

**Society of American Archivists  
Council Meeting  
February 2 - 4, 2010  
Washington, D.C.  
Staff Report: Education  
(Prepared by Solveig De Sutter)**

**YEAR-TO-DATE FY 2010 SUMMARY**

- Scheduled 47 programs.
- Offered 2 web seminars.
- Offered 31 face-to-face programs with 547 attendees.
- Developed 10 new program topics.
- Secured 6 new co-sponsors.
- See Table 1 for details on FY10 schedule.
- See Table 2 for details on FY11 schedule.

**ACTIVITY HIGHLIGHTS SINCE AUGUST 2009:**

- Managed Pre-conference Call for Proposals and review process.
- Developed and offered two web seminars: “Introduction to Web 2.0 in Archives” (28 sites with approximately 168 participants), and “Becoming an Archives Consultant...Practical Information and Tips” (62 sites with approximately 102 participants).
- Interaction with the Preservation Section and the Architectural Records Roundtable is resulting in the development of a “Managing Architectural Records” workshop.
- Worked with Electronic Records Section Steering Committee and Education Committee to construct and disseminate survey on needs for training in appraising, capturing, preserving, and providing access to electronic records (per Strategic Plan, Priority 1). Met with Electronic Records Summer Camp (ERSC) developers and Electronic Records Management workshop developers to discuss content of 2011 ERSC and how the workshops and ERSC fit together. The outcome was consensus on the need to develop and offer a basic records management web seminar that will be recommended as a prerequisite or refresher prior to the ERSC. The basic web seminar is under development and scheduled for March 30, 2010. An advanced electronic records management web seminar is also under consideration.
- Worked with ERSC developers to construct and disseminate a survey to past Summer Camp participants measuring effectiveness of content (per Strategic Plan, Priority 1). The next ERSC is scheduled for July 11-17, 2010, in Chapel Hill, North Carolina.
- Finalized report on existing data collected from committees, sections, roundtables, and workshop attendees about providing education. (Per Strategic Plan, Priority #1, see Appendix).
- Collaborated with the Illinois State Historical Records Advisory Board, the Florida Center for Library Automation, a coalition of nine California archival repositories, and the Kentucky

State Historical Records Advisory Board, on grant submissions. This resulted in agreements to offer seven SAA workshops in FY 10 (not yet scheduled).

- Other collaborations include pre-conference workshops at the SNCA, MAC, NEA, and Western Round-Up meetings.
- Renewed licensing agreement for an SAA workshop offered at Campbell Center for Historic Preservation Studies.
- Ongoing projects include exploration of joint ventures with other education providers that have products of interest to SAA members.

**Table 1. FY 2010 Education Programs**

7/17	Managing the Digital University Desktop (Pyatt)	East Lansing, MI	16 (35)
7/27-31	Electronic Records Summer Camp ((Moore / Richard Marciano / Rajasekar / Yi Hou / Smorul / Conrad)	Chapel Hill, NC	18 (25)
8/9 - 10	Understanding Archives: An Introduction to Principles and Practices (Darnell/Ostendarp)	Austin	33 (35)
8/9 – 10	Records Management for Archivists (Miller)	Austin	17 (35)
8/10	Research Skills Tutorial (McGovern / Tibbo)	Austin	9 (50)
8/10	Meeting Patron Needs: User Centered Design and Usability Studies (Daines / Nimer)	Austin	10 (35)
8/10	Understanding Digital Scanner & Camera Imaging Performance (Williams)	Austin	17 (30)
8/10 – 11	Style Sheets for EAD: Delivering Your Finding Aids on the Web (Fox / Kiesling)	Austin	16 (25)
8/10 - 11	Implementing DACS in CMS: Using Archon™ (Schwartz / Rimkus)	Austin	25 (25)
8/10 – 11	Rare Books for Archivists (Laird)	Austin	16 (15)
8/11	Create an Identity for Your Archives (Lyons / Drumm)	Austin	11 (30)
8/11	Achieving Email Account Preservation with XML (Schmitz-Fuhrig / Ferrante / Eubank)	Austin	23 (40)
8/11	Achieving Email Account Preservation with XML (Schmitz-Fuhrig / Ferrante / Eubank)	Austin	18 (40)
8/11	Raising Private Monies to Support Archival Programs (Hartsook)	Austin	23 (35)
8/11	Visual Literacy for Photograph Collections (Bromberg)	Austin	29 (30)
10/1 - 2	Understanding Archives: An Introduction to Principles and Practices (Roth)	Mt. Carroll, IL	13 (25)
10/13	Implementing More Product, Less Process (Santamaria)	New York, NY	30 (30)
10/13	Introduction to Web 2.0 in Archives (Theimer)	Web Seminar	28 sites
11/2 - 3	Records Management for Archivists (Miller)	Princeton, NJ	18 (25)
11/5 - 6	Understanding Photographs: Introduction to Archival Principles & Practices (Flynn / Hemmenway)	New Orleans	25 (35)
11/5 – 6	Copyright: The Archivist and the Law (Maher)	Fort Worth, TX	13 (30)
11/6	Advanced Appraisal for Archivists (Greene)	Boston	18 (40)
11/6	Association Archives...Managing Your Institutional Memory (Ostendarp)	Spring Arbor, MI	10 (30)
11/6	Describing Archives: A Content Standard (Holdzkom)	Tucson	19 (30)
11/6	Achieving Email Account Preservation with XML (Schmitz Fuhrig)	Denver	12 (40)
11/13	Grant Proposal Writing (Minks)	West Lafayette, IN	12 (30)
11/16	Grant Proposal Writing (Minks)	College Station, TX	20 (30)
11/17	Becoming an Archives Consultant...Practical Information and Tips (Eaton / Kenamore / Wilsted)	Web Seminar	62 sites
11/20	Archivists' Guide to Balancing Legal Issues in Photographic Collections (McKay / Waggener)	Fort Worth, TX	21 (35)
12/4	Implementing More Product, Less Process (Santamaria)	Frankfort, KY	28 (30)
12/11	Achieving Email Account Preservation with XML (Eubank / Ferrante)	Philadelphia	27 (40)
2/4 – 5/10	Records Management for Archivists (Miller)	Nashville	12 (35)
2/25 – 25/10	Encoded Archival Description (Kiesling / Fox)	New Orleans	18(25)
3/3/10	Implementing More Product, Less Process (Santamaria)	Pinehurst, NC	0 (30)
3/4 – 5/10	Understanding Photographs: Intro to Archival Principles and Practices (Flynn / Hemmenway)	Chickasha, OK	0 (35)

