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

Staff Report: Education
(Prepared by Solveig De Sutter)

Please note that the following report includes both the staff report (August 2013 to January 2014) and the Committee on Education Annual Report.

Staff Report, August 2013 to January 2014

- Scheduled 101 programs.
- Offered 61 face-to-face programs.
- Delivered education to a total of 1,211 attendees.
- Cancelled two courses and two workshops.
- Postponed four courses.
- Worked with 13 new hosts.
- Scheduled DAS comprehensive examinations in 15 locations.
- See Table for details on FY14 schedule.

DAS Certificate Program
- Contracted for one new course, "Processing Digital Records and Manuscripts," a webinar based on the *Module 2: Processing Digital Records and Manuscripts* e-publication (Daines).
- Revisions/updates in process:
  - Premis Tutorial
  - ViewShare webinar
  - Standards for Digital Archives webinar
  - Achieving Email Account Preservation with XML

DAS Participation
- 961 individuals have attended DAS courses in FY 2014.
- 600 individuals (as of 1/5/14) are pursuing the DAS Certificate and have taken exams.
- 55 individuals are at the six-course threshold.
- 14 individuals have fulfilled all requirements and were awarded the DAS Certificate.
- 35 individuals took the comprehensive examination in November.

DAS Comprehensive Examination Schedule
- August 2013 in New Orleans (15).
- November 2013 in Austin, Boston, Chicago, Cheney, WA, Minneapolis, Nashville, and Provo, UT (35).
- February 2014 in Austin, Boston, Chicago, Fairfax, VA, Los Angeles, New Orleans, and New York.

Other: Hired Mia Capodilupo as Education Coordinator.

DAS Subcommittee

- During its October 21-22, 2013, meeting, the group reviewed the final DAS statistical report provided by Dr. Sandy Dolan (SAA's psychometrician) to determine the pilot items needing revision or deletion from the comprehensive examination. The final examination resulted in a passing grade for 14 of the 15 exam takers in New Orleans. Looking forward, the committee will continue to create and add sets of 10 pilot questions to the examination (each time it's scheduled) to be evaluated for addition to the exam pool.
- Agreed to focus on webinar training and management of expectations for development and start review on existing courses in accordance with the two-year maintenance cycle.
- Use the SAA YouTube channel to create and add 60-second videos to the DAS website that are composed of simple, animated PowerPoint presentations about the DAS Certificate Program.
- Communicate with students via tutorials that show step-by-step how to download software needed for courses, etc.
- Worked on checklist/guidelines for new and current instructors.
- Made two recommendations to the Committee on Education: 1) to expand the Subcommittee by two more members; and 2) to extend the terms of current members to five years to ensure continuity.

Committee on Education (COE) Report, August 2013 to January 2014

At its August meeting in New Orleans, COE received various updates on Council decisions, affirmed comprehensive examination policies recommended by the DAS Subcommittee (DAS SC), and conducted a two-hour DAS faculty session.

In October COE members started to join the monthly calls held by the chair, vice chair, Council liaison, and staff. Resulting actions included:

- Approval of the DAS SC recommendation to expand the subcommittee by two members and the tenure of current (as of August 2013) members to five years to ensure continuity. Submitted recommendation to the SAA Council. (See 0114-III-G-DASSubcomm.)

- Agreement on a timeline for review of the courses/workshops that should be included in an Arrangement and Description track. COE members will share and discuss their findings at the March meeting.

- A meeting with Publications Chair Chris Prom, COE Chair Jamie Roth, and staff members Teresa Brinati and Solveig De Sutter to discuss ways in which SAA's Education and Publications programs might collaborate. Specifically, what courses, workshops, or webinars would be suitable for production of a corresponding print or e-publication and, conversely, what print or e-publications could be developed into courses, workshops, or webinars. A DAS webinar based on Gordon Daines' *Module 2: Processing Digital Records and Manuscripts,* was identified as "low hanging fruit" and is under development.

- The DACS workshop has been revised and is still undergoing tweaks. Additional workshops and webinars are under discussion.

