

**Society of American Archivists
Council Meeting
January 25 – 27, 2012
Chicago, Illinois**

**Staff Report: Education
(Prepared by Solveig De Sutter)**

YEAR-TO-DATE FY 2012 SUMMARY

- Scheduled 70 programs.
- Offered four Web seminars at 165 sites with a total of 505 attendees.
- Offered 36 face-to-face programs with 913 attendees.
- Cancelled five workshops due to lack of registrants (see Table 1).
- Secured nine new hosts.
- See Table 1 for details on FY12 schedule.
- See Table 2 for details on FY13 schedule.

ACTIVITY HIGHLIGHTS SINCE AUGUST 2011

DAS Updates (Development, Scheduling, Marketing, Examinations):

Secured contracts to develop and offer the following courses:

- Digital Curation: Creating an Environment for Success (Esposito)
- Arrangement and Description for Electronic Records (Prom)
- Digital Repositories (Colati)
- Preserving Digital Archives: Concepts and Competencies (Norris)
- Legal Issues in Digital Archives (Besser)
- Appraisal of Electronic Records (Wojcik)
- Standards for Digital Archives (Ghaznavi)
- Information Architecture for Electronic Records (Boyden/Ghaznavi)
- Developing Specifications and RFPs for Recordkeeping Systems (Ghering)
- Outreach for Digital Archives (O'Meara)
- Digital Forensics (Lee)
- Contracted and obtained examinations for 11 existing courses.
- Implemented examination processes:
 - Notified 840 registrants who attended a course (8/2009 to 8/2011) that is now in the DAS curriculum that they could take exams November 1 - December 30.
 - YTD, 187 exams were provided and recorded (66 challenge exams, 84 in conjunction with a course, and 37 in conjunction with a webinar).
- CIMA, MAC, NEA, SCA, and SSA agreed to co-sponsor and/or market nine DAS courses within a two-year cycle.
- Fifteen face-to-face DAS courses are currently scheduled; four more are “in the works.”

- The DAS program was marketed via ads in *Archival Outlook* and *The American Archivist*, “buck slips” with dues notices, Career Center newsletters, *In the Loop*, flyers, listservs, and the SAA website.
- The DAS Subcommittee has held five conference calls and is meeting face-to-face January 26-27 in the Chicago office. Since its inception, subcommittee members and others have audited all webinars, reviewed the face-to-face courses that already existed, and reviewed all examinations.

Marketing:

Continued outreach to potential hosts for FY 2012 / 2013 workshops. Current “working list” of 16 hosts includes eight new contacts.

Pre-conference Courses:

Committee on Education members and others reviewed ten pre-conference proposals, including two DAS courses.

Education Directory:

- Gained one new listing (Clayton State University).
- Lost three premium listings due to budget cuts (Columbia University, North Carolina State University, and University of California, Riverside).
 - To date there are 32 premium listings and four basic listings (University of Hawai’i at Manoa, UC-Riverside, Emporia State University, North Carolina State University).

Web Seminars:

- “Archivists’ Toolkit™: Shortening the Path from Accession to Researchers” (68 sites and approximately 300 participants).
- “EAD Tips and Tricks: Repurposing EAD with XSLT” (14 sites and approximately 125 participants).
- “Standards for Digital Archives” [DAS] (68 sites and approximately 125 participants).
- “Change Management... What you need to know!” (15 sites and approximately 30 participants).
- In Progress:
 - “Information Architecture for Electronic Records” [DAS] is scheduled for February 9.
 - The first webinar envisioned as part of a Diversity Series. This webinar would provide a basic overview of the *Native American Protocols* and go on to highlight institutions that were successful in implementing parts of the guidelines.
 - Other webinar topics under consideration include business archives, reference, and security.

Miscellaneous:

- Six-month (trial) agreement to cross-post DAS course schedule and Library of Congress Digital Preservation Training Calendar on each other’s websites.
- Exploration of less costly webinar venues for “free” webinars.

