

**Society of American Archivists
Council Meeting
January 23 – 26, 2014
Chicago, Illinois**

**Committee on Education:
Expand Digital Archives Specialist Subcommittee
(Prepared by Solveig De Sutter on behalf of the Committee on Education)**

BACKGROUND

The Digital Archives Specialist (DAS) program was launched in July 2011 following creation of the DAS Subcommittee of the Committee on Education in late May 2011. The program currently comprises 25 offerings including course examinations for each. The final comprehensive examination consisting of 100 questions was developed and offered twice. One additional course and two webinars are slated for Phase 2 development by June 2014; three webinars and two courses are under revision.

Nine hundred sixty-one individuals have participated in the DAS program to date, of whom 49 have fulfilled the requirements for taking the comprehensive examination and 14 have been awarded the DAS Certificate. (Thirty-five exams are currently being graded.)

The revenue budget for the DAS curriculum in FY14 is \$289,499.

DISCUSSION

As the DAS program has evolved and we keep gaining experience and understanding of the amount of work involved in developing, vetting, and maintaining the DAS courses, the individual course examinations, and the comprehensive examination, we have determined that the workload required of the six DAS Subcommittee members (including the chair) is more than they can comfortably handle.

The effort needed to assemble the comprehensive examination and the effort projected to vet and incorporate new questions concurrent with new course development (requiring concomitant development of course examinations and ongoing revision of the comprehensive examination) while existing courses are updated exceeded projections.

To make it more feasible for volunteers to lend their expertise to this critical program without making unreasonable and unrealistic demands on their time, the Committee on Education requests that the Subcommittee be expanded by two members as soon as possible. Further, the Committee believes that the terms of current DAS Subcommittee members should be expanded

by one more term to maintain momentum and finalize critical processes. Current DAS Subcommittee members volunteered to stay on if the Council approves this recommendation.

Although this will have fiscal impact beginning in the Spring of FY 2014, the Committee and staff believe that this investment will reap rewards in terms of a stronger and broader DAS Certificate program.

RECOMMENDATION

THAT the description of the Digital Archives Specialist Subcommittee of the Committee on Education be revised to expand the number of members to seven plus chair [~~striketrough~~ = deletion, underline = addition]:

Digital Archives Specialist (DAS) Subcommittee

I. Purpose

The Digital Archives Specialist (DAS) Subcommittee is responsible for ensuring that the Digital Archives Specialist curriculum remains up-to-date. Because the curriculum is likely to require frequent changes, the Subcommittee suggests and implements changes to the curriculum (including the examinations) as needed. In addition, the Subcommittee is responsible for ensuring the currency of the core competencies for a DAS certificate, overseeing the learning outcomes to ensure that they support the core competencies, and supporting the development of new courses.

II. Subcommittee Selection, Size, and Length of Term:

The DAS Subcommittee consists of ~~five~~ seven members and one chair, is composed primarily of practitioners in digital archives, and includes one "junior" member to offer a fresh and current perspective. The Subcommittee is chaired by a digital archives educator with experience in digital archives and in developing and implementing courses for either graduate or continuing education.

The Subcommittee chair serves for three years in that capacity. Members serve staggered three-year terms. ~~In year one, one Subcommittee member may be assigned a three year term, and two Subcommittee members may be assigned four year terms to ensure continuity as the program is launched and to assist in the process of implementing the staggered terms.~~

III. Reporting Procedures:

The chair of the DAS Subcommittee shall report to the Committee on Education at its meetings.

IV. Duties and Responsibilities:

- Review new courses, quizzes, and examinations to ensure quality and relevance.
- Review new examinations for existing courses to ensure quality and relevance.
- Monitor evaluation methods and results to assess whether individual participants accomplished specific learning objectives and goals and if the goals and objectives of the curriculum are met overall.

- Implement and maintain a review process that evaluates existing online seminars (annually) and other existing courses (as appropriate) to ensure that they reflect current archival practices (if appropriate) and up-to-date technical know-how for digital archives.
- Provide advice to the Education Director.

V. Meetings:

The DAS Subcommittee meets either virtually or face-to-face in advance of the Committee on Education's mid-winter meeting (if one is held) and at the SAA Annual Meeting.

Approved by the SAA Council: May 24, 2011; revised April 2012 and January 2014

and

THAT the terms of each current DAS Subcommittee member (as of August 2013) be extended by three years to ensure continuity through completion of critical tasks related to development and implementation of the certificate examinations.

Support Statement: Development of the DAS curriculum and certificate program has proven to be a significant amount of work that, despite their outstanding efforts, exceeds the capacity of the six DAS Subcommittee members (volunteers). Addition of two members to the Subcommittee will expand the group’s capacity to meet the demands of this critically important program.

Fiscal Impact: The fiscal impact of adding two members to the 2014 face-to-face meeting of the DAS Subcommittee totals \$3,040 per year in FY13 dollars:

Airfare:	2p x \$500 x 2m = \$2,000
Lodging:	2p x \$150/d x 1d x 2m = \$600
Per Diem:	2p x \$55/d x 2d x 2m = \$440

Relation to Strategic Plan: Goal 2, Enhancing Professional Growth (Archivists have access to the professional resources they need to be successful and effective in their careers); 2.1. Provide content, via education and publications, that reflects the latest thinking and best practices in the field.