Annual Report 2019
Education Liaison

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Responsibilities: The Education Liaison acts as a liaison between the Professional Development Committee and its subcommittees (Education, Education Technology, and Mentoring) and the Executive Board. This position reports on Board decisions to the committees and subcommittees, The Education Liaison works with the Summer Educational Institute Advising Committee and the Educational Institute Implementation Team.

Summary of Education Liaison Activities:

Meetings Attended

- All-day pre-conference Executive Board meeting in Salt Lake City, UT
- Half-day post conference Executive Board meeting in Salt Lake City, UT
- ARLIS/NA Northern California Chapter meetings
- Mid-year Executive Board meeting in San Diego, CA
- Monthly Executive Board online meetings throughout the year
- Various Committee, Sub-Committee, and Task Force online and phone meetings throughout the year

Board Activities

- Participated in scheduled Executive Board meetings and discussions via virtual meeting, email, and telephone
- Compiled monthly and mid-year updates from Committees, Sub-Committees, SEI Implementation Team, and Task Forces and presented Liaison Reports to Executive Board

Committee and Task Force Activities

- Liaised with PDC, Executive Board, HQ, and CPAC to support PDC and Sub-Committee efforts to update existing resources, continue ongoing programs, and implement new initiatives
- Liaised with SEI Implementation Team, ARLIS/NA Executive Board, and VRAF Board Liaison to support annual workshop to provide training and education in visual resources and image management
- Supported SEI Task Force, in collaboration with VRAF Board Liaison, to gather information about the goals, structure, and curriculum of past SEI implementations in order to make recommendations for future implementations to the boards of both societies
ARLIS/NA Strategic Directions
Organizational Advancement
Art Information Professionals
Innovation and Technology

Collaborated with VRAF Liaison to support the SEI 2020 Implementation Team and SEI Task Force to ensure the joint ARLIS/NA-VRAF program will provide image professionals with relevant training to meet current and future challenges in image management, visual resources, and related fields.

Supported the efforts of PDC and its Sub-Committees to provide, enhance, and expand professional development opportunities for the Society’s Membership. In particular, the open-access learning portal provides a channel to promote the activities of groups across the Society and share them broadly within the profession and beyond, thereby expanding the profile of art information professionals.

I. Professional Development Committee (Stephanie Grimm)
Committee Members:
2019-2020 Membership:
• Stephanie Grimm (Chair) (outgoing)
• Amy Hunsaker – Education Chair (outgoing)
• Megan Lotts – Mentoring Chair (outgoing)
• Meredith Hale – Learning Portal Coordinator (continuing)
• Courtney Hunt (returning)
• Olivia Piepmeier (outgoing)
• Anne Trenholme (outgoing)

2020 Leadership Update:
• PDC Chair: Carol Ng-He
• Education Chair: Claire Payne
• Mentoring Chair: Madison Sullivan

2020 Membership Update:
• Meredith Hale – Learning Portal Coordinator
• Courtney Hunt
• Shoshana Vegh-Gaynor (new)
• Michele Jennings (new)

Education Subcommittee: Claire Payne (chair), Patricia Gimenez, Kathy Edwards, Karen DeWitt, Autumn Wetli (all new members)

Mentoring Subcommittee: Madison Sullivan (chair, new), Megan Lotts (returning), Jennifer Friedman (returning), Kiana Jones (new)

Activities:
In 2019, PDC continued to focus on the assembly and distribution of professional development materials. With the Advocacy & Public Policy committee, the PDC discussed and debated issues related to internships and intern policies, eventually endorsing APPC’s statement on internships to the board. PDC members are also involved in the Humanities
Commons Implementation Task Force, and have prompted discussions related to accessibility of the Society’s virtual content.

**PDC Charge revision**
Following discussion at the Salt Lake City meeting, PDC members reviewed the language in the current committee charge, investigated the past five years’ worth of PDC activities, and proposed new/revised language for the charge. This update will be shared with the Executive Board for review and comment in mid-April 2020.

- The PDC also updated the “Propose a Webinar” page to streamline the content and provide newer, clearer guidelines for groups interested in organizing virtual programming through PDC or ARLIS/NA.

