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.

Accomplishments
SEI 2014 was another successful event, adding to the institute’s long history of meeting, and often exceeding, the goals set for it. Preliminary review of the post-SEI 2014 surveys showed that attendees gave high marks to the institute in general and the course content and instructors in particular.

Attendees
• 40 attendees participated in SEI 2014.
• There were 3 last-minute cancellations and 1 earlier cancellation, so initially there were 44 signed up (the cap was 46 attendees). As per SEI policy and in keeping with similar events, registrants who cancel less than 60 days before the event are not refunded the registration fee. Registrants who cancel more than 60 days before the event are refunded the registration fee minus a $75 processing fee.
• SEI 2014 Attendees (includes information on the 4 cancellations)
  o By State
    AL – 1    IL – 5    NM – 1    TX – 2
    AR – 1    IN – 2    NY – 10   WA – 1
By Region
  ▪ Northeast – 14
  ▪ Mid-Atlantic - 4
  ▪ Southeast – 4
  ▪ Midwest – 12
  ▪ West – 7
  ▪ Southwest – 3

Member of ARLIS/NA or VRA – 32 of 44
  ▪ ARLIS/NA – 11
  ▪ VRA – 20
  ▪ UIUC Staff or Student - 1

Professional Roles
  ▪ Museum Professional – 2
  ▪ Information Science Graduate Student – 14
  ▪ Librarian – 14
  ▪ Image Management Professional – 11
  ▪ Archivist – 1
  ▪ Archivist/Curator – 1
  ▪ Independent Contractor – 1

How They Heard About SEI
  ▪ From a colleague – 13
  ▪ Organizational website – 9
  ▪ VRA-I – 5
  ▪ ARLIS-I – 1
  ▪ Library school listserv – 10
  ▪ Other library listservs – 1
  ▪ SEI alums – 2
  ▪ VRA – 2
  ▪ Other – 1

Development
  • Contacted ARLIS/NA and VRA chapter chairs and presidents about contributing towards a chapter-sponsored break at SEI 2014. The following chapters sent donations:
    ▪ ARLIS/NA Midstates
    ▪ ARLIS/NA Upstate New York
    ▪ Great Lakes/VRA
    ▪ Mid-Atlantic/VRA
  • Selected 5 recipients for the Kress Foundation Scholarships to SEI 2014 from a pool of 53 applicants.
    ▪ Submitted a report to the Kress Foundation following SEI 2014 that included a description of the curriculum and essays about their experience at SEI from the 5 scholarship recipients.

Publicity
  • Held SEI reunion events at the ARLIS/NA and VRA annual conferences.
  • Sent notices to ARLIS-I, VRA-I, library school listservs, and local library listservs about registering for SEI.
  • Promoted SEI via the SEI 2014 website, the SEI Facebook page, and Twitter during SEI.
Finance
- Honoraria, Kress Scholarships, travel reimbursement, and expense reimbursement checks were dispensed by Chris Hilker, VRAF Treasurer.
- Income for SEI 2014 was $35,100 and expenses were $24,092.79. The remaining net income of $11,007.21 will be divided between ARLIS/NA and the VRAF, which will each receive $5,503.60.

SEI 2014 Curriculum
Each year the SEI Implementation Team devotes a significant amount of time to reviewing, editing, and enhancing the curriculum in order to ensure that the institute keeps pace with changes in the field and delivers on its promise of a high quality educational experience. The team then seeks out instructors with professional expertise in the chosen topics to further develop the courses they have been selected to teach. The SEI 2014 curriculum featured longstanding essential building blocks such as Intellectual Property Rights and Metadata Overview along with new a course on digital preservation and a case study in digital collections project management.

SEI 2014 Courses and Instructors
- Intellectual Property Rights. Instructor: Madelyn Wessel
- Metadata Overview. Instructor: Johanna Bauman.
- Embedded Metadata. Instructor: Greg Reser.
- Digital Collections Project Management: a Case Study. Instructor: Angela Waarala.
- Digital Preservation. Instructor: Nicole Finzer.
- SEI ThinkCamp. Discussion sessions facilitated by Robert Baird, Harriett Green, and Erick Kurt.

Post-SEI 2014 Activities
- A post-SEI evaluation form for participants was posted on Survey Monkey and feedback was collection from 24 respondents.
- Sent invitations for the SEI LinkedIn Group to SEI 2014 attendees and instructors.
- The VRA gave SEI attendees the option to subscribe to the VRA listserv for free for the remainder of 2014. We arranged for interested SEI 2014 attendees to take advantage of this offer.
- Sent thank you notes to SEI instructors, donors, and implementation team members.

Goals Following SEI 2014
- Analyze post-SEI evaluations to inform SEI 2015 planning decisions.
- Work with the ARLIS/NA and VRAF SEI Curriculum Specialists on SEI 2015 programing.
- 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
- 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.