Annual Report 2017
Editorial Board: Information Architect

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- Several AWS functional issues were brought to the attention of the Editorial Director and Information Architect in 2017. All requests for major functional changes must now be submitted as project charters for board approval before changes can be made. It was decided that functional website change requests (excluding minor editorial changes) will be filtered through the new Information Technology Request Form on the members section of the website: https://www.arlisna.org/organization/administrative-documents?id=1348; effectiveness of the form and process will be re-evaluated by the editorial and executive boards periodically and modified as appropriate.

- Projects Completed:
  - Reviewed and contributed to the ARLIS/NA Style Guidelines.
  - Reviewed and contributed to the ARLIS/NA Communications Guidelines.
  - With assistance from Alexandra Provo, created Publication Agreement and Public Appearance Consent Form in Google Docs for potential publication to the AWS.
  - Added Roger Lawson as an administrative Superuser in Joomla, the AWS webhosting platform.
  - Discussed pending IT issues on 18 May 2017 phone call with Robert Kopchinski and Roger Lawson.
  - Reviewed and contributed to Information Technology Request Form created by Roger Lawson; form added to AWS and announced to membership.
  - Reviewed standardized filenames for posting to the AWS recommended by Editorial Director.

- AWS Updates Completed:
  - Added Open Access logo icons to individual articles with downloadable content in the Publications Archive.
  - Published the ARLIS/NA Communications Guidelines and Style Guidelines to the AWS.
  - Added the Spring 2017 Art Documentation Table of Contents and Abstracts.
  - Updated the 2017 content for the Sotheby’s Institute of Art Research Award page and created a Past Award Recipients page for the SIA.
  - Added “Members Content” subscript and members login hover text to members-only links on the AWS.
Resolved issue of disappearing navigation bar on News & Events page.

Updated the SEI Leadership Roster contact names.

Updated the International Relations Committee page and created new Study Tours page.

- **PENDING/IN-PROCESS PROJECTS for 2018:**
  - Review the redesign of the College Art Association’s website to see if any functional design elements can be applied to the AWS.
  - Address phantom Administrative Documents & Tools page.
  - Updating language on AWS Error Message page (requires development from HQ).
  - Increase discoverability of Open Access content on the AWS by following Google Scholar’s [Inclusion Guidelines for Webmasters](#) (as referenced in section 3.4 B of the Open Access Task Force Report).
  - To discuss with Robert Kopchinski and HQ:
    - Add a JobList button to main page header of AWS.
    - Change AWS menus to drop-downs.
  - Pending Completion and Approval of Project Charters:
    - Implementing an RSS Feed for Joomla and gathering ARLIS/NA group blog URLs to incorporate into an RSS Feed on the AWS homepage (POC: Alyssa Vincent).
    - Migration plan for the Artist Files SIG’s Artist Files Revealed Online Directory to the AWS (POC: Samuel Duncan).
    - Creating a new place on the AWS for posting ARLIS/NA position policies and statements from the Public Policy Committee (POC: Caley Cannon).
    - Location for the link to the National Digital Stewardship Residency/Art page on the AWS (POC: Karina Wratschko).