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

Annual Report: Committee on Ethics and Professional Conduct
(Prepared by Chair Nancy Freeman)

The year 2013 saw an initial period of inactivity for CEPC until fall, at which time the Committee began working in earnest toward the electronic publication of case studies based on the 2012 revised code of ethics. Discussion at the annual meeting in New Orleans focused on the draft call for case study submissions. A tentative timeline was also developed.

Outgoing Chair Phil Eppard drafted the Call for Case Studies document in advance of the annual meeting. Committee members decided on the following points regarding the Call:

1. Provide examples of categories for the case studies, drawn from various sections of the code.
2. Ask for case study *proposals*, not full-blown case studies. CEPC reviews the proposals so as to avoid duplication of studies on similar themes.
3. Use SurveyMonkey for submission form, set up to handle a narrative description of no more than 150 words. (All elements of the SurveyMonkey form are represented in the draft call's description of a cover sheet to accompany completed case studies.)

At the meeting in New Orleans, CEPC discussed a timeframe in which to revise the Call for proposals and create the final SurveyMonkey submission instrument. The goal was to have proposals submitted by November 1, 2013, with the hope that case studies could be reviewed and edited in spring 2014. (See attached 2013 annual meeting minutes.)

In late fall 2013, CEPC started to make the ethical case studies a reality, albeit not in the initial time frame from the annual meeting. Through e-mails and a conference call, the Committee began planning to advance the goal of online published case studies based on the 2012 Code of Ethics. To that end, CEPC also developed a work plan, with time frames. (See attached work plan.)

Other work in 2013 by CEPC included review and endorsement of an Annual Meeting session proposal, "A Trickle Becomes a Flood: Agency, Ethics, and Information." In addition, CEPC member Tiffany Schureman volunteered to update and maintain the Committee's website. Also, Council Liaison Bill Landis committed to review CEPC's charge in 2014, working with the Committee and Council as needed on any changes.

Society of American Archivists
Committee on Ethics and Professional Conduct
Minutes of Annual Meeting
August 13, 2013

Prepared by Phil Eppard, Outgoing CEPC Chair

The Committee on Ethics and Professional Conduct met at the New Orleans Hilton Riverside on August 13, 2013, at 1 p.m. Chair Phil Eppard and Council Representative Bill Landis were in attendance and were later joined by Marc Brodsky. Discussion was carried out via conference call with those who could not be in New Orleans. Additional participants were Nancy Freeman, Paul Lasewicz, Tiffany Schureman, and Sharon Silengo.

Most of the meeting was spent discussing the draft of the call for submissions for case studies in archival ethics. Discussion first concerned the need to provide a bit more direction to those considering submitting case studies, such as providing examples of categories drawn from the various sections of the Code. It was felt that such a list would help channel thinking about the different topics for case studies.

The draft proposal assumed that completed case studies would be submitted, but after some discussion the Committee decided that it would be better to have people submit proposals to prepare case studies. CEPC would then review these proposals and accept or reject them. One advantage of this approach is that the Committee could thereby help avoid duplication of studies on similar themes.

Bill Landis suggested that SurveyMonkey could be used to create a simple submission form for case study proposals. He quickly created a mock submission form and emailed it to the CEPC list.

In conclusion, the Committee agreed to go with SurveyMonkey and to amend the call for proposals to reflect the new submission protocol. It should be made clear in the call that proposals only, including a narrative description of no more than 150 words, will be submitted via SurveyMonkey. (All the elements of the SurveyMonkey form are represented in the draft call's description of a cover sheet that was to accompany completed case studies.)

Discussion of a timeline included suggestions to have proposals submitted by November 1 and to have the Committee begin reviewing them immediately. CEPC will first have to revise the call and create the final SurveyMonkey submission instrument. While the announcement would be described a call for a "first round," CEPC would be open to receiving proposals after any stated deadline. The hope was that case studies could be submitted for final review and editing in spring 2014.

In other business, at the end of the meeting, Phil Eppard announced that the two program proposals endorsed by CEPC for the 2013 Annual Meeting were approved: "Archival Ethics: What Would You Do? How Would You Do It?" and "Ideal and Real: Striving for Archival Perfection in an Imperfect World."

Committee on Ethics and Professional Conduct
Plan of Work 2013-2014

Prepared by Nancy Freeman, CEPC Chair

Goal: To publish online case studies based on Society of American Archivists 2012 Code of Ethics.

Objectives and Time Frames:

- CEPC holds regular conference calls. <u>Time frame</u>: Monthly and/or as needed.

- Chair contacts and begins working with Publications Board regarding case studies and receives input regarding case study template, as outlined in Call for Proposals. <u>Time frame</u>: December 2013 and January 2014.

- Committee reviews draft document of criteria for case study evaluation. <u>Time frame</u>: Draft done by December 15, 2013. Document discussed and finalized during January 8, 2014, conference call.

- Call for Case Study Proposals issued. <u>Time frame:</u> February 1, 2014.

- CEPC reviews proposals, chooses, and notifies participants regarding writing a full case study. If needed, Committee also solicits other case study writers. <u>Time frame</u>: April 2014.

- Initial ethics case studies published online, at least one in each section of the code. <u>Time frame</u>: August or September 2014.

Note: Time frames are tentative, subject to change as needed to accomplish the Goal.