Submitted by:
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SEI 2014 Implementation Team Members
• Amy Trendler, Ball State University, ARLIS/NA Co-Chair (senior co-chair)
• Meghan Musolff, University of Michigan, VRA Co-Chair (junior co-chair)
• Greta Bahnemann, University of Minnesota, Incoming Co-Chair for ARLIS/NA and Faculty Liaison
• Sarah Christensen, University of Illinois at Urbana-Champaign, Local Chair
• Karen Kessel, Sonoma State University, VRA Curriculum Development Specialist
• Ian McDermott, ARTstor, ARLIS/NA Curriculum Development Specialist
• Jeannine Keefer, University of Richmond, Development Lead
• Virginia Kerr, Center for Research Libraries, Publicity Specialist
• Rebecca Price, University of Michigan, Web Administrator
• Sarah Falls, Ohio State University, ARLIS/NA Board Liaison
• Chris Hilker, University of Arkansas, VRAF Treasurer and VRAF Board 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.

ARLIS/NA Strategic Plan 2011-2015
• Goal I: Articulate New Directions and Identity for the Profession
  o SEI has broad-based appeal to professionals in image management in a variety of disciplines, and thus is a means of potentially attracting new members to ARLIS/NA.
• Goal II: Expand Mentoring, Management, and Transition Skills
  o SEI provides an ongoing continuing education opportunity for both those new to the profession as well as mid-career and senior career professionals looking to refresh or expand their skills.
• **Goal III: Create Stronger Leadership Through Promotion, Cooperation and Advocacy**
  - SEI is an example of a successful, fruitful collaboration between ARLIS/NA and another organization (VRAF) and encourages ongoing cooperation between the two organizations.
  - Service on the SEI implementation committee provides ARLIS/NA members with an additional forum for both leadership and mentorship.

• **Goal IV: Emphasize our Collections and Stewardship Role**
  - SEI serves the needs of image collections by supporting the continuing education and professional development of the visual resources curators, librarians, and other professionals who manage them.

• **Goal V: Strengthen the Society’s Communication and Operational Infrastructure**
  - As a joint project of ARLIS/NA and the VRAF, SEI provides an additional opportunity for both organizations to create a presence via the SEI website, Facebook page, and mailings to organizational and library school listservs.

**Accomplishments - SEI 2013**
- 46 students participated at SEI 2013, held for a second year at the University of Michigan in Ann Arbor.
- Awarded 5 Kress Scholarships from a pool of 48 applicants.
- Honoraria, travel reimbursement and expense reimbursement checks were dispensed by Chris Hilker, VRAF Treasurer.
- The net income generated by SEI 2013 was $14,678.88; ARLIS/NA and the VRAF each received $7,339.44.
- A post-SEI evaluation form for participants was posted on Survey Monkey and feedback was collected from 39 respondents.
- Created a LinkedIn Group for SEI to support continued networking among attendees.

**Accomplishments - SEI 2014**
- Greta Bahnemann was appointed by ARLIS/NA as the incoming ARLIS/NA Co-Chair/Faculty Liaison. During the one-year term the incoming Co-chair has the 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.
- The SEI Implementation Team welcomed newly appointed members Rebecca Price and Jeannine Keefer.
- Secured donations from the University of Illinois Graduate School of Library and Information Science and the University Library.
- Applied for and received money for five scholarships for SEI 2014 from the Samuel H. Kress Foundation.

**Activities from the Previous Six Months**
- In August 2013, SEI Co-Chairs Amy Trendler and Meghan Musolff made a site visit to the University of Illinois at Urbana-Champaign campus arranged by Local Chair Sarah Christensen. They met with representatives from the Graduate School of Library and Information Science, conference services, residential life, and the University Library, and toured potential classroom, lab, reception area, accommodations, and dining spaces.
- Analyzed post-SEI 2013 evaluations to inform decisions about SEI 2014.
• Developed programming for SEI 2014 and identified instructors to teach the courses.
• Secured commitments from instructors for all courses.
• Established a budget for SEI 2014.
• Contracted with University of Illinois Conference Services to manage the registration form and payments.
• Opened registration on January 27, 2014 and sent announcements to the ARLIS/NA and VRA listservs, the listservs of 63 library and information science programs in North America, and library organizations local to the SEI site (Champaign-Urbana, Illinois).
• Made local arrangements for instructors and SEI team members.
• Updated the SEI 2014 logo.
• Contacted previous SEI donors about sponsoring SEI 2014 and identified and approached additional local sponsors.
• Met with ARLIS/NA, VRA, and VRAF development representatives to discuss SEI development as it relates to the timelines for conference development, soliciting donations from chapters, and encouraging chapter travel awards for SEI.
• Submitted a proposal to the Samuel H. Kress Foundation requesting support to fund five student scholarships for SEI 2014. The request was funded and information about the scholarship was posted on the SEI 2014 website, sent to the ARLIS/NA and VRA listservs, and 63 library and information science program listservs.
• Planned the SEI reunion at the upcoming VRA annual conference in March. The SEI reunion at the ARLIS/NA conference will be planned closer to the event in May.
• Coordinated with Chris Hilker, VRAF treasurer, on all financial aspects of SEI 2014.

Goals for SEI
• Manage a successful three days of instruction and group interaction at SEI 2014.
• Continue to develop SEI LinkedIn group with attendees of earlier SEIs.
• Evaluate the desirability of hosting SEI at the University of Illinois for a second year (2015) and make a recommendation to the ARLIS/NA and VRAF boards.

Request for Board Action
• With the VRAF, begin planning for SEI 2016 and future host sites. In addition to an open call for applications to host SEI, the co-chairs suggest a proactive approach for site selection.