

SAEC Guiding Principles

Mission

The purpose of the SAEC is to provide students at the collaborating institutions with graduate instruction in archival studies using Internet technologies and resource sharing.

I. Membership

A. MEMBERSHIP. The members of the Southeast Archives Education Collaborative (SAEC) shall be the units which direct the graduate archival studies programs of Auburn University, Indiana University, Louisiana State University, Middle Tennessee State University, and the University of Kentucky, being:

- the Department of History at Auburn
- the School of Library and Information Science at Indiana
- the School of Library and Information Science at LSU
- the Public History Program in the Department of History at MTSU
- the School of Library and Information Science at Kentucky

B. WITHDRAWAL. Any member of the SAEC may withdraw from the Collaborative by giving written notice to the Steering Committee by December 15, to be effective for the fall semester of the following academic year.

C. ADDITIONS. The Steering Committee shall have the right to add new members or maintain the current membership as it sees fit.

II. Governance

A. The Collaborative's principal governing body is its Steering Committee composed of representatives designated by each of the partner institutions.

B. The Collaborative's principal executive is a Coordinator who is assisted by a Chair of the Steering Committee.

C. The Steering Committee meets as needed through video conferencing and holds an Annual Meeting at a site designated by the Steering Committee.

D. The Steering Committee will review and renew these principles annually.

III. Reciprocity

A. Each institution will offer agreed-on courses on a mutually agreed upon schedule through the SAEC, using mutually agreed-on technology.

B. Students register at their home institution for courses offered through the SAEC. Each institution retains the tuition of its own students and grants the credit for the course.

C. Each institution bears its own costs of giving the classes it originates and of receiving the classes in which it participates, including providing technology necessary for class delivery or reception.

D. Since each class belongs to the providing institution and instructor, no partner institutions will reuse the class in any way without the expressed, written consent of the providing institution and instructor.

IV. Academic Policies

A. Each institution defines its own curriculum; the SAEC provides classes as a form of resource sharing.

B. The rules governing students' rights and responsibilities follow their home-campus rules.

C. Courses follow the class calendar and clock of the originating instruction.

D. Each partner institution provides its students access to library resources, software, or other technology required by an SAEC class.

E. Classes will not exceed an enrollment of 35 students, apportioned as follows: the originating institution may enroll up to 15 students; each of the receiving institutions may enroll up to 5. Exceptions to this rule may occur as decided by the Steering Committee and announced on the Course Schedule listing of the Web page.

F. If a partner does not fill its limit, its seats will become available to other partner institutions one month before the course begins. The Coordinator will remind the partners of the one-month deadline.

G. Students in each class must register for the class with one of the partner institutions and must be able to participate interactively with classmates and the instructor.

H. Faculty design and present courses so that students at all four institutions have comparable learning experiences.

I. Each institution provides its own graduate level introductory archives class.

J. To enroll in an SAEC class, students must have completed an introductory archives class or must acquire permission of the Instructor of Record.

K. At the end of each course, the classroom instructor will send each Instructor of Record the grade earned by each student, expressed as a % of 100. The Instructor of Record will then submit the grade to the home campus's grading system.

L. Each partner will evaluate each received class and report the results to the Classroom Instructor.