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CCAP TEACH Cohort Sample Syllabus

The Community-Centered Archives Practice: Transforming Education, Advocacy, and Community History (C-CAP TEACH) project, funded by the Mellon Foundation, aims to engage community-based organizations (CBOs), academics, and undergraduate students in equitable archives practices and develop students' engagement and understanding in creating partnerships with community.

Organizational Partners

C-CAP TEACH cohort students, also called C-CAP TEACH scholars, will participate in a dynamic training and educational experience while working with one of the following community-based organizations:

-- **VietRISE** (https://vietrise.org/)
VietRISE is a community-based organization dedicated to building power with working class and immigrant communities in Orange County. This organization works with the Vietnamese community here in Orange County, which has the highest population of Vietnamese individuals outside of Vietnam. They focus on immigrant rights, housing justice, civic engagement, youth organizing, and preservation of local arts & cultural artifacts. Cohort students who work with them will have the opportunity to: develop an archival system of past VietRISE event materials, and support in the writing and editing process of creating a Digital Tour of Little Saigon and compile said information, photos, and materials.

-- **LibroMobile Arts Cooperative & Bookstore** (http://www.libromobile.com)

LibroMobile is a local non-profit run by Santa Ana author Sarah Rafael García that serves as a Latina/o/x literary arts cultural center. The center serves the community here in Orange County. While working on this project, cohort students will have the opportunity to work on the following projects: community/family-based

oral histories, supporting digitization and facilitating community workshops about digital archiving of family albums and memorabilia, and mentorship of transitional youth (ages 16-30) to use open source apps in order for them to apply digital humanities to their own research, school projects, and job skills.

-- **Second Baptist Church** (https://sbc.family/)
Second Baptist Church is the oldest local historically Black church in Orange County. The church is celebrating their 100 year anniversary this year and are inviting cohort students to support the digitization of their historical records and develop an Information Management system. Students can expect to archive physical records of the church's progression in the past 100 years, support the development of an information management system, and support in the digitization of various records.

Schedule & Timesheets

Student participants are responsible for fulfilling 10 hours per week during this paid internship, broken down as follows:

Jan. 8th - March 15th

- 1 hour of supervision time
    - Meetings with UCI supervisor(s) and/or CBO mentor(s)
- 1 hour of reading, learning materials, and/or training
- 1 hour of cohort discussion/skillshare/reflection
    - Discussion time will focus on reflecting on topics explored in training materials, reading assignments, and practicum experiences
    - Starting week 3, groups of students will present "lessons learned" to the cohort
    - You are expected to provide a reflection entry of 150-300 words every week in your internship log.
    - Your writing should be thoughtful and reflective.
    - Your entries will be available for partner organizations, peers, and the project team to view.
- 7 hours of hands-on community-based assignment (practicum) work
    - Work activities should be logged in the internship log

Be sure to complete your bi-weekly timesheets on time or YOU WILL NOT BE PAID.

Timesheet hint: Mark your hours Monday - Friday between 9am-5pm. If you work outside of those hours just mark the hours between 9-5pm. For example, if you work Wed. from 8pm-9pm on your timesheet mark that hour sometime between 9-5pm like 4-5pm.

Guiding Principles

Community-centered archives come into being through collaborative partnerships between mainstream archival institutions and communities that are underrepresented in the historical record. The goal is to empower communities in the process of telling and preserving their own histories. In a community-centered archive partnership, archival institutions like the UCI Libraries Special Collections & Archives, Orange County & Southeast Asian Archive Center are:

- Collaborative through shared authority

  In a community-centered approach, the institution focuses on shared authority, making decisions together and respecting the value, expertise, and perspective brought to the partnership by the community.

- Attentive to inequities reflected in archives

  An institution should seek to understand how communities have been misrepresented, absent, or maligned in historical documentation.

- Responsive to the community's needs

  An institution must be flexible, adaptable, and take an iterative and ethical approach to responding to how community memory and evidence is preserved, described, and made accessible. This means being willing to bend and stretch how archival work is defined to reflect what matters to the community.

- Engaged with the divergent priorities of communities

  Community-institution partnerships must vary depending on the needs of each community, from the level of involvement by specific contributors to decisions about what archival material to collect.

We trust in a community's expertise and lived experience as the impetus for building impactful community-centered archives.