FY 2014: Table 1

Dates	Courses/Workshops/Webinars	Location	#	Instructor
7/15/2013	Digital Curation: Creating an Environment for Success (DAS) **ARL**	Amherst, MA	**P**	J. Esposito
7/15/2013	Preserving Digital Archives [DAS] **NYART**	New York, NY	35	K. Shepherd
7/16/2013	Digital Archives and Libraries [DAS]	Amherst, MA	**P**	T. Rosko
7/17/2013	Preserving Digital Archives [DAS]	Amherst, MA	**P**	K. Shepherd
7/18/2013	Digital Forensics for Archivists [DAS]	Amherst, MA	**P**	C. Lee
7/22/2013	Copyright Issues for Digital Archives [DAS]	Honolulu, HI	18	A. McKay
7/23/2013	Privacy and Confidentiality Issues in Digital Archives [DAS]	Honolulu, HI	24	A. McKay
8/12/2013	Describing Archives: A Content Standard	New Orleans, LA	20	H. Arnold
8/12/2013	Digital Curation Planning & Sustainable Future	New Orleans, LA	38	Tibbo/McGovern
8/12/2013	EAC-CPF	New Orleans, LA	17	Kathy Wisser
8/12/2013	EAD Hackathon	New Orleans, LA	22	Ferrante/Custer
8/12-13/2013	Archives: Principles and Practices	New Orleans, LA	22	Hackbart-Dean
8/13/2013	CURATEcamp SAA 2013	New Orleans, LA	40	Mumma/Garcia
8/13/2013	Managing Electronic Records in Archives & Special Collections [DAS]	New Orleans, LA	36	S. Shaw
8/13/2013	Premis Tutorial [DAS]	New Orleans, LA	33	K.Bredenburg
8/13/2013	Reappraising and Reaccessiong Archival Materials	New Orleans, LA	22	Brett/Wiget
8/13/2013	Rights and Permissions: Policies for Reproduction	New Orleans, LA	35	J. Dryden
9/9/2013	Digital Curation: Creating an Environment for Success [DAS] **ARL**	Chicago, IL	21	J. Esposito
9/9-10/2013	Arrangement and Description of Electronic Records Part I & II (DAS)	Baltimore, MD	37	C. Prom
9/10/2013	Basic Electronic Records [DAS] **Contract - MO State Archives**	Jefferson City, MO	25	M. Myers
9/10/2013	Digital Archives and Digital Libraries [DAS] **ARL**	Chicago, IL	24	T. Rosko
9/11/2013	Preserving Digital Archives [DAS] **ARL**	Chicago, IL	26	K. Shepherd
9/12-13/2013	Digital Forensics for Archivists [DAS] **ARL**	Chicago, IL	30	K. Woods
9/13-14/2013	Archives: Principles and Practices **Campbell Center**	Mt. Carroll, IL	13	J. Roth
9/23-24/2013	Arrangement and Description of Electronic Records (I & II) [DAS] **SS**	Austin,TX	26	S. Meister
9/30/2013	Appraisal of Electronic Records [DAS]	College Park, MD	35	C. Wojcik
10/15/2013	Copyright Issues for Digital Archives [DAS] **Student Chapter**	Notre Dame, IN	13	J. Dryden
10/15/2013	Describing Archives: A Content Standard (DACS) **VA SHRAB**	Charlottesville, VA	15	H. Arnold
10/16/2013	Digital Repositories [DAS] **SNCA**	Greenville, SC	24	J. Colati
10/16-17/2013	Arrangement and Description of Electronic Records Part I & II [DAS]	Miami, FL	24	C. Prom
10/21/2013	Arrangement and Description of Electronic Records Part II [DAS]	Laramie, WY	13	S. Meister
10/21/2013	Copyright Issues for Digital Archives [DAS] **Seattle Archivists**	Seattle, WA	19	J. Dryden
10/21/2013	Preserving Digital Archives [DAS] **ARL**	Albuquerque, NM	17	K. Shepherd
10/21-22/2013	Digital Forensics for Archivists [DAS] **KY SHRAB**	Lexington, KY	21	K. Woods
10/22/2013	Digital Archives and Digital Libraries [DAS] **ARL**	Albuquerque, NM	18	T. Rosko
10/23/2013	Copyright Issues for Digital Archives [DAS]	Portland, OR	25	J. Dryden
10/23/2013	Digital Curation: Creating an Environment for Success [DAS] **ARL**	Albuquerque, NM	**C**	J. Esposito
10/24-25/2013	Digital Forensics for Archivists [DAS] **ARL**	Albuquerque, NM	11	C. Lee
10/24-25/2013	Encoded Archival Description	Boston, MA	15	Kiesling/ Fox
10/25/2013	Accessioning and Ingest of Electronic Records [DAS]	Cambridge, MA	40	E. Faulder
10/28/2013	Digital Curation: Creating an Environment for Success[DAS]	Princeton, NJ	**C**	J. Esposito
10/28-29/2013	Copyright: The Archivist and the Law **VA SHRAB**	Richmond, VA	23	W. Maher

