Annual Report 2011
Summer Educational Institute for Visual Resources and Image Management
Implementation Team

Submitted by:
Elizabeth Schaub, ARLIS/NA Co-chair
Betha Whitlow, VRA Co-chair
Amy Trendler, Incoming ARLIS/NA Co-chair and Faculty Liaison

Charge
The purpose of the Summer Educational Institute (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 Foundation (VRAF), the SEI Implementation Team (SEI IT) is charged with managing SEI providing or coordinating administration, local arrangements, registration, scheduling, fundraising, publicity, curriculum, instruction, and teaching materials.

Accomplishments
SEI 2011
SEI Implementation Team (IT) news and updates on the team’s activities were provided to the ARLIS/NA and VRA members at annual business meetings and through those organizations online listservs, and through mid-year and annual reports to the respective Executive Boards. Forty-three students participated in SEI 2011, held for the second year at The University of New Mexico, Albuquerque. Honoraria, travel reimbursement and expense reimbursement checks were written in June 2011 by Rebecca Moss, VRAF Treasurer. ARLIS/NA and the VRAF each received $4520.02. A post-SEI evaluation form for participants was posted on Survey Monkey and feedback was collected through July 2011.

SEI 2012
Elizabeth Schaub, The University of Texas at Austin, continues to serve as the ARLIS/NA Co-chair, Betha Whitlow, Washington University in Saint Louis, serves as the VRA Co-chair and Rebecca Price, The University of Michigan, Ann Arbor, serves as the Local Chair for SEI 2012. ARLIS/NA appointed Amy Trendler from Ball State University as the incoming ARLIS/NA Co-chair/Faculty Liaison. During the one-year term, the incoming Co-chair has the general task of learning SEI IT leadership duties in order to step into the Co-chair position the following year. The incoming Co-chair also serves as the SEI Faculty Liaison, overseeing faculty participation in SEI, communicating directly with faculty on logistics and teaching issues.

Additional SEI 2012 Implementation Team members include:
• Sarah Falls, New York School of Interior Design, ARLIS/NA appointed curriculum specialist
• Chris Hilker, University of Arkansas, Webmaster
• Elizabeth Gushee, The University of Texas at Austin, development
• Sarah Carter, Ringling College of Art and Design, ARLIS/NA board liaison
• Beth Wodnick, Princeton University, VRAF appointed curriculum specialist

ARLIS/NA and VRAF Executive Boards approved the budget in November 2011. The contract between ARLIS/NA and VRAF to co-sponsor SEI 2012 was signed in September 2011.
The contracts between ARLIS/NA, VRAF and the University of Michigan, Ann Arbor to host SEI 2012 are in process. We anticipate that the review of the contracts by the University of Michigan’s Legal Counsel will be completed by the end of January or early February, at which point they will be forwarded to the respective boards for review and signature. These contracts are the 1) Multiple Room Reservation that will cover our participants’ accommodations room block and 2) Affiliate Contract: this General Services contract will cover services related to university housing that may be provided, and covers other housing related issues, ADA compliance, etc.

During the Previous Six Months, the SEI Implementation Team:

- Analyzed post-SEI evaluations to inform decisions about SEI 2012.
- Conducted a site visit to Ann Arbor, Michigan collecting information about institutional classroom and meeting facilities, toured accommodation options for SEI faculty and students and met with Conference Services personnel (Co-Chairs Elizabeth Schaub and Betha Whitlow were hosted by Rebecca Price, Local Arrangements).
- Worked with the ARLIS/NA and VRAF SEI curriculum specialists on SEI 2012 programming.
- Advised ARLIS/NA on the selection of the ARLIS/NA incoming SEI Cochair/Faculty Liaison.
- Worked with University of Michigan colleagues and the rest of the SEI IT on preliminary plans for SEI 2012.
- Established a budget for SEI 2012.
- Secured commitments from instructors for five out of seven curriculum modules.
- Submitted a proposal to the Samuel H. Kress Foundation requesting support to fund five student scholarships for SEI 2012.
- Sent announcements to VRA and ARLIS/NA listservs and a total of 61 ALA accredited library and information science programs throughout the United States and Canada advertising SEI 2012. These notices included information on SEI location, dates and tuition rates.
- Designed the SEI 2012 logo.
- Developed the SEI Website and edited the registration form and set registration to open on January 18, 2012.
- Ensured that links to the SEI website were added to the VRA, VRAF and ARLIS/NA websites.
- Worked on contracting with the University of Michigan for dorm rooms for student participants.
- Made plans for SEI reunions and planning meetings to take place during the ARLIS/NA annual conference in Toronto and the VRA annual conference in Albuquerque.
- Coordinated with Rebecca Moss, VRAF treasurer, on all financial aspects of SEI 2012.

Goals:

- Manage a successful three days of instruction and group interaction at SEI 2012.
- Pursue sponsorship funding once both ARLIS/NA and VRAF development committees have been apprised of SEI plans.
- Advise on aspects of preliminary work for SEI 2013, presumably at the University of Michigan.

Request for Board Action:

- Once available prepare to receive, review, provide feedback about and sign off on University of Michigan contracts.
- Proceed with the call for SEI 2014 host institution applicants in summer 2012 after confirming that the University of Michigan is willing to host SEI 2013.