Society of American Archivists
Council Meeting
August 12 – 13, 2013
New Orleans, Louisiana

Revision of SAA Program Committee Description
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BACKGROUND

In ongoing Council discussions about the Annual Meeting, and particularly the findings and recommendations of the Annual Meeting Task Force (2011-2013), the Council asked that the description of the SAA Program Committee be revised to reflect both the Council's priorities for changes to the Annual Meeting and current practices. (See also 0813-1-III-A-1-AnnMtgPriorities.)

DISCUSSION

Recommendation 1 would 1) eliminate the long-standing practice of allowing the Program Committee to decide, on a meeting-to-meeting basis, whether Program Committee members may participate in education sessions at the conference for which they're serving and 2) stress the importance of the Program Committee giving strong consideration to the Council-adopted "Principles and Priorities for Continuously Improving the SAA Annual Meeting," particularly in regard to making efforts to broaden opportunities for participation in the conference.

Pro: Adoption of this recommendation would 1) create a Council policy that ensures consistency from one meeting to the next and 2) encourage the Program Committee to address the Council's priority of broadening opportunities for member participation in SAA activities (see Strategy 4.2. in the Strategic Plan).

Con: Adoption of this recommendation could be viewed as reducing the decision-making authority of the appointed group responsible for selecting and overseeing the education sessions for the Annual Meeting.

Recommendation 2 incorporates many changes in the Program Committee description, some of which are purely administrative but a number of which address the Council's "Principles and Priorities for Continuously Improving the Annual Meeting." (See, for example, III.B., IV.B., and IV.E.)

THAT beginning with the 2014 Annual Meeting, individuals serving on the Program Committee shall not be permitted to participate on education sessions for that conference, and

THAT Program Committee members be strongly encouraged to be responsive to the Council-adopted "Principles and Priorities for Continuously Improving the SAA Annual Meeting" (adopted by the Council in August 2013), including working to enable participation in education sessions by the widest possible number of members and other attendees.

Support Statement: The actions covered in this motion will broaden opportunities for more individuals to participate in the meeting as speakers.

Relation to Strategic Plan: Reinforces a desire, expressed in Strategy 4.2, to broaden opportunities for member participation in SAA activities.

Fiscal Impact: None.

==RECOMMENDATION 2==

THAT the Program Committee description be revised as follows (underline = addition, strikethrough = deletion).[1]

Program Committee

I. Purpose

The Program Committee selects, oversees, ~~develops, arranges, implements,~~ and reports on the ~~program~~ education sessions for the Annual Meeting for which it is established. It maintains liaison with the SAA ~~P~~president, ~~relevant~~ appropriate SAA ~~office~~ staff, and the Host Committee.

II. Committee Selection, Size, and Length of Terms

A. The chair is chosen by the Vice President/President-Elect for the Annual Meeting for which she/he will preside as president. The Vice President/President-Elect may choose to appoint co-chairs.

B. The chair of the Program Committee ~~normally~~ serves for one annual program.

C. The chair is chosen at least one year in advance of the program for which she/he is chair. The selection is announced ~~in the SAA Newsletter.~~ via SAA's communication channels.

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[1] To reduce the potential for confusion, purely editorial changes (such as capitalizing "Committee" and referring to the Vice President/President-Elect) are not indicated.

D. The chair may ~~select a deputy and~~ recommend to the Vice President/President-Elect ~~remaining~~ other members of the Program Committee ~~in consultation with the president.~~, taking into consideration those individuals who have volunteered for the Committee in response to the Call for Volunteers. The Committee should be composed of up to ten to twelve members, excluding *ex officio* members. The selection should reflect a concern for ~~proper and~~ balanced representation of the membership. Important factors include gender, race/ethnicity, geographic area, type of repository, and ~~functional~~ areas of membership activity. It is customary (but not required) for the Committee to include a member from the city in which the Annual Meeting will be held.

E. The chair of the Program Committee for the following year serves as an *ex officio* member of the current Program Committee to ensure continuity and experience. The SAA President, Executive Director, and ~~Education Director~~ appropriate staff liaisons also are *ex officio* members of the Committee.

F. Because of the large amount of work that the Committee must accomplish within a short time, the chairperson, with the consent of the President, has the prerogative of removing (and replacing, as necessary) inactive members of the Committee.

III. Reporting Procedures

A. The chair prepares articles for *Archival Outlook* ~~the SAA newsletter~~ (and other appropriate communication channels) as needed to describe the Program Committee's activities and the program itself. He or she also prepares ~~the~~ an introduction for the published program.

~~B. The chair coordinates the preparation of session evaluations to be given to the incoming chair.~~

~~C~~B. The chair submits ~~a~~ two required report~~s~~ to the SAA Council ~~(at its Annual Meeting session)~~: 1) an interim report (at the Council's winter meeting) that provides an update on the status of the program, responds to the "Principles and Priorities for Continuously Improving the SAA Annual Meeting" (adopted by the Council in August 2013), and addresses suggestions embedded in the 2013 Annual Meeting Task Force Final Report, and 2) a final report (at the Council's August meeting) that addresses (at minimum) the extent to which the Committee incorporated appropriately diverse programming into the Annual Meeting experience. The second report concludes the Program Committee's "official" cycle of work. The Council also welcomes a formal or informal report after the Annual Meeting that may offer perspectives on the meeting that has just taken place. While not required, suggestions to enhance the deliberation process and the Annual Meeting experience are welcome in all reports.