Date	Course	Location		Instructor
10/31-11/1/2013	Real World Reference	Las Vegas, NV	14	N. Murphy
11/1/2013	Preserving Digital Archives [DAS]	San Antonio, TX	21	L. Bishoff
11/4/2013	Archivists' Guide to Legal Aspects of Photograph Collections	Albuquerque, NM	**C**	H. Briston
11/4/2013	Digital Curation: Creating an Environment for Success [DAS] **ARL**	Columbus, OH	15	J. Esposito
11/4/2013	Oral History: From Planning to Preservation	Malvern, PA	**C**	F. Calabretta
11/5/2013	Digital Archives and Digital Libraries [DAS] **ARL**	Columbus, OH	21	T. Rosko
11/6/2013	Preserving Digital Archives [DAS] **ARL**	Columbus, OH	24	L. Bishoff
11/7-8/2013	Digital Forensics for Archivists [DAS] **ARL**	Columbus, OH	20	K. Woods
11/7-8/2013	Encoded Archival Description	Norman, OK	17	Kiesling/Fox
12/2/2013	Copyright Issues for Digital Archives [DAS]	East Lansing, MI	**C**	A. McKay
12/6/2013	Describing Archives: A Content Standard (DACS) **CIMA**	Provo, UT	27	J. Dean
12/9/2013	Privacy and Confidentiality Issues in Digital Archives [DAS] **NEA**	South Hadley, MA	21	H. Briston
12/10/2013	Appraisal of Electronic Records [DAS] **Contract-MO State Archives**	Jefferson City, MO	24	E. Perkes
12/16/2013	Digital Curation: Creating an Environment for Success [DAS] **ARL**	Los Angeles, CA	27	N. McGovern
12/17/2013	Digital Archives and Digital Libraries [DAS] **ARL**	Los Angeles, CA	35	K. Smith
12/18/2013	Preserving Digital Archives [DAS] **ARL**	Los Angeles, CA	36	L. Bishoff
12/19-20/2013	Digital Forensics for Archivists [DAS] **ARL**	Los Angeles, CA	32	Lee/Woods
2/21/2014	Managing Electronic Records in Archives and Special Collections [DAS]	Los Angeles, CA		S. Shaw
2/25/2014	Describing Archives: A Content Standard (DACS)	Chicago, IL		H. Arnold
2/28/2014	Developing Specifications and RFPs for Recordkeeping Systems [DAS]	Washington, DC		C. Ghering
3/6-7/2014	Arrangement and Description of Electronic Records (I & II) [DAS] **SSA**	Salt Lake City, UT		S. Meister
3/7/2014	Accessioning and Ingest of Electronic Records [DAS]	Detroit, MI		E. Perkes
3/10/2014	Digital Curation: Creating an Environment for Success [DAS] **ARL**	Syracuse, NY		*P. Condon*
3/10/2014	EAC-CPF	Carbondale, IL		Kathy Wisser
3/10/2013	Copyright Issues for Digital Archives [DAS]	Arlington, VA		J. Dryden
3/11/2014	Achieving Email Account Preservation with XML [DAS] **MO State Ar**	Jefferson City, MO		R. Ferrante
3/11/2014	Digital Archives and Digital Libraries [DAS] **ARL**	Syracuse, NY		K. Smith
3/12/2014	Preserving Digital Archives [DAS] **ARL**	Syracuse, NY		K. Shepherd
3/13-14/2014	Digital Forensics for Archivists [DAS] **ARL**	Syracuse, NY		C. Lee
3/17/2014	Appraisal of Electronic Records [DAS]	Champaign, IL		M. Myers
3/18/2014	Arrangement and Description, Part I [DAS]	Champaign, IL		C. Prom
3/19/2014	Copyright Issues for Digital Archives [DAS]	Champaign, IL		J. Dryden
3/20/2014	Digital Curation Planning & Sustainable Futures [DAS] **NEA**	Portsmouth, NH		Tibbo/McGovern
3/28/2014	Accessioning and Ingest of Electronic Records [DAS]	San Marcos, TX		E. Perkes
3/31/2014	Accessioning and Ingest of Electronic Records [DAS]	College Park, MD		E. Faulder
4/7/2014	EAC-CPF	Chapel Hill, NC		K. Wisser
4/9/2014	Privacy and Confidentiality Issues in Digital Archives [DAS]	Little Rock, AR		J. Dryden
4/18/2014	Preserving Digital Archives [DAS]	Newport, RI		K. Shepherd
4/21/2014	Digital Curation: Creating an Environment for Success [DAS] **ARL**	Alberta, CANADA		*K. Smith*
4/22/2014	Digital Archives and Digital Libraries [DAS] **ARL**	Alberta, CANADA		K. Smith
4/23/2014	Copyright Issues for Digital Archives [DAS] **MAC**	Kansas City, MO		H. Briston
4/23/2014	Preserving Digital Archives [DAS] **ARL**	Alberta, CANADA		L. Bishoff
4/24-25/2014	Digital Forensics for Archivists [DAS] **ARL**	Alberta, CANADA		K. Woods
5/1-2/2014	Preservation and Identification of 20th Century Visual Materials	Chicago, IL		J. Waggener
5/6/2014	Copyright Issues for Digital Archives [DAS] **FSA**	Orlando, FL		H. Briston

