   - c. Accessioning guidelines group (Rosemary Davis and Meaghan O'Riordan)
     - i. [put link to slides here]

           ii.   Impetus: connect over accessioning to move to standardization
          iii.   Pandemic affected in-person work and community building
          iv.   Currently working on mind maps and start of outlining
           v.   Slowness as a strategy and intentionality as a process
- d. SAA Council (Meg Tuomala)
  - i. What happens after Standards sends a new or revised standard off to Council?
  - ii. What Council is looking for:
    1. Why the standard needs to be revised, who is involved in the process, what types of institutions are included.
    2. There should be broad opportunities across the membership for discussion and feedback, and strong evidence that the group made a good faith effort to get feedback. Some of the component groups have been especially effective at lowering barriers to giving feedback, and that is appreciated. Timeline for comments/feedback needs to be sufficiently long. Members of the committee are also encouraged to consult with individual experts.
    3. Evidence that the group acknowledged comments and communicated how they were or were not addressed
    4. Process as a whole needs to be well documented
    5. Diversity of institution types, individuals for whom the standard or guideline is relevant, accessible, and able to be widely adopted
  - e. Q&A
5. 1:20-1:25: Council Liaison update (Meg Tuomala)
   - a. Recent approval of 2022-2023 budget, which is a deficit budget. Were not able to fund component group requests, which is the same as last year.
   - b. Budget reflects the organization's commitment investing in the future, technology to support first hybrid meeting, filling vacant staff positions, high priority initiatives.
   - c. New group formed around indigenous repatriation efforts.
   - d. Approved major revisions to Standards.
   - e. Group appointments, governance revisions, awards, and resolutions as per normal processes.
   - f. New Council liaison for Standards will be Lydia Tang.
   - g. [insert notes document here]
6. 1:25-1:30: Wrap up and closing remarks (Kira Dietz)