**Internships Roster**
In tandem with discussions of internship policies and expectations, the PDC reviewed the current workflow and status of the Internships Roster. Most of the content on the roster was last updated over 4 years ago, PDC members reached out to all listed institutions to request updates or removal.

- As of the submission of the annual report the PDC has received updates from 42 of the 48 internships listed.
- This will be an ongoing project for PDC, and will ideally involve editorial/web team support to discuss better tools for managing and sorting/filtering the roster.
- The PDC is now drafting basic policy recommendations to share with the Board, but will ideally work with other relevant groups (e.g. APPC, ArLiSNAP, and the Diversity Committee) for additional feedback and contribution.

**Conference Activity**
- New Voices: Olivia Piepmeier led the planning for the 14th annual New Voices in the Profession panel and selection, with Meredith Hale (PDC) and Alex O’Keefe and Michele Jennings from ArLiSNAP. The group received 10 proposals, and four speakers were set to present at the conference in St. Louis. The PDC is now reviewing options to continue this session in another format, and Olivia will work with the selected winners to determine next steps.
- Virtual Conference activity: Following the COVID-19 pandemic and cancellation of the ARLIS/NA annual conference, PDC and Education Subcommittee members have committed to supporting conference activities as they move to virtual or asynchronous events.

**Communications**
PDC continues to gather content for and distribute the PDC Bulletin, a quarterly publication (issued in January, April, July, and October) highlighting professional development resources and events from ARLIS/NA and beyond. It is distributed via arlis-l and on the ARLIS/NA website.

In March 2020, with the quick succession of cancelled conferences and campus/institutional closures, PDC developed and shared “Art Libraries Resources for Remote Learning,” an open document with links to emergency resources for arts workers, open or accessible content for arts instruction and research, professional learning opportunities, and other sources of community collaboration and support.
ARLIS/NA Learning Portal

The Learning Portal Coordinator serves as a member of the Professional Development Committee. From 2019 to 2020, Meredith Hale has served as the Coordinator and will continue in this role to 2021. As of April 2020, the Portal has 1,965 registered users. Content is organized into a number of events which include annual conferences, National Digital Stewardship Residency for Art Information Professionals (NDSR Art), and Critical Librarianship in the Arts, to name a few. Within each event there are presentations, which are the videos, slide shows, documents, audio recordings, and other materials available for use in the Portal. There are currently 162 presentations in the Portal. Twenty-five of these presentations have been added in the past year.

User visits for 2019-2020 totaled 4,127, which tops last year's total by over 1,500 visits. The Learning Portal is a valued resource for the ARLIS/NA community and beyond. Content growth occurs from a healthy mix of ongoing programming like the annual conference and the NDSR Art program as well as new events. Notably, only 5% of visits came from registered users. This indicates that the Portal is gaining a large public following as an open access resource. The Society is proud to widely share these resources for free.

The following is a list of the five most visited presentations in the Portal from 2019 to 2020:

- **Catalogers' Judgments: Ethical Cataloging and Artists From Underrepresented Groups** (2019 conference): 401 visits
- **Ready Yourself for Job Search and Advancement in the Art Library**: 278 visits
- **Recruitment, Retention, and Experiences of Art Library Professionals**: 250 visits
- **Assess Don't Assume: What Gets Considered When Choosing Print vs. Digital** (2019 conference): 245 visits
- **Getting Started with Disk Imaging** (NDSR Art): 192 visits

Looking ahead, efforts are currently underway to migrate the content present on the Portal to the Humanities Commons. With this move will come new policies and procedures, but Society members and the public will continue to receive the same valuable content.

*Project Charters*

- **PDC Page Redesign**: While this project charter officially concluded last year, we are continuing to review and revise content on these pages:
  - Updated the “Propose a Webinar” page to streamline the language and provide newer, clearer guidelines for groups interested in organizing webinars or virtual programming through ARLIS/NA
  - Reviewed the “Learning Portal” subsection and identified missing/unlinked content from historic webinars and virtual conferences
- **Art Librarianship OER**: PDC remains a participant in this project charter, though most of the work this past year was within the Education subcommittee. PDC is expected to have greater involvement when this content is ready to be deployed, likely after the Humanities Commons transition is complete.