Table 1: FY 2012 Education Programs (As of 12/28/2011)

6/30-7/1/11	Encoded Archival Description (Kiesling / Fox) CANCELLED	Houghton, MI	1 (25)
7/7/11	Archivists' Toolkit™: Shortening the Path from Accession to Researchers (Onuf / Westbrook)	Web Seminar	68/300+
7/21/11	EAD Tips and Tricks: Repurposing EAD with XSLT (Rush)	Web Seminar	14 (50)
7/25/11	Essentials of Digital Repositories (Branco / Colati)	Brooklyn, NY	33 (30)
7/25/11	Describing Archives: A Content Standard (Landis)	Washington	22 (30)
7/26/11	Archivists' Guide to Balancing Legal Issues in Photographic Collections (Briston / Waggener)	Brooklyn, NY	21 (30)
8/21/11	Describing Archives: A Content Standard (Landis)	Chicago	36 (35)
8/21-22/11	Understanding Archives: An Introduction to Principles and Practices (Darnell / Ostendarp)	Chicago	30 (35)
8/22/11	Designing Archives-Produced Podcasts (Dunaway)	Chicago	14 (26)
8/22/11	Implementing More Product Less Process (Meehan / Santamaria)	Chicago	31 (30)
8/22/11	New SAA Standard: Encoded Archival Context – Corporate Bodies, Persons, and Families (EAC-CPF) (Wisser)	Chicago	11 (35)
8/22-23/11	Encoded Archival Description (Kiesling / Fox)	Chicago	23 (25)
8/22-23	Implementing DACS in Integrated Content Management Systems: Using the Archivists' Toolkit™ (Onuf / Westbrook)	Chicago	17 (30)
8/23/11	Creating Online Exhibits: New Ways to Reach Out, Advocate, and Publicize Your Collections and Services (Grinstead)	Chicago	30 (30)
8/23/11	Measuring Dollars and Cents: A Tool for Archival Outreach and Advocacy (Flynn / Flynn)	Chicago	17 (35)
8/23/11	Preserving Digital Archives: Concepts and Competencies (Morris)	Chicago	30 (35)
8/23/11	Raising Private Monies to Support Archival Programs (Hartsook / Summers) CANCELLED	Chicago	0 (35)
9/8-9/11	Managing Electronic Records in Archives and Special Collections [DAS] (Pyatt / Shaw) <i>Contract</i>	Lexington, KY	26 (26)
9/8-9/11	Managing Electronic Records in Archives and Special Collections [DAS] (Deromedi / Shallcross)	Philadelphia	25 (26)
9/15-16/11	Encoded Archival Description (Kiesling / Fox)	Bethlehem, PA	18 (25)
9/16-17/11	Understanding Archives: An Introduction to Principles and Practices (Roth) [<i>Licensing Agreement</i>]	Mt. Carroll, IL	9 (30)
9/26-27/11	Implementing DACS in Integrated Content Management Systems: Using the Archivists' Toolkit™ (Onuf / Westbrook)	Washington	25 (25)
9/26-27/11	Arrangement and Description of Manuscript Collections (Hackbart-Dean / McDonald)	Austin	19 (35)
9/29/11	Standards for Digital Archives (Ghaznavi) [DAS]	Web Seminar	68 (125)
9/30/11	Describing Archives: A Content Standard (Shepherd) <i>Contract</i>	Richmond, VA	44 (35)
10/3/11	Archives Overview (Ostendarp) <i>Contract</i>	Carbondale, IL	21 (35)
10/3/11	Oral History: From Planning to Preservation (Calabretta) <i>Contract</i>	Bismarck, ND	20 (35)
10/13-14/11	Style Sheets for EAD (Kiesling / Fox)	Pasadena, CA	12 (25)
10/13-14/11	Managing Electronic Records in Archives and Special Collections [DAS] (Pyatt / Shaw)	Hanover, NH	32 (30)
10/14/11	Describing Archives: A Content Standard (Landis)	Seattle	14 (30)
10/14/11	Introduction to Archival Exhibits (Lacher-Feldman)	Austin	30 (30)
10/20-21/11	Rare Books for Archivists (Laird)	Chicago	15 (15)
10/31/11	Introduction to Basic Imaging: How to Do a Small Digitization Project (Allen)	Princeton, NJ	18 (30)
11/4/11	Visual Literacy for Photograph Collections (Bromberg)	San Jose, CA	21 (30)
11/10-11	Encoded Archival Description (Kiesling / Fox) CANCELLED	San Antonio	5 (25)
12/5/11	Managing Literary Manuscripts (Hamburger / Johnson-Melvin) CANCELLED	Roanoke, VA	3 (25)
12/5-6/11	Implementing DACS in Integrated Content Management Systems: Using the Archivists' Toolkit™ (Onuf / Westbrook) CANCELLED	Claremont, CA	12 (25)
12/7-8/11	Rare Books for Archivists (Laird)	San Antonio	15 (15)
12/8/11	Change Management... What you should know! (Eaton)	Web Seminar	15/ 30
1/5-6/12	Style Sheets for EAD (Kiesling / Fox)	San Antonio	12 (25)
1/18/12	Digital Curation: Creating an Environment for Success [DAS] (Esposito)	Boston	26 (35)
2/9/12	Information Architecture for Electronic Records [DAS] (Ghaznavi / Boyden)	Web Seminar	