3/15/10	Fundamentals of Acquisition & Appraisal (Greene)	Princeton, NJ	0 (25)
3/19/10	Project Management for Archivists (Pleva Flynn)	Amherst, MA	0 (35)
4/6/10	Visual Literacy for Photograph Collections (Bromberg)	Washington, DC	4 (30)
4/21/10	Describing Archives: A Content Standard (Shepherd)	Chicago	0 (35)
4/30/10	Oral History: From Planning to Preservation (Calabretta)	Newport News, VA	4 (35)
5/7/10	Archivists' Guide to Balancing Legal Issues in Photographic Collections	Riverside, CA	0 (35)
5/20 – 21/10	Rare Books for Archivists (Laird / Maxwell / Silverman)	Provo, UT	14 (15)
6/10 – 11/10	Style Sheets for EAD (Kiesling / Fox)	Greeley, CO	0 (25)
6/11/10	Advanced Appraisal for Archivists (Greene)	Austin	0 (35)

***Table 2. FY 2011 Education Programs (as of January 8, 2010)***

7/11- 17/10	Electronic Records Summer Camp	Chapel Hill	0 (25)
9/2 – 3/10	Copyright: The Archivist and the Law (Maher)	Mt. Carroll, IL	0 (30)

**Report on Existing Survey Data Regarding  
Member Needs for Professional Development  
(Prepared by Solveig De Sutter)**

At their 2008 mid-year meeting, Committee on Education members reviewed all SAA workshops to identify gaps in the curriculum. The topics below are listed in order of priority. Shaded topics were disseminated with suggested content to appropriate sections and roundtables for comment.

1. Understanding Selection and Appraisal of Electronic Records.
2. Disaster Planning for Electronic Records. (It was noted that CoSA has launched a big initiative in this area.)
3. Implementing (Advanced) Website Design, Information Architecture with Dreamweaver, etc., Website Development (advanced).
4. User studies/surveys with a focus on assessment. (Information on creating useful and high-quality assessment tools for users of reference services, including finding aids and other tools as well as assessment of reference services in general.)
5. Donor relations for “stuff” and dollars. (How to train your development officer.)
6. Deed of gift, legal transfer of copyright; new “Fundraising” workshop covers some of this.
7. Introduction to Metadata.
8. Advanced Metadata.
9. Basic Preservation.
10. Description of Non-Paper Physical Media (film).

**Special Topics for Half-day or Web Seminar Venue:**

- Blogs, Wikis, etc.
- Copyright.
- Institutional Repositories and Authors’ Rights
- Privacy and confidentiality.
- Open access movement.
- Archivists working with researchers to provide access.
- Marketing archives to internal and external stakeholders.
- External marketing to non-profits.

**Other Potential Curriculum Gaps Identified:**

- GIS
- Survey of descriptive tools for film, graphic materials, and museum objects.
- Working with consultants / IT specialists.
- Outreach to community programs such as History Day (working with students, promoting your collections, what being a judge entails).

**Web Seminar registrants were asked to list topics they would register for if offered in the Web seminar format. They listed, in order of frequency:**

1. Metadata
  - Specific metadata standards besides EAD
  - Advanced metadata with concrete examples
  - Specific metadata schema, such as EAD, etc.
2. MODS, OAI-PMH, METS, and related schemas
3. DACS
4. EAD
5. Electronic Records Management
6. Digital
  - Digitizing microfilm
  - Digital strategies as they relate to work in the public sector, specifically local government
  - Digital preservation and strategies
7. MARC
8. Preservation of records
9. Management
10. Archivist's Toolkit
11. Content management
12. Software and consortiums
13. Describing map collections
14. Web design for archives marketing
15. Appraisal
16. Advanced Web 2.0 topics

Although there were approximately 2,252 registrants at 479 sites, it is not possible to determine if the suggested topics were a result of consensus or the opinion of the person completing the evaluation form.