2010 Annual Report
ARLIS/NA Education Liaison

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Job Description

The Education Liaison provides a conduit for communication between the Board and the Professional Development Committee (PDC). The Education Sub-committee and Mentoring Sub-committee fall within the PDC’s administrative structure. In addition, the Education Liaison works with the Summer Educational Institute Advisory Committee and Summer Educational Institute Implementation Team.

Meetings Attended

- 2010 Boston all-day pre-conference Executive Board Meeting (April 23)
- 2010 Boston evening post-conference Executive Board Meeting (April 26)
- 2010 Joint ARLIS/VRA Midstates Chapter meeting, University of Michigan, Ann Arbor, Michigan (October 22-23)
- 2010 Santa Fe mid-year Executive Board Meeting (September 23-24)

Executive Board Activities

- Participated in regular Board meetings and discussions via e-mail and telephone.
- Completed assigned action items.

Committee Activities

- Professional Development Committee (Sarah Falls, Chair)
  - Attended PDC committee meeting at the Boston conference.
  - Worked with Falls to help ensure that the many administrative issues related to the webinar software GoTo Meeting were coordinated with TEI. This included assigning joint administrative duties to TEI’s executive board liaison and the committee chair, and the development of a legal waiver for webinar participants as provided by ARLIS/NA legal counsel.
  - Provided feedback and support for the Education Subcommittee and the Mentoring Subcommittee as necessary.
  - The Education Subcommittee focused efforts on creating programming for webinars.
  - The 2010-2011 Mentoring cohort had a successful year.

- SEI Implementation Team (Elizabeth Schaub, Co-Chair)
  - Attended SEI committee meeting at the Boston Conference.
  - Communicated with Schaub regarding the SEI Implementation Team administrative matters as necessary.
  - Work with Schaub to create a position description, determine and select the first SEI IT Curriculum Specialist to a one year, renewable, position.
  - SEI 2011 will be held at the University of New Mexico, June 7-10, 2011.
- Developed content for an SEI page on the AWS (a link under Career Resources) including a list of all previous SEI co-chairs at Schaub’s request.

- SEI Advisory Group (Kathe Albrecht, Chair)
  - The Board voted to dissolve this group in March 2010.

**Chapter Activities**

**Midstates Chapter**
- Attended Chapter meeting in Ann Arbor and provided an update from the EB mid-year meeting.
- Supported the Executive Board’s interest in soliciting chapter participation in the strategic plan.
- Attended the Chapter meeting at the Boston Conference.