**Minutes**

August 25th, 2021, Co-Conveners Meeting

Co-Conveners Present: Nashieli Marcano, Allison Symulevich, and Julie Musson

-Introductions & past experiences with ACRL sections/groups

-We visited the ACRL DSS Digital Collections DG page to see our charge, the roster, and the resources available for those interested in joining our DG or in posting a message to the ALA Connect community

-We explored the ALA Connect site to situate ourselves and ensure all co-conveners had access to pages. Julie would need to gain access to the DSS DC Discussion Group community as "admin". Nashieli has requested access through Lauren.

-We located the following sites within ALA Connect:

* DSS section-level content
	+ The DSS  ["Community Home"](https://connect.ala.org/acrl/communities/community-home/digestviewer?communitykey=ddd5b558-4bcf-4e32-b0d8-e569c2a635d3&tab=digestviewer)  tab. This landing page includes the latest "listservs" discussion topics, the latest files shared (including our Bylaws). Members can post new messages here (they can choose to be posted at the section or group level)
	+ The DSS Section "[Discussions](https://connect.ala.org/acrl/communities/community-home/digestviewer?communitykey=ddd5b558-4bcf-4e32-b0d8-e569c2a635d3&tab=digestviewer)" tab. This page will all listserv postings pertaining to all groups within DSS. Messages can also be posted here. Co-conveners would like to know if there are filters in place that could identify postings that are not suitable for our listserv (e.g., vendors selling products or spam).
	+ To view all shared files at the section level, click on either the "Library" tab or on the "View All Resources" link, under the Latest Shared Files panels on the right side of the landing page
* DSS Digital Collections Discussion Group DG-level content (found under My Connect--> All My Groups)
	+ DSS DC-DG "Community" tab. This landing page includes the latest discussions (listserv posts), the latest files shared for our group. Members can post new messages here (they can choose to be posted at the section or group level)
	+ To view all shared files at the DG level, click on either the "Library" tab or on the "View All Resources" link, under the Latest Shared Files panels on the right side of the landing page There should be 27 files with slide presentations, minutes, etc.

Listservs:

We are hoping to get more clarification on how to monitor it (if necessary) and how to best advertise our programming.

Meetings:

We discussed the options for meeting as a group, but also the frequency of DSS section meetings.

Update: Please check out ALA Connect and look for the ACRL DSS Advisory Group. If you haven't visited this community to view messages, please do so at your earliest convenience. Elisandro (Alex) Cabada, our DSS Chair, has sent out a poll to figure out our best times to meeting in September. This applies to committee chairs and co-conveners.

Programming:

We discussed the possibility of planning our programming during the Fall semester and implementing it in the Spring.

Collaboration: There's an interest in collaborating with other DSS groups for programming.

Upcoming Action Items:

-Develop a timeline to carry out our tasks (Nashieli will share one soon and seek input from Allison and Julie)

-Define our roles/tasks (e.g., creating survey, creating call for proposals, advertising through different channels, creating flyers, etc.)

-Draft and send out survey to find out what topics/formats our membership would like us to consider for our programming

-Attend the DSS Advisory Group Committee September meeting (did you all get the poll sent out by Alex to figure out the best times to meet?)

Later in the Fall

-Draft and send out call for proposals

More info to come.

I hope this covers the bulk of what we discuss. Thank you both for serving on this discussion group! Looking forward to working together and putting some great programming this coming year.

Please don't hesitate to ask me any questions or offer ideas.

Respectfully drafted and submitted,

Nashieli Marcano

DSS DC-DG Co-Convener