Annual Report 2018
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 New York, NY (February 24, 2018)
• Half-day post conference Executive Board meeting in New York, NY (March 1, 2018)
• ARLIS/NA Northern California Chapter meetings
• Mid-year Executive Board meeting in Atlanta, GA (August 9-11, 2018)
• 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
• Presented Project Charter for the redesign and improvements to the PDC Art Librarianship Open Educational Resource to the 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
• Liaised with NDSR Art Task Force and Executive Board to complete the NDSR Art Task Force Report, which was approved by the Board in March 2019.

**ARLIS/NA Strategic Directions**

**Organizational Advancement**

**Art Information Professionals**

**Innovation and Technology**

Collaborated with VRAF Liaison to support the SEI 2019 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.

Supported the Project Team for the NDSR Art Program and NDSR Art Task Force. The NDSR Art Program is a partnership between the Philadelphia Museum of Art and ARLIS/NA, funded by the Institute of Museum and Library Services. The program seeks to develop expertise among art information professionals in managing, preserving, and making accessible art-based digital cultural heritage, both by engaging early-career residents and their mid-career host mentors in substantive digital stewardship projects and by sharing their training modules and work products throughout the Society. The NDSR Art Task Force was supported in completing their report, which included recommendations of how this project can continue and remain a component of ARLIS/NA. The ARLIS/NA Executive Board approved the NDSR Art Task Force Report in March 2019.

**I. Professional Development Committee (Karen Stafford)**

**Committee Members:**
Karen Stafford (Chair) (outgoing)
Ian McDermott (Learning Portal) (outgoing)
Meredith Hale (outgoing)
Olivia Piepmeier
Danielle Reay (outgoing)
Anne Trenholme

**Sub-Committee Chairs:**
Stephanie Grimm (Education) (outgoing)
Megan Lotts (Mentoring)

**Leadership Update:**
Incoming Professional Development Committee Chair: Stephanie Grimm
Incoming Learning Portal Coordinator: Meredith Hale
Incoming Committee Member: Courtney Hunt
Incoming Education Chair: Amy Hunsaker

**Highlights:**
• Continued circulation of the quarterly PDC Bulletin
• Completed work on a project charter to update and improve the professional development page of the ARLIS/NA website
• Submission of a project charter to mount an Open Access Art Librarianship Class and Interviews organized by Emilee Mathews online

Project Charters
• **Professional Resources Page Project Charter.** Nick Curotto Competed the requested changes to the design, and PDC will work to update pages that are now more exposed that had not been updates in five or more years.
• **Art Librarianship Open Access Course & Interviews** project charter to mount a class by Emilee Mathews was approved by the Board. The process of collecting consent forms from all of the interviewees is underway.

Internship Roster
• Three institutions have made updates to the roster. A possible project for the upcoming year is to systematically reach out to each institution on the list to remove entries that are no longer active.

Conference Activity
• PDC members Olivia Piepmeier and Meredith Hale organized and will be moderating the **New Voices in the Profession** panel for the 2019 annual conference. This year’s Gerd Muehsam award winner declined to speak, so PDC and ARLiSNAP selected all of the speakers.
• PDC supported the funding request submitted by the Cataloging Advisory Committee on July 31, 2018 for financial support of Terry Reese’s **MarcEdit Workshop**.

Communications
• The PDC Bulletin is 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 on the ARLIS/NA website.

ARLIS/NA Learning Portal
• The Learning Portal Coordinator serves as a member of the Professional Development Committee. Ian McDermott has served as the coordinator since the 2017 annual conference; his term will end at the 2019 annual conference in Salt Lake City, and Meredith Hale will assume the role of Learning Portal Coordinator.
• As of February 2019, the Portal has 1,926 registered users. There are 42 events available in the Portal. There are currently 138 presentations in the Portal. User visits for 2018 totaled 2,456, over double last year’s total visits. This significant increase is attributable to two popular events in the Portal: sessions from the 2018 annual conference and presentations from NDSR Art.
• Looking ahead, the Learning Portal Coordinator, in concert with the PDC, should gain better intellectual control of content within the Portal. For example, all files hosted in the Portal by Blue Sky should be backed up and maintained by the PDC. Additionally, documenting responsibilities and workflows for capturing and sharing content, and obtaining permissions can be discussed between the incoming Learning Portal Coordinator and ARLIS/NA executive management, via AEG.

