Annual Report 2005
ARLIS/NA Summer Educational Institute for Visual Resources and Image Management Implementation Committee

Submitted by:
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Current Charge:
The purpose of the SEI is to provide information professionals with valuable training and education in the area of visual resources and image management. Under the direction of the Executive Boards of the Art Libraries Society of North America (ARLIS/NA) and the Visual Resources Association (VRA), the Implementation Team (IT) is charged as the management group for the Summer Educational Institute (SEI) providing or coordinating administration, local arrangements, registration, scheduling, fundraising, publicity, curriculum, instruction, and teaching materials.

List of Committee Members:
Heather Cleary, Otis College of Art and Design
Norine Duncan, Brown University
Eileen Fry, Indiana University
Trudy Jacoby, Princeton University, Co-chair
Amy Lucker, Harvard University
Eric Schwab, Ontario College of Art and Design
Evan Towle, Philadelphia Museum of Art
Karin Whalen, Reed College, Co-chair and Local Arrangements

Note: Amy Lucker will become the ARLIS/NA co-chair in September

Accomplishments:
The final report for the SEI 2005 held at Duke University was submitted.

Successfully transitioned to new co-chairs with the support of the local planner John Taormina who shared information and experiences from the 2004 and 2005 SEI

Formed an Implementation Committee with some veterans of 2005 and new members from both ARLIS/NA and VRA. The 2006 Committee also included an SEI 2005 participant.

Confirmed the venue at Reed College and scheduled the SEI for the University of Indiana in 2007.
Developed a budget proposal accepted by the two professional organizations. Trudy Jacoby will again track and take responsibility for the budget working closely with Karin Whalen the local planner and co-chair.

Monitored status of SEI 2006 agreement between ARLIS/NA and VRA.

Assigned roles, where necessary, to IT members and started communication amongst the group with background information from 2004 and 2005 SEI. Eileen Fry will serve as instructor liaison.

Agreement was reached that there does not need to be a separate SEI development function, but it would be better to coordinate with the ARLIS/NA and VRA Development Committees. This may be revisited.

Co-chairs responded to numerous e-mail queries and requests for information about the SEI 2006 (ongoing).

Developed and launched the web site (design and development by Eric Schwab and Evan Towle) providing background and logistical information about the 2006 SEI.

Communicated with people on the SEI 2005 waiting list and set up priority registration period one week in advance of open enrollment.

Designed an “application” form to collect information about potential SEI future sites from interested institutions.

SEI 2005 instructors were asked for e-mail feedback about last year’s experiences to gauge their interest in teaching again and/or changing the curriculum.

Maureen Burns, past co-chair, reviewed the participant evaluations and calculated class ratings providing the IT with summary information to inform curriculum and instruction discussion.

Participant evaluations were circulated to instructors and board members who requested them.

The 2006 committee has decided upon the curriculum and instructors for this year. Eileen Fry, as instructor liaison, will lead the group of instructors in refining and developing the courses and teaching materials.

Planned and will be facilitating SEI Implementation Committee meetings at both the ARLIS/NA and VRA national conferences. Meetings have also been scheduled for the SEI Advisory Committee (appointed in March 2006).

CCO support for SEI 06 has been confirmed.

**Goals:**

Continue to move forward with SEI 2006 planning and implementation and work with Eileen Fry who will be the local host for SEI 2007.

Work with local planner and Reed College Conference and Events Office on local arrangements.
Update information for the attendees on the web site.

Continue to use the 2005 evaluations to develop local planning and program improvements.

Proceed to regularize the efforts needed to obtain sponsorship and funding for various elements of the 2006 SEI in collaboration with the two existing organizational Development Committees.

Complete the final daily schedule and continue to develop the curriculum and course materials with the instructors.

Monitor budget and expenses. Keep instructor travel expenses to a minimum. Instructor appointments will be finalized as soon as possible so that travel arrangements at lowest rates may be made.

Consider long term goals and report on future planning issues, including curriculum adjustments for future, working with the SEI Advisory Committee which has not yet been formed.

**Board Action Requested:**

Encourage the Development Committees of both organizations to assist with sponsorships and funding (or make decision to leave this function with the IT).

Consider funding a scholarship for 2007.

Respectfully submitted,

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