

Standards Committee conference call, September 18, 2012

Attendees: Cory Nimer, Lisa Miller, Brian Doyle, Jeff Suchanek, Rosemary Flynn, Dan Santamaria, Gordon Daines

1. Standards Portal (SP)

-How might we spread out maintenance of SP content?

We might farm out to specialized SAA units, but with 1-2 SC members involved for oversight--perhaps some sort of liaison/final approval process, and to prod the maintenance units in case the content starts to slide. Questions about the mechanics of maintenance were raised at the SP lunch during the 2012 San Diego conference—SC may need to establish some guidance/best practices, including what content belongs on SP vs. SAA component group microsites. Brian pointed out that SAA's Drupal Manual could be part of the guidance because it describes component group microsites (SP is essentially a microsite). Units could be waiting for direction rather than sliding. We want to build relationships with other SAA units and encourage additional content.

Action items:

- Brian will draft some “how to” guidance on managing the SP and send it to the SC.
- Any SC member willing to serve as a SC Standards Portal representatives to other SAA units should email Cory and Lisa and indicate which topical sections of the SP (e.g. Administration and Management, Appraisal and Acquisition, etc.) interest them.
- Cory and Lisa will send an email to SC members who could not attend the call today inviting them to serve as SC Standards Portal reps.
- SC members--especially those volunteering to serve as reps—should take a look at the procedures and form for adding to the SP, which are posted on the SP website - <http://www2.archivists.org/standards>.

2. ISO 16363

-Now that Council has endorsed this standard, how should SC support education and other promotion of it?

Cory and Lisa shared ideas generated during their conversation with Bruce Ambacher. In terms of a web presence, 16363 is not in the SP yet. Brian asked what category it should be under. Bruce said he would send us the link to the free version of the standard, which does not have the ISO title page. We will need to explain in the SP that Council endorsed the ISO standard, but this other version is also available. The “Here's What's New!” box should be updated with the 16363 information.

In terms of the Education Committee, Cory reported that Solveig De Sutter did not have plans for 16363. Brian thought the Council's strategic activities document, which lays out ideas captured by several years of planning, had relevance; he said he would share excerpts with the SC. It is important for SC to understand where this is coming from--

years of Council work and ideas. We should ask Dennis if it is still up to date and provide him with our feedback--is it moving in the right direction to achieve desired outcomes?

In terms of a workshop or session at 2013 New Orleans conference, SC might want to give a heads up to the Education and Program Committees for the 2013 New Orleans conference--given their timetables we may need special dispensation and should indicate we are acting on a Council directive. The Program Committee meets in early November.

In terms of other promotional ideas, Solveig wants more webinars, either standalone or series on one topic, for those who cannot attend SAA conferences. This would give 16363 a wider reach. Cory will follow up with Solveig.

Action items:

- SC may need to assist Brian in determining which SP category 16363 falls under.
- Brian will add 16363 to the SP.
- Brian will place 16363 in the SP "Here's What's New!" box.
- Brian will send excerpt from strategic planning document. [done 9/18]
- Cory and Lisa may need to follow up with Bruce on URLs he said he would send.
- Cory and Lisa should follow up with 2013 New Orleans Education and Program Committees as appropriate.
- Cory will follow up on educational workshops/webinars with Solveig.

3. Goals for SC

-Are there other goals we should pursue beyond SP and 16363?

Gordon shared Daniel Pitti's comment from the SC annual meeting in San Diego. Daniel noted that ICA is working on an overall conceptual model of archival activities. This has use for SC work--relating standards to specific parts of the model--and we should weigh in on it.

Cory brought up communication, noting the collaboration listserv that Brian just set up and suggesting that we post more content on the SC web page that could be pushed out by RSS feeds. This could be used for calls for comment on standards.

A Standards Column in *Archival Outlook* could cover what is on the horizon and review existing standards. Brian suggested contacting Anne Hartman and copying Teresa Brinati. He will send Ann's email address.

If anyone else has ideas, please share them with the whole group via the SC list.

Action items:

- Brian will provide Anne's email. [done 9/18]
- Cory and Lisa should follow up with Anne and Teresa.

4. SC participation

-How should we encourage participation by SC members, improve SC processes, and how is everyone feeling about participation?

Everyone liked having conference calls rather than just email messages, but no one was sure about their frequency. SC members could share comments on standards by email, and then we could follow up with a conference call to discuss if time allowed. Anyone who was not comfortable sharing their comments with the whole group could send their comments to the co-chairs, who could strip their names and then share with everyone.

We decided that the next standard up for comment should be posted on Google Docs or another shared work platform. Everyone could add comments. This would be easier to track than a lot of email messages. The process will be: Send out call to comment with URL, allow comment period, have conference call to discuss, write draft comments, SC reviews draft comments, comments are submitted. We have two standards in line for comment, DCRM(G) and ALCTS Minimum Digitization Capture Recommendations.

Cory reminded everyone that if they become aware of standards we should review, they should let Cory and Lisa know.

Action items:

-Cory and Lisa will set up a Google Docs-style site for DCRM(G) and notify SC.