3/2/12	Basic Electronic Records [DAS] (Huth)	Boson	0 (30)
3/2/12	Project Management for Archivists (Pleva-Flynn)	Bloomington, IN	2 (35)
3/9/12	Visual Literacy for Photograph Collections	Chicago	0 (25)
3/12-13/12	Security in Archives and Manuscript Repositories (Bowling) <i>Contract</i>	Fargo, ND	12 (30)
3/13/12	Preserving Digital Archives: Concepts & Competencies [DAS] (Norris)	New Orleans	5 (30)
3/15-16/12	Managing Electronic Records in Archives and Special Collections [DAS] (O'Meara / Shaw)	College Station, TX	0 (30)
3/21/12	Analyzing and Improving Archival Websites (Prom)	Princeton, NJ	4 (30)
3/23/12	Implementing More Product Less Process (Meehan / Santamaria)	Middletown, CT	5 (35)
3/23/12	Digital Repositories [DAS] (Colati / Colati)	Middletown, CT	2 (30)
3/23/12	New SAA Standard: EAC-CPF (Wisser) <i>Contract</i>	Austin	1 (28)
3/28/12	Archivists' Guide to Balancing Legal Issues in Photographic Collections (Briston)	Greensboro, NC	1 (30)
4/18/12	Basic Electronic Records [DAS] (Huth)	Grand Rapids, MI	1 (30)
4/24/12	Basic Electronic Records [DAS] (Huth)	Austin	0 (30)
4/25/12	Project Management for Archivists (Pleva-Flynn) <i>Contract</i>	Jackson, MS	0 (30)
4/26/12	Digital Curation: Creating an Environment for Success [DAS] (Esposito)	Ventura, CA	0 (0)
5/5/12	Appraisal of Electronic Records [DAS] (Wojcik)	Hannover, NH	0 (0)
5/7/12	Oral History: From Planning to Preservation (Calabretta)	Chicago	0 (30)
5/14/12	Basic Electronic Records [DAS] (Huth)	Salt Lake City	0 (0)
5/22/12	Legal Issues in Digital Archives	Phoenix	1 (0)
5/23/12	Arrangement & Description of Electronic Records [DAS] (Prom)	Chicago	0 (0)
5/30/12	Implementing More Product Less Process (Meissner)	Manhattan, KS	0 (0)
6/15/12	Digital Curation: Creating an Environment for Success [DAS] (Esposito)	Provo, UT	0 (0)

Table 2: FY 2013 Education Programs (As of 12/28/2011)

10/3-5/12	Business Archives: Establishing and Managing an Archives (Adkins / Mooney)	Minneapolis	0 (0)
10/5/12	Basic Electronic Records [DAS] (Huth)	Austin	0 (0)
10/12/12	Preserving Digital Archives: Concepts & Competencies [DAS] (Norris)	Ogden, UT	0 (0)
12/7/12	Digital Curation: Creating an Environment for Success [DAS] (Esposito)	Austin	0 (0)