**DAS Course Shepherd Guidelines**

* Course shepherds are the spokespersons for the DAS Subcommittee.
* Shepherds review course content, evaluations, audits, take the course exam and review exam stats for each course they shepherd.
* SAA staff forwards evaluations, auditor forms, and exam statistics to the course shepherd before uploading them to the Microsite, and conveys concerns and suggestions to that shepherd.
* Shepherds provide updates on their courses during monthly DAS Subcommittee calls.
* DAS Course Shepherds should only audit courses that are within reasonable distance from their home to minimize expenses.