ARLIS/NA Strategic Directions:
*Organizational Advancement*
Activity: NDSR Art Liaison
Notes: This newly formed position will help NDSR Art program components into existing and future professional development activities of the Society.
Status: Ongoing
Art Information Professionals
Note: PDC supports the evolving role of art information professionals through efforts to promote and distribute information about professional development opportunities as well as contributing to the development of new opportunities.

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

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

Activity: Project Charter for Redesign of Professional Resources Pages on ARLIS Website
Notes: The redesign is complete, but it brought to light many pages that had not been updated in approximately five years. PDC will continue to edit the content on the pages.
Status: Ongoing

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 for the Executive Board:
• None at this time

II. Professional Development Committee – Education Sub-Committee (Stephanie Grimm)
Committee Membership:
Stephanie Grimm (Chair) (outgoing)
Andi Back (outgoing)
Alex Chappell (outgoing)
Angelique Roy (outgoing)
Jacquelyn Williams (continuing)

Membership updates:
Incoming Chair: Amy Hunsacker
Incoming Committee Members: Stephanie Beene, Carol Ng-He (one vacant seat - still recruiting)
Brief Narrative:
Through 2018, the Education subcommittee continued to focus on identifying opportunities to expand membership education and development through virtual programming. Committee members investigated potential partners and programming topics that speak to ARLIS/NA member concerns and interests, including Open Access/OERs and critical librarianship, and developed a set of criteria to examine high-interest conference sessions to potentially host follow-up virtual sessions to continue those conversations. Using SCHED data, we are developing a list of these sessions, and will ask the Board for additional data to support this (see "Issues for the Board.")

Webinar Best Practices was redeveloped to provide a more succinct document that presents a timeline and recommendations for any members who want to organize virtual programming. The subcommittee Chair, through participation in the larger Professional Development Committee, also worked with the ARLIS/NA web manager and communications organizers to update the newly-redesigned Professional Resources page to more clearly identify webinar organization content and upcoming events, and to update the Webinar Request Forms. These materials are now in a more visible location on the ARLIS/NA website at https://arlisna.org/professional-resources/webinars-virtual-meetings.

Webinars organized/co-hosted:
- **Everything You Need to Know about ARLIS/NA Committee Work**
  October 25, 2018, 12:00pm CDT

- **New Media Challenges and Solutions for Art Information Professionals**
  November 10, 2018, 1:00 - 3:00pm CST

- **Using SCHED to Plan Your ARLIS/NA Conference Experience**
  Monday, January 22, 2pm CST/3pm EST

- **ADSL Pre-Conference Virtual Meeting**
  Proposed date: Wednesday, March 20th, 3pm/2pm CST

- **Leadership Onboarding (asynchronous/recording only)**
  Proposed date: March 8 or 11

Art Information Professionals
PDC-Ed supports education and professional development opportunities by facilitating and developing virtual programming content.

Activity: Work with PDC, relevant SIGs, and existing survey/assessment data (including Core Competencies research) to identify issues of concern and interest for ARLIS/NA members and develop programming in response. (Ongoing/Progress)

Activity: Facilitate webinars and virtual meetings for ARLIS/NA members and DSS. (Ongoing)

Activity: Revise Best Practices and Webinar Proposal Timeline (Completed)
Activity: Support the development of the Art Librarianship OER project, in coordination with PDC and other groups across ARLIS/NA, to potentially include virtual programming and asynchronous content. (Forthcoming/ongoing.)