IV. Duties and Responsibilities

A. The chair ~~makes certain~~ ensures that each member of the Committee ~~has~~ promptly receives a copy of the program guidelines and timetable of deadlines. Specific deadlines vary based on Annual Meeting dates but generally follow the timetable below, which assumes an August meeting. Program Committee work begins approximately 14 months before the Annual Meeting.

> **July:** The Call for Proposals typically is available at least one month before the previous year's Annual Meeting (e.g., by July 1, 2013, for the 2014 Annual Meeting). The Call remains open for approximately three months.
>
> **August:** The first in-person meeting occurs at the previous year's Annual Meeting.
>
> **October:** Once the Call closes, individual Program Committee members review and rank each proposal received in preparation for discussion at the second in-person meeting.

November: Program Committee members meet in person to decide which proposals will be accepted (outright or pending revision).

November – January: Program Committee members and staff communicate with session proposers about the status of their sessions and possible revisions.

February: To aid in publicizing the conference schedule at least four months before the conference takes place, work on session descriptions begins six months before the Annual Meeting.

April: Publicizing of conference schedule begins four months before the Annual Meeting.

August: The third in-person meeting occurs at the beginning of the Annual Meeting and Program Committee Members shepherd their assigned sessions at the Annual Meeting.

B. The Program Committee ~~decides~~ reaches decisions early in its term ~~some~~ about such ~~basic~~ issues~~, such~~ as:

- Is there to be a program theme?
- How many sessions and session tracks should be scheduled?
- Should certain topics be emphasized?
- What types of new or innovative session formats should be tried?
- ~~Should Program Committee members participate in program sessions?~~
- Should an individual be permitted to participate in more than one program session?
- ~~Will there be targets in terms of sex or ethnic balance?~~

In reaching its decisions on these questions, the Program Committee is strongly encouraged to consider the Council-adopted "Principles and Priorities for Continuously Improving the SAA Annual Meeting (August 2013) and the recommendations of the 2011-2013 Annual Meeting Task Force in its final report to the Council (May 2013).

C. To ensure the broadest possible participation in the meeting, individuals serving on the Program Committee may not participate on education sessions for that conference.

~~C~~D. The Program Committee solicits suggestions for sessions from the membership and appropriate internal and external groups (e.g., SAA component groups and regional and affiliate organizations) using ~~for sessions by~~ the following methods:

- Circulate copies of session proposal forms as widely as possible, including distribution at the preceding Annual Meeting and via SAA's various communication channels.
- Contact all SAA component groups ~~sections, committees, and roundtables~~ to encourage them to submit ~~suggestions~~ proposals.
- Prepare ~~notices or~~ articles~~, possibly to accompany a proposal form in the SAA Newsletter~~ for *Archival Outlook* and other appropriate communication channels.
- Reach out to contacts in regional and other affiliated organizations to encourage submissions.

~~D~~E. The Program Committee reviews and evaluates session proposals submitted for consideration and determines what program sessions will be offered. To conduct this review, ~~T~~the Committee meets in the fall ~~after the previous Annual Meeting to conduct this review~~ prior to the Annual Meeting for which it is

responsible. Travel expenses for the meeting ~~may be paid~~ <u>are funded</u> by SAA. ~~Review may be conducted as follows:~~

- Before the fall Committee meeting, members receive ~~copies of proposed sessions~~ <u>all proposals</u> and evaluate ~~the proposals~~ <u>them</u> based on an agreed-upon methodology established by the chair. Evaluations are submitted to the chair before the meeting so that they can be summarized and analyzed. An assessment of session coverage based on program themes and ~~functional or~~ subject areas is compiled ~~by a committee member~~ for use at the ~~committee~~ <u>in-person</u> meeting. ~~A list of individuals and associated proposal numbers also is compiled in advance to avoid duplication of individuals on different sessions.~~
- At the <u>in-person</u> Committee meeting, <u>proposed</u> sessions are ~~discussed and~~ further evaluated for ~~final~~ inclusion on the program. Committee members may refine the content of proposed sessions or combine proposals ~~in sessions~~.
- The Program Committee may develop additional sessions to supplement those submitted for its consideration.