Learning Outcomes

By the end of the program, student participants should be able to articulate the difference between traditional archives and community-centered archives. In addition, students will have a better understanding of the skills and tools used to collect, preserve, and make accessible community history. More specifically students will gain knowledge about the following concepts:

- Community and Identity - understand and articulate different notions of community and identity especially as they relate to intersectionality and hybridity
- Neutrality and Objectivity - learn to challenge the myth of neutrality and objectivity in history and the archives
- Collecting – learn methods to work with communities to understand their history and create new records in partnership with community organizations
- Preservation – learn about the challenges of preserving histories of marginalized groups
- Access – learn how to implement a number of strategies to provide and enhance the community's

access to historical materials (e.g. planning and executing outreach programs, curating exhibits, building a digital portal)

- Librarianship - gain a better understanding of the various functions of librarians

BEFORE Cohort Begins: Pre-Work

In order to prepare you for the work you will do with your community-based organization (CBO) partner and to get acquainted with Special Collections & Archives, please review the following resources prior to our first meeting:

- CBO Project Descriptions 2024
    - LibroMobile
    - VietRISE
    - Second Baptist Church

- Virtual tour of OC&SEAA Center: https://www.facebook.com/OCSEAA/videos/907336225990375

- 73 Questions with Derek Quezada (virtual tour of Special Collections & Archives): https://vimeo.com/595547458

Archives Bootcamp & Site Visits, Week 1: Jan. 8 - 12th

The purpose of the archives bootcamp is to provide a week-long training focused on specific skills and knowledge scholars will need for their CBO projects. Scholar pairs listed in the "Scholars" column of the table are required to attend that day's training. The attendance of scholar pairs not listed in the "Group" column is optional.

All CCAP TEACH Scholars will be attending an on-site visit with each of the CBO partner organizations. Please contact us ASAP if you are unable to attend the scheduled time so you can schedule your own individual visit(s).

Day	Topic	Resources	Scholars
Monday 1/8/2024 9-10 am	**Intro to Archives and C-CAP** (virtual) Agenda Introductions (15 min; AEY) - Who are you (name,	What we mean when we say "archives" https://www.youtube.com/watch?v=1cewm_t9DWM CCAP TEACH Summary/Intro video https://sites.uci.edu/ccap/2022/03/16/first-gathering-recording-available/	All

	pronouns, major)
	- Why CCAP?
	-
	Review syllabus and More (20 min)
	  - What are archives? (video AEY)
	  - What is CCAP? (video AEY)
	  - Scope of the projects KT
	  - Weekly schedule, timesheet, logs KT
	  - Syllabus KT
	  - Weekly team check-ins KT		

Monday 1/8/2024 11-1pm	**LibroMobile**
	<u>Agenda (11:30 - 12:30)</u>
	  - Intro to the Org (mission, values)
	  - Summary of the project and why it is important
	  - Specifics about project goals / deliverables
	  - Tour of the facility
		1150 S Bristol St A3, Santa Ana, CA 92704
		
		https://www.libromobile.com
			<u>Required:</u>
			Libromobile students

Tuesday 1/9/2024 2-3pm	**Intro to Digitization and Digital Humanities Tools + Oral History** (virtual) Visiting speaker: April Urban	Garcia-Spitz, Cristela and Noah Geraci. "Negotiating Online Access: Perspectives on Ethical Issues in Digital Collections"https://journals.litwinbooks.com/index.php/jclis/article/view/130 Memory Lab at Los Angeles Public Library: https://www.lapl.org/memorylab Digital Humanities: https://guides.lib.uci.edu/digital_humanities [Watch video and read "Day of DH: Exploring the Digital Humanities" https://dhdebates.gc.cuny.edu/read/untitled-88c11800-9446-469b-a3be-3fdb36bfbd1e/section/550ab4e6-ca58-4840-acba-ea555be32601#p1b5; explore the contents of the guide] UCI Libraries Oral History Toolkit: https://oralhistory.lib.uci.edu TheirStory https://theirstory.io/	<u>Required:</u> VietRise students
Wednesday 1/10/2024	**Archival Practice** (in-person - OC&SEAA Center)		<u>Required:</u> SBC

11-noon	Visiting speakers: Archival Tech Services		students
Wednesday 1/10/2024 3-5 pm	**VietRise** Agenda (3:30-4:30) - Intro to the Org (mission, values) - Summary of the project and why it is important - Specifics about project goals / deliverables - Tour of the facility	14351 Euclid St. #1M, Garden Grove, CA 92843 https://vietrise.org	Required: VietRise students
Thursday 1/11/2024 9-11 am	**Second Baptist** Agenda (9:30 - 10:30 am) - Intro to the Org (mission, values) - Summary of the project and why it is important - Tour of the facility - Discussion about archival materials (what is kept and why, how it is currently organized)	4300 Westminster Ave, Santa Ana, CA 92703 https://sbc.family https://static1.squarespace.com/static/579298243e00bedd32233015/t/6207641de058857d0d563992/1644651555305/SBC+99th+History+Booklet_1923-2021.pdf	Required: SBC students

Weekly Cohort Discussions

Weeks 2-10, Jan. 16 - March 17th

All scholars will meet each week to engage in an hour long meeting for discussion, skillsharing, and additional training. Student cohort members will lead these discussions which should focus on topics related to community-centered archives and the CBO projects. These weekly meetings will be good opportunities to reflect on lessons learned over the course of the 10 weeks, and get feedback or assistance from peers and the C-CAP project team.

UCI COVID free test distribution locations https://hr.uci.edu/partnership/workingwell/testing.php.