5/8/2014	Accessioning and Ingest of Electronic Records [DAS] **SCA**	Palm Springs, CA		E. Faulder
5/14/2014	Appraisal of Electronic Records [DAS]	Carson City, NV		M. Myers
5/19/2014	Digital Curation: Creating an Environment for Success [DAS] **ARL**	Atlanta, GA		P. Condon
5/20/2014	Digital Archives and Digital Libraries [DAS] **ARL**	Atlanta, GA		T. Rosko
5/21/2014	Preserving Digital Archives [DAS] **ARL**	Atlanta, GA		K. Shepherd
5/22-23/2014	Digital Forensics for Archivists [DAS] **ARL**	Atlanta, GA		Lee/Woods
5/23/2014	Preserving Digital Archives [DAS]	Fairfax, VA		K. Shepherd
5/28/2014	Inreach and Outreach for Digital Archives [DAS] **SSA**	New Orleans, LA		F. Eaton
6/4/2014	Appraisal of Electronic Records [DAS]	SUNY Binghamton		M. Myers
6/9-6/10/2014	Archives: Principles and Practices	DeKalb, IL		Hackbart/Ostendarp
6/9/2014	Digital Curation: Creating an Environment for Success [DAS] **ARL**	Minneapolis, MN		P. Condon
6/10/2014	Digital Archives and Digital Libraries [DAS] **ARL**	Minneapolis, MN		T. Rosko
6/11/2014	Preserving Digital Archives [DAS] **ARL**	Minneapolis, MN		L. Bishoff
6/12-13/2014	Digital Forensics for Archivists. [DAS] **Contract - MO State Archives**	Jefferson City, MO		
6/12-13/2014	Digital Forensics for Archivists [DAS] **ARL**	Minneapolis, MN		Lee/Woods

C = Cancelled.
P = Postponed.