Standards Committee September Conference Call Minutes
30 September 2014 @ 12pm PDT/3pm EDT

In attendance: Dan Santamaria, Tim Pyatt, Meg Tuomala (taking minutes), John Bence, Hillary Bober, Cory Nimer, Carrie Hintz, Beth Davis-Brown, Caitlin Christian-Lamb

Review of schedule for the year

Preliminary Schedule for 2014/2015 year:
Note: this schedule is subject to change

- November 9[th:] Council Meeting
  - Standards Committee-related discussions are likely to be:
    - revision of charge for Primary Source Literary Group
    - perhaps preliminary/informational discussion of TS-EAD/TS-EAC/SDT committee structure
- December: EAD3 revision due
  - More info below
  - Standards will need to vote to approve and send a recommendation on adoption to Council
  - we will also likely need to give our opinion on a revised structure for TS-EAD, TS-EAC, and SDT
    - proposal has been written, there seems to be support, work now is mainly logistical and planning (e.g. forming the TS, members, terms, etc.)
- Early February: Conference Call Check-in
  - Nothing on deck, but let's reserve the time in case something does (UPDATE: see comment in "other business" section, below)
- Early April: prepare for May Council meeting
  - no specific Standards Committee deadlines related to May 2015 Council meeting at this point
- May 2015: Council Meeting
- Mid-June conference call and prepare for August Council Meetings
  - revision of Archival Facilities guidelines due August 2015: SAA Annual meeting

Business for upcoming Council Meeting

Status of primary source literacy proposal
- A little background
  - Has gone through three passes through Standards Committee

- - Earlier comments/feedback centered around vagueness in original document and need to narrow scope and objectives and find diversity of backgrounds on the JTF to inform the guidelines/best practices document
  - Dan sent out latest revision of the charge yesterday, It does seem to address Council's latest review of comments
  - Dan asked committee to review the document and look for very general things-- does it make sense?
    - Send comments to Meg and Dan by Monday October 6th

Status of EAD revision and related technical subcommittee structure

- Mike Rush unable to join call however he did send an update via email:
  > *We are very, very close to finalizing the schema. There's just one relatively fine point to iron out and we'll be able to lock it in and proceed to finalizing the tag library, working out the migration style sheet, and doing some final schema testing. I'm still expecting to have it done by the end of the year. If any questions come up I'm happy to answer them via email later.*
- Look for this by end of calendar year. Tim confirmed that this will probably be voted on by Council over email instead of waiting for next Council meeting (May).

Assignments for liaisons for technical subcommittees

- Dan gave background-- thought of this as a way to distribute work and better manage the standards maintenance project
- For assignments, see spreadsheet: https://docs.google.com/spreadsheets/d/1nBleH0wZJh4AV95uLF-A0xR7h9KjU4Ia9E9o-oYcXJg/edit?usp=sharing
  - Committee was OK with assignments
- Next steps:
  - Dan will get liaisons added to component group listserves
  - Liaison should reach out to group and introduce yourself
- If issues/problems come up (anytime throughout the year) let Dan/Meg know
  - Common issues are: Changes in timeline, changes in membership, questions about process
  - John asked about RBMS process-- anything special or specific we need to be aware of?
    - Tim responded: No, he does not think so, at least not at this point. But John will reach out to them on that and gain clarity once added to listserve

Review of spreadsheet and status of expired/expiring standards

- If your assignment has expired/is expiring or has no review date, please contact the sponsoring group to get more information from them/start this conversation
  - Is it on their radar? Offer assistance in getting the process started.

- ○ If not being reviewed and revised what are next steps? More discussion on this needed
  - ■ Ideas briefly mentioned in today's discussion include superseded standards area of website or annotation added to document

Other business

- ● Tim noted that around our Feb conference call we should check in with the two Joint SAA/RBMS Task Forces to make sure they are on schedule (especially since only 2 year terms for these groups)