January 15 (MLK Jr. Day)
February 19 (Presidents' Day)

We will meet Fridays 9 am - 10 am in the OC&SEAA or on Zoom

Week	Topic	Readings or Assignment	Discussion Leaders

Week 2: January 15 - 19, 2024 (January 15 is MLK Jr. Day)	Unpacking the complexity of communities, histories and archives	Caswell, M., Cifor, M., & Ramirez, H. (2016). "To Discover Yourself Existing": Uncovering the Affective Impact of Community Archives.https://meridian.allenpress.com/american-archivist/article/79/1/56/73/To-Suddenly-Discover-Yourself-Existing-Uncovering Lewinnek, Elaine, Gustavo Arellano, and Thuy Vo Dang. A People's Guide to Orange County / Elaine Lewinnek, Gustavo Arellano, and Thuy Vo Dang. Oakland, California: University of California Press, 2022. (Introduction	Reading discussion: what is "representational belonging"? How does this connect to our history(ies) of the Orange County region? (Krystal)
Week 3: January 22 - 26, 2024	Social Justice, Ethnic Studies, and Archives	Omowale, Yusef. "We Already Are." We Already Are. During the last several years… | by Yusef Omowale | Sustainable Futures | Medium WHAT THE RESEARCH SAYS ABOUT ETHNIC STUDIES Christine E. Sleeter Miguel Zavala https://www.nea.org/sites/default/files/2020-10/What%20the%20Research%20Says%20About%20Ethnic%20Studies.pdf	Facilitators: CCAP Team - What is summary of each piece, from your perspective? - How is it relevant to your project? Team check-ins: how are you doing? What questions do you have for each other?
Week 4: January 29 - February 2, 2024	A deeper dive: Orange County Stories Part 1	Robert Johnson. A Different Shade of Orange: Voices of Orange County, California Black Pioneers	Second Baptist Student Interns
Week 5: February 5 - 9, 2024 **Zoom link:** **https://uci.zoom.us/j/8710607154**	A Deeper Dive: Orange County Stories Part 2	Thuy Vo Dang, Tram Le, and Linda Vo. Chapters 2 & 3, Vietnamese in Orange County.	VietRISE Student Interns

Week 6: February 12 - 16, 2024	A Deeper Dive: Orange County Stories Part 3	Latinx / Chicano History in Orange County. SantAna Fairy Tales excerpt	LibroMobile Student Interns
Week 7: February 19 - 23, 2024	The Institution and Sustainability of "Community Archives"	Architecting Sustainable Futures: Exploring Funding Models in Community-Based Archives [Architecting Sustainable Futures: | Shift Design](#)	Discussion facilitators: Audra and Krystal Check in on project progress, make plans Volunteers for Week 8 facilitation
Week 8: February 26 - March 1, 2024	Challenging the status quo: Archives and Resistance	Andrews, Nicola. "Reflections on Resistance, Decolonization, and the Historical Trauma of Libraries and Academia." https://osf.io/preprints/lissa/mva35/download Jarrett Drake's Liberatory Archives part 1 and 2 https://medium.com/on-archivy/liberatory-archives-towards-belonging-and-believing-part-1-d26aaeb0edd1 https://medium.com/on-archivy/liberatory-archives-towards-belonging-and-believing-part-2-6f56c754eb17	Discussion facilitators: Everyone! Come prepared with a question or comment about one or both of the pieces! March 9: OC Archives Bazaar - opportunity for work hours.
Week 9: March 4 - 8, 2024	Wrap-up and prep for End of the Quarter Showcase	Work on presentations Bring a draft to the meeting 10 minutes per group for each presentation.	LibroMobile team - Video on how to conduct OH, bilingual - Describing the process of making it - About LM VietRISE team - Engage with resources - Show images from political tour - Oral histories - Microfilm training SBC team - SBC history overview - Process of project - Highs and lows, challenges, fun parts - Reflection about why we chose SBC and CCAP

			Extended hours opportunity: OC&SEAA exhibit through mid-June. Contact us if interested
Week 10: March 11 - 15, 2024	Presentations run-through	Run through presentations	LibroMobile team SBC team VietRISE team
Week 11: March 18-22, 2024 **IN PERSON** OC&SEAA Center	End of the Quarter Showcase: **March 20, 9-10:30**	Introduction and lunch (30 minutes) Remarks from CBO partners (3-5 minutes per org) Each CBO scholar team will present on their projects (10 minutes per group) Closing and Q&A	

ADDITIONAL RESOURCES

Community-Centered Archives overview video
https://drive.google.com/drive/folders/1EEd0w47ig0_5VZbwQN0U9vmxylzPQ9-q

OAC https://oac.cdlib.org/
https://oac.cdlib.org/institutions/UC+Irvine

Calisphere https://calisphere.org/

Library Search https://www.lib.uci.edu/

Vince Lee. "Like a Fish Out of Water, But Forging My Own Path." In Where Are All the Librarians of Color? : The Experiences of People of Color in Academia. 2015. Sacramento CA: Library Juice Press.

Centering Agency, Community, and Care in Archives Grantmaking
Centering Agency, Community, and Care in Archives Grantmaking | by Texas After Violence Project | Sustainable Futures | Medium