ArchivesSpace Joint Quarterly Report: November 2022 - January 2023

Technical Advisory Council and User Advisory Council
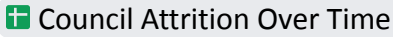
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Executive Summary

With the term underway, the Councils are doing excellent work improving the ArchivesSpace application and supporting the user community. There continues to be a focus on collaboration and continuity this term.

Council Reports

Joint Council updates

- Due to the recently changed term model, Regina (Chair UAC) raised a concern about a larger-than-usual attrition expected in June 2024. This means there is a concern that UAC in particular might dip below a functional roster for the 2024-2025 term . The Chairs have created a spreadsheet to track this and play out different recruitment scenarios and will communicate this to the Nominations Committee:
  🗓 Council Attrition Over Time
- Both councils continue to keep an eye on the Council Information Pathways, or ways that information is passed across teams. This is versioned for the beginning of this council year and will be revisited at the end of term to see if new pathways are formed.
- The Councils will meet jointly in February to review the status of work plans. The meeting will also feature a presentation by the Development Prioritization sub-team.

Technical Advisory

- Continued to poll on topics of advanced training needs for TAC work. For prioritization, we are increasingly trying to make a distinction between [advanced topics that individuals want to learn about or need for their use of ArchivesSpace at their institution] versus [advanced topics required for serving on TAC]. Polling is now complete and we will move into creating opportunities with a focus on GitHub maintenance and launching independent test servers.
- The Testing subteam presented a workflow diagram to help facilitate discussion related to how information passes between teams. This was very helpful and related to the theme of collaboration.
- TAC will not meet in January.

User Advisory

- Sub-teams led discussion at full Council meetings. November featured the Testing sub-team; January featured the User Documentation sub-team
- UAC did not meet in December
- Althea Topek has resigned from UAC.

Sub-team Reports

Development Prioritization (Cross-council)

- **Charge:** to prioritize feature requests and bug reports for developers working on future releases of the ArchivesSpace program
- **Roster changes:** None
- **Major activities:** Reviewed 31 tickets
- **Future priorities:** Dev Pri will continue to meet on a monthly basis to review and prioritize bug reports and feature requests.

Integrations (TAC)
- **Charge:** to support the ArchivesSpace community by taking a transparent approach to documenting the integration of systems with the ArchivesSpace application.
- **Roster changes:** None
- **Major activities**: Reviewing survey results
- **Future priorities:** Evaluating the future of the group

Metadata Standards (TAC)
- **Charge:** to support the ArchivesSpace community by taking a transparent and proactive approach to documenting the metadata standards used by the ArchivesSpace application and monitoring the standards landscape.
- **Roster changes:** None
- **Major activities:** Attending DevPri meetings for better collaboration; continuing to work on MARC mapping
- **Future priorities:** Possibility of a data modeling task force; Map EAD importer behavior to DACS

Technical Documentation (TAC)
- **Charge:** to maintain and enhance all ArchivesSpace technical documentation, in conjunction with the ArchivesSpace development team.
- **Roster changes:** No changes, but a Vice Lead (Lead for next year) still has not been decided on. One member is potentially interested but unsure about committing to the role based on their work responsibilities.
- **Major activities:** Met with User Documentation subteam (UAC) to discuss relationships between different sources of documentation; User Docs drafting section on technical documentation for the User Manual and TechDocs will review; continued to document internal processes
- **Future priorities:** Continue merging pull requests and closing open issues in GitHub repository; continue documenting internal processes; monitor and answer questions on listservs; potential collaboration with developers to enhance and re-organize technical documentation as part of Spring/Summer 2023 development cycle

Testing (Cross-council)
- **Charge:** This is a cross-council subteam that includes members of the ArchivesSpace User Advisory and Technical Advisory Councils. The Testing subteam tests features and bug fixes prior to new releases of ArchivesSpace.
- **Roster changes:** None.

- **Major activities:** JIRA ticket review in December-January, including 27 tickets on bugs or new features; presented on workflow to the TAC and Joint UAC/TAC.
- **Future priorities:** Anticipating upcoming regression testing.

Usability (UAC)
- **Charge:** To develop functional and practical recommendations to the program that streamline navigation, clarify the visual layout, identify accessibility improvements, and enhance the ease of use of the existing program for both the staff and public interface of the ArchivesSpace software application.
- **Roster changes:** Team chair Althea Topek resigned from UAC in January, vice chair Cory Nimer to take lead for the remainder of the term.
- **Major activities:** Completed review of display elements in public interface; continuing work on reviewing usability of permissions interface, integration of the bulk updater plug-in, and multilingual finding aid presentation.
- **Future priorities:** Continued regular meetings to review issues assigned by Dev Pri and the program team.

User Documentation (UAC)
- **Charge:** To create and maintain an array of ArchivesSpace User Documentation in the ArchivesSpace Help Center that provides instruction to users at member organizations.
- **Roster changes:** None
- **Major activities:** Joined meeting with Tech Docs to discuss overlap. User Docs to create a Technical Resources page in the help manual. Currently creating a comprehensive list of fields that publish in the PUI, writing a section on spawning related to accessions, resources, and archival objects, and reviewing the Managing User Accounts and User Permissions section of the help manual as part of our ongoing update of the help manual.
- **Future priorities:** Continue the help manual review and update and work on the comprehensive list of published fields in the PUI. The team will continue to update and write new documentation as needed for new ArchivesSpace releases.

Member Engagement (UAC)
- **Charge:** This sub-team provides outreach and community support to the ArchivesSpace member community.
- **Roster changes:** Sarah Ponichtera remains on roster but is inactive at present.
- **Major activities:** Due to the overwhelmingly positive response of our "Tips and Tricks" mixer from September, we decided to once again hold an open call for member match participants to share tips and strategy in using ArchivesSpace for our December 8 event. While not as well attended as the previous event, this did afford team members to hold an unscripted/unprompted Q&A session with participants. Could see this format being put to use in future events.
- **Future priorities:** Planning for two additional Member Match events for AY 22-23. Sent Member Match half-year survey in December and final survey will be further refined prior to release at the end of the Academic Year. Launch new applications and create matches for AY 23-24.