*Additional contributions*

In 2019, PDC piloted a new arrangement with ARLIS/NA HQ, which granted PDC direct access to the GoToWebinar software. This has allowed PDC and the Education subcommittee
to quickly organize and manage virtual programming. PDC and EDU continue to work together to develop internal workflows for this management, including contingency/emergency planning for events and host/moderator responsibilities. Currently, the PDC Chair and Education Subcommittee Chair share access to the account along with HQ.

Stephanie Grimm and Meredith Hale served on the **ARLIS/NA Humanities Commons Implementation Task Force**, meeting throughout the year to discuss strategies for migration of content and implementation of the new Commons platform. The committee continues to meet, though work has temporarily paused for Spring 2020.

**Preliminary goals** for next year:

- **Continue to work on guidelines/policies and workflow for the Internships Roster.** It remains unclear what happens when an internship is submitted through the webform, as PDC did not receive any notification of updates through this form in 2019/early 2020. In working on the update, we also realized that the internships are not stored in a format that allows for bulk download or updates.
  - With the Executive Board and other relevant groups within ARLIS/NA, **develop a set of guidelines or policies for internships shared by the society.** These could include minimum expectations or standards for the kinds of work and experiences that applicants can expect. As suggested, these could be modeled after those developed by SAA.
- **Continue committee member involvement in the Humanities Commons Project**

**ARLIS/NA Strategic Directions**

**ART INFORMATION PROFESSIONALS**

*Activity:* PDC Bulletin (quarterly publication)
*Notes:* Highlights ARLIS/NA activities, leadership institutes, skill building workshops, and other professional development events on an ongoing basis.
*Status:* Ongoing.

*Activity:* Maintaining and promoting the ARLIS/NA Learning Portal
*Notes:* An open access repository of presentations and discussions that support professional development and promote innovations in our field. Includes webinars, chats, and recorded conference sessions.
*Status:* Ongoing. Will likely continue as part of the ARLIS/NA Commons.

*Activity:* Maintaining and promoting the Internship Opportunities page
*Notes:* Connects students and early career individuals with learning opportunities
*Status:* Ongoing.

*Activity:* New Voices in the Profession conference panel
*Notes:* Provides a high-profile opportunity for new professionals to share their work in a national forum
*Status:* Annual event.
INNOVATION AND TECHNOLOGY

**Activity:** Maintaining and promoting the ARLIS/NA Learning Portal

**Notes:** Leverages technology to create a forum where members can share, via webinars, chats, and recorded conference sessions, innovative approaches to art librarianship. As an open access resource, the Learning Portal allows these presentations and conversations to be available to anyone and extends the life of the discussions.

**Status:** Ongoing.

**Issues/questions for the Executive Board:**

- In mid-2019, PDC raised questions of accessibility of materials in the Learning Portal, and general questions of accessibility of AWS content (in preparation for our support of the Art Librarianship OER project). PDC members developed a set of basic recommendations and shared these with the Executive Board. PDC was later asked to create a project charter to investigate this issue further, but with our liaison we discussed concerns that this kind of project is beyond the scope of PDC, and should be established or led by a larger coalition within the Society. Some of this discussion and work has naturally carried over into our efforts with the Humanities Commons Implementation Task Force.
  - One major concern is for closed-captions or transcriptions of recorded content, and alt-tags for images. One possible recommendation is for the Executive Board/HQ to support transcription or CC access for those sessions recorded during the Annual Conference, as a way of setting a standard and establishing best practices.
  - The Education subcommittee may also continue to look into this and develop guidelines for virtual sessions/planners to provide their own captions or transcriptions. (This may require a PSC or special funding request to support, and should continue to be investigated.)