~~E~~F. Program Committee members should be mindful of providing even coverage of subject ~~and functional~~ areas <u>that address diverse levels of professional experience</u>, as well as ~~providing~~ appropriate representation <u>among the speakers</u> ~~based on such factors as~~ of gender, race<u>/ethnicity</u>, and geographic area. ~~in the program.~~ The Committee should make an effort to enable newer members of the Society to participate fully on the program, thus avoiding an undue reliance ~~up~~on past speakers. <u>Inclusion of nonmembers and non-archivists on Annual Meeting sessions is one way in which the Program Committee can assist attendees in gaining a fresh perspective from both the archives profession and affiliated professions. The Committee should make every effort to embrace a diversity of perspectives while ensuring that selected proposals are relevant to current and emerging trends in the profession.</u>

~~F~~G. ~~By tradition, t~~<u>T</u>he Program Committee <u>engages members in the proposal process by inviting</u> ~~invites~~ SAA committees, <u>working groups,</u> sections, and roundtables to provide endorsements of Annual Meeting program proposals. Endorsements by these groups are one factor among many that the Program Committee considers during the process of developing a balanced, diverse program. An endorsement by a group is not a guarantee that a proposal will be accepted. The following procedures (adopted by the Council in August 2005) apply when ~~committees, sections, or roundtables~~ <u>component groups</u> provide endorsements.

1. <u>Proposers must submit proposals directly to the Program Committee to be considered.</u> If a session proposer wishes to seek endorsement ~~of her/his proposal~~ from one or more SAA <u>component</u> groups (section, roundtable, committee<u>, working group</u>), the proposer should send ~~a~~ <u>additional</u> copy(ies) of the proposal to the group<u>(s)</u> ~~before the Program Committee's proposal submission deadline, and preferable earlier to ensure that the group has adequate time to review the proposal carefully~~. The "official copy" of the proposal ~~should be sent directly to~~ <u>is held by</u> the Program Committee. <u>Proposals that are not sent directly to the Program Committee by the proposer will not be considered.</u>

2. Groups may not endorse more than two program proposals. Endorsements should be sent directly to the Program Committee ~~separately and should be received within one week following the published deadline for proposals~~. <u>Deadlines for the endorsement process occur slightly later than those for the proposal process. They are published on the SAA website.</u>

3. Group leaders must send their endorsements ~~(received from others or generated within the group)~~ <u>of a maximum of two proposals</u> to the Program Committee chair ~~or co-chairs within one week following the published proposal~~ <u>by the published</u> deadline. <u>The Program Committee will not accept group endorsements from session proposers; endorsements must be sent by a representative of the endorsing</u>

SAA group (usually the chair). This communication may be as simple as a list of endorsed session proposals or may be a more detailed statement of why the group thinks that the session is of particular value to the broader Annual Meeting audience (because of the topics, ~~the~~ speakers, or some other factor).

4. The Program Committee will give appropriate weight to single and multiple groups' endorsements when selecting proposals that support the meeting's theme or the broader goal of providing a diverse program that meets the needs of members. Endorsement(s) of a session do(es) not, however, guarantee that the Committee will accept a ~~session presentation~~ proposal.

~~G. The Program Committee designates a chair for each session to introduce participants and prepare a brief evaluation of the session for use of future program committees.~~

H. The Program Committee chair ensures that all proposals are acknowledged and, with the assistance of staff, prepares written letters of communication to notif~~yies persons~~ ~~submitting proposals~~ session proposers regarding the disposition of their proposals and requiring them ~~The notification letter also should ask~~requires ~~the proposer~~ to notify all other individuals ~~proposed for that program session~~ listed on the proposal of the decision of the Program Committee.

I. Each Program Committee member is assigned a group of sessions for which he/she serves as liaison throughout the Annual Meeting planning cycle. The Program Committee liaison assists session speakers and staff in communicating about plans and new developments and in successfully executing the session at the Annual Meeting. ~~Program Committee members act as liaisons to the session and program participants to ensure subject coverage and adherence to the established session topic. Flexibility within the broad subject also may be encouraged to allow development of emphasis as appropriate.~~

J. Program Committee members will direct to the SAA Executive Director any requests from session participants for complimentary registration.

~~J~~K. The Program Committee provides participants with guidelines for ~~panels, workshops, seminars, and other~~ session form~~sats of sessions as appropriate~~.

~~K~~L. The Program Committee chair ~~or designated representative acts as liaison~~ works with SAA staff ~~in preparation of~~ to troubleshoot, make decisions about, and communicate any changes in the status of sessions or speaker rosters for all published versions of the Annual Meeting schedule. ~~the printed program.~~

~~L~~M. The Program Committee ~~chair~~ maintains ~~close contact~~communication with the ~~chair of the~~ Host Committee via the Program Committee electronic discussion list, SAA staff liaisons, and other appropriate methods.~~, and the two chairs share committee memoranda with each other.~~

~~M~~N. The chair appoints a member of the Program Committee to serve as chair of the Student Program Subcommittee, usually from among volunteering Program Committee members.

O. The President may solicit ideas from the Program Committee for plenary speaker(s). Selection of the plenary speaker(s) is the President's responsibility.

Approved by the SAA Council: September 1988
Revised: August 2005, August 2013

Support Statement: The proposed revisions address the Council's priorities for continuously improving the Annual Meeting and update this governance document to reflect current administrative practice.

Relation to Strategic Plan: Strategy 2.1 (Provide content, via education and publications, that reflects the latest thinking and best practices in the field) and Strategy 4.2 (Create opportunities for members to participate fully in the association).

Fiscal Impact: None.