**Innovation and Technology**
Activity: Support the delivery of content to the LP following webinars/virtual meetings and coordinate completion of Consent/Public Appearance forms. (Ongoing)

**Issues for the Executive Board**

**Identifying High-Interest Conference Sessions**
- PDC-Ed is requesting data on previous conference attendance as part of our initiative to develop more content from within PDC-Ed, to develop a set of criteria by which members might identify high-interest sessions from previous conferences.
- Organizing and managing virtual programming - Over the past few years, it has been recognized that scheduling and confirming GoToMeeting events can take an extensive amount of time, sometimes upwards of four weeks to confirm schedules. Best Practices encourages a minimum 8-week lead-time for organizers, this has also led to some serious concerns around our ability to efficiently plan and manage these events.

As an example: the “Committee Work” and ARLISNAP/VREPS events in 2018 came around the same time as the AEG leadership changeover, and there was some confusion as to responsibilities and setup for GTM events and how to assign roles to PDC-Ed members and presenters. Requesting and confirming our event and practice times took several weeks, and on the evening of the ARLISNAP practice session we had a no-show from the host and were not able to get into the room. On the day of the ARLISNAP event, the AEG host did not stay through the entire webinar (which is normally not an issue if others are also assigned as hosts). However, since the PDC-Ed representative was only made a co-organizer, the event did not successfully record, and we lost the archive of the webinar. We requested AEG look into this and contact GTM to try and recover it but have not yet heard if this was salvaged.

PDC-Ed is requesting that the Board review or consider other options for organizing virtual content, or to consider granting GTM access to the Education subcommittee.

**III. Professional Development Committee – Mentoring Sub-Committee (Megan Lotts)**

**Committee Membership:**
Megan Lotts (Chair)
Lynn Cunningham
Shira Loev Eller
Darin Murphy
Mackenzie Salisbury

Annual Report not received.

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

**IV. Summer Educational Institute – SEI Mid-Year Report: (Lesley Chapman)**

**Committee Membership:**
Lesley Chapman (Chair)
Courtney Leann Baron (Junior Co-Chair/Faculty Liaison)
Bridget Madden (Incoming Co-Chair/Student Liaison)
Cindy Abel Morris (Local Arrangements Chair)  
Annie Sollinger (Curriculum Specialist, ARLIS/NA)  
Carolyn Lucarelli (Curriculum Specialist, VRAF)  
Tina Budsize-Weaver (Development Specialist)  
Otto Luna (Webmaster/Publicity Specialist)  

**SEI 2019 Team**  
- Three 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.  
  - The positions of Webmaster and Publicity Specialist have been combined into a single position.  

**Curriculum and Faculty**  
- Bi-weekly meetings via BlueJeans video conferencing began on October 12, 2019.  
- The course schedule for SEI 2019 will be different from SEI 2018 in two main aspects.  
  - The entire workshop begins with a Project Design module to provide a broad overview  
  - The career-building module, which capped off the curriculum in 2018, has been replaced with an Instructional Design and Outreach module.  
  - A need for a clear written policy on the procedures for selecting SEI instructors and the need to strive for a more diverse and inclusive faculty has been identified.  
  - This need will be addressed by a task force after the conclusion of SEI 2019.  

**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.  
- The keynote speaker time slot has been replaced with an informative icebreaker and group-building activity for SEI 2019.  
- The Happy Hour has been replaced with a community-building/networking event in the form of Games Night.  
- The SEI 2019 LinkedIn group is a new initiative that will be formed by Incoming Co-Chair/Student Liaison, Bridget Madden.  

**Administrative Tasks**  
- The Senior Co-Chair submitted a request for funding to the Kress Foundation for $5,000 of scholarship funds. The Kress Foundation confirmed that they would continue to fund $5,000 of scholarships. Six scholarships will be offered in the amount of $833 each.  

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

**V. National Digital Stewardship Residency (NