

## Planning Meeting for SAFA Spring 2012

### AGENDA

1. *Brief* check-in about Fall 2011
2. Spring 2012 SAFA course: basic details
3. Spring 2012 SAFA course design
  - a. SAFA visits and your course: goals
  - b. Necessary faculty research
  - c. Document selection
  - d. At BHS
    - i. Introduction
    - ii. Context
    - iii. Activity design (stations, rotating, groups, facilitation, etc.)
    - iv. Wrap-up activities
  - e. Coming back: independent student research
  - f. Final products/application of SAFA-gained knowledge/skills
4. Schedule spring course visits
5. New, streamlined processes (*see back*)
6. Spring 2012 TO DOs:
  
7. Follow up meeting: \_\_\_\_\_
8. Reminders:
  - a. Fellowship applications
  - b. Evening event for SAFA faculty: Wednesday, January 11, 2012 at BHS
  - c. Summer Institute: June 11 – 15, 2012

## **NEW SAFA CLASS VISIT PROCEDURES**

### **BEFORE SPRING SEMESTER**

1. Complete any additional archival research
2. Discuss agenda for each class visit with Julie and Robin
3. Schedule class visits to BHS
4. Decide whether students will return to BHS on their own for independent research

### **THREE WEEKS BEFORE CLASS VISIT:** Professor submits **call slips** and **visit agenda**

1. Professor completes SAFA Class Visit - Online Call Slips at <http://bit.ly/vrThbt>
  - a. Generally, focus on individual documents (not folders or boxes)
2. Professor emails class visit agenda to Robin, Julie, and Lauren & includes
  - a. time breakdowns
  - b. document groupings and station information
  - c. role of SAFA staff during visit

We will send a reminder four weeks before your class visit. If we do not receive the above three weeks before a class visit, **the visit will be cancelled and will not be rescheduled.**

### **ONE WEEK BEFORE CLASS VISIT:** SAFA staff emails **citations** to professor

*For consistency and accuracy, please use the citations we provide.*

### **DAY BEFORE CLASS VISIT:** Professor emails **class visit handouts** to SAFA staff

### **FOR EACH CLASS VISIT, SAFA STAFF WILL PROVIDE**

1. Individual citations to accompany all documents
2. Tailored group / station layout
3. Information on all rights restrictions / permissions, so students and professors will know whether photographs can be published or not

### **ARRIVING AT BHS**

1. Professors need to accompany all classes.
2. SAFA staff will meet the class at the door. **No latecomers.**
3. Please do not let others into the building during closed hours.

### **STUDENTS COMING BACK**

*Decide whether to plan for independent research period before the semester starts*