- Missing Webinar Archives content:
  - While completing updates to the Professional Resources page, we discovered that a handful of sessions listed on the “Webinar Archives” page are not available in the Learning Portal, and we could not find a way to access them on the AWS’s previous webinar platform (we believe this was previously managed with Joomla, but can’t confirm). Other than these items, the “Webinar Archives” page is largely redundant as this content is now in the Learning Portal, but we do not want to remove it if it provides a record of other society activities. We would ask for the Board’s recommendation as this relates to the society’s digital archives, and if this page can eventually be archived or removed, with the record of these events maintained elsewhere. (We have reached out to previous PDC-Educational Tech committee members, but have not had luck in finding this content.)
  - https://arlisna.org/professional-resources/arlis-na-learning-portal/webinar-archives
  - **Missing events:**
    - Innovative Applications for Instructive Outreach - Best Practices for LibGuides and Online Pathfinders (July 2010)
• ACRL Visual Literacy Standards (November 2010)
• The Benefits of Career Mentoring (January 2011)
• Getting Started: Cover Letter, Resume and Interview Tips for New (and Soon-To-Be) Professionals (February 2011)
• The Digital Arts Bookshelf: ebooks and ejournals in Art Libraries (July 2011)

II. Professional Development Committee – Education Sub-Committee (Amy Hunsaker)
Committee Membership:
Amy Hunsaker (Chair)(outgoing)
Jacquelyn Williams (continuing)
Alexandra (Alex) Chappell (continuing)
Angélique Roy (continuing)

Membership updates:
Incoming Chair: Claire Payne
Incoming Committee Members: Patricia Gimenez, Kathy Edwards, Autumn Wetli, Karen DeWitt

Brief Narrative:
• Activities during the past year:
  o International Relations Committee (IRC) committee hosted a joint virtual Skype meeting with Redarte-SP, June 6, 2019. Attended meeting and assisted with making their slides available on the Learning Portal.
  o OER project: the subcommittee coordinated with Emilee Mathews to review her material in Strata.
  o DC and the Education subcommittee worked with ARLIS/NA headquarters to give PDC direct control of one of the society’s GTM accounts, allowing PDC-Education to directly host and manage webinar content.
  o Facilitated the ArLiSNAP & VREPS Virtual Conference: Accessing the Arts: Trends, Innovations, and Challenges for the Information Professional, October 14, 2019, 5 speakers + keynote, 2.5 hours.
    ▪ Total attendees: 28
    ▪ Total user visits on the Learning Portal: 159
  o Surveyed ARLIS about reinstituting monthly Twitter chats. Scheduled a Twitter chat with the ALA Spectrum Committee, which they canceled. Decided to move the conversation to the webinar platform, and produced two webinars using the new GTW process:
    ▪ Recruitment, Retention, and Experiences of Art Library Professionals, October 30, 2019, 6 panelists, 75 minutes long.
      ▪ Total attendees: 60
      ▪ Total user visits on the Learning Portal: 250
    ▪ Ready Yourself for Job Search and Advancement in the Art Library, January 14, 2020, 4 panelists, 66 minutes long.
• Total attendees: 44
• Total user visits on the Learning Portal: 278

• Ongoing projects:
  o The subcommittee has been making edits to the existing "Best Practices and FAQs for Proposing a Webinar" document (The changes reflect new/shorter timelines and attendance restrictions for live webinars):
    https://docs.google.com/document/d/1DXZXt9JoHPwCHoWYn0fzzrROs2WDhQWuc5ZFU3kUT6E/edit
  o Updating the Webinar Set-Up Best Practices document (which provides guidance for those on the subcommittee/workflows for webinar setup). This document was created in 2013 by Alice Whiteside, but needs to be updated/condensed to reflect our new options, workflows, etc:

• Preliminary goals for next year:
  o Continue the process to update policies and procedures.
  o Continue to produce webinars that will serve the ARLIS/NA community.

• Activities, Projects and goals related to ARLIS/NA Strategic Directions:
  o The PDC Education Subcommittee’s programming in 2019-2020 focused on diversity, education, and professional development, supporting the following strategic directions:
    ▪ **Art Information Professionals:** The Society shall support the evolving role of art information professionals through education, mentoring, and professional development opportunities that foster excellence and innovation. AND
    ▪ **Diversity and Inclusion:** The Society shall promote diversity and inclusion within the profession including the makeup of its workforce, the design of services and programming, the development of intercultural fluency skills and competencies, and the practice of inclusive collections building.

**Issues for the Executive Board**
• No issues at this time.

**III. Professional Development Committee – Mentoring Sub-Committee (Megan Lotts)**
**Committee Membership:**
Megan Lotts (Chair) (outgoing)
Madison Sullivan (incoming Chair)
Jennifer Friedman (continuing)
Sara Dewaay (outgoing)
MacKenzie Salisbury (outgoing)
Activities:

Since the Art Libraries Society of North America (ARLIS/NA) annual conference in 2019 the Mentoring subcommittee has taken on multiple projects. Please see bullet points below. Although the annual conference was cancelled this year due to the COVID-19 pandemic, the yearlong mentoring program will continue over a virtual platform. Lastly, in January of 2020, Jennifer Page resigned from the committee.

- In the summer of 2019 with the help of Mark Pompelia the mentoring subcommittee updated their web presence, which included removing invalid information as well as updating information.
- In the summer of 2019 Mackenzie Salisbury and Jennifer Page updated the chapter mentoring roster as well as facilitated a survey to find out what kind of mentoring support was needed by the chapters. The committee will take this information forward in next year’s planning.
- The committee worked as a group to plan the yearlong conference mentoring program as well as the conference guides program. This includes, sending calls to the ARLIS/NA listserv, preparing registration forms, workshop planning, as well as assessment.

Issues for the Executive Board
No issues at this time.

IV. Summer Educational Institute – SEI Mid-Year Report: (Courtney Baron)

Committee Membership:
Courtney Baron (Senior Co-Chair)
Bridget Madden (Junior Co-Chair/Faculty Liaison)
Molly Szymanski (Incoming Co-Chair/Student Liaison)
Nicole Finzer, (Local Arrangements Chair)
Annie Sollinger (Curriculum Specialist, ARLIS/NA)
Kimberly Wolfe (Curriculum Specialist, VRA)
Tina Budzise-Weaver (Development Specialist)
Otto Luna (Webmaster/Publicity Specialist)
Jeannine Keefer (VRAF-SEI Liaison)

SEI 2020 workshop was canceled due to the COVID-19 crisis. The curriculum has been postponed to 2021. All implementation team members have volunteered to stay on for the 2021 workshop. The appointment of a new Co-Chair (representing VRA) has been postponed until next year.

SEI 2020 Workshop
- The most significant change for SEI 2020 was the workshop name change. With the approval of ARLIS/NA and VRAF boards, the implementation team changed the name to Summer Educational Institute for Digital Stewardship of Visual Information.

SEI 2020 Team
- Two changes were made to the structure of the Implementation Team on a trial basis (with the approval of the ARLIS/NA and VRAF Boards), based on observations and conclusion in the final report for SEI 2018. At the end of SEI 2019 these changes will be evaluated.
  - The Junior Co-Chair is now in charge of communication with faculty
  - The Incoming Co-Chair oversees communication with students/attendees.

Curriculum and Faculty
- Bi-weekly meetings via Zoom video conferencing began on November 7, 2020.
• The curriculum has undergone changes in the following areas:
  o Core remains the basic components of the digital life cycle
  o Modules on Intellectual Property and Copyright, Project Management, Digitization, Metadata, DAMS, and Digital Repositories

Community Building, Networking, Social Events
A few changes were made to the program schedule to respond to a need for community building and networking activities for participants in SEI.
  • Informative icebreaker and group-building activity
  • Games Night
  • Graduation Luncheon
  • LinkedIn group

Administrative Tasks
• The SEI website was updated and redesigned with more visual material.
• With efforts from the ARLIS/NA and VRA boards and inspiration from the Digital Library Federation (DLF) Forum, a Code of Conduct for SEI was developed.
• In December 2019, the Senior Co-Chair submitted a request for funding from the Kress Foundation for six, $1,000 scholarships. This request was approved. The Samuel H. Kress Foundation has confirmed a rollover of the $6000 funding for six $1000 scholarships to the 2021 workshop.

Issues for the Executive Board
SEI 2020 was canceled due to the COVID-19 pandemic. All Implementation Team members and workshop curriculum has been postponed for implementation in SEI 2021.

Submitted by Lauren MacDonald, Education Liaison, April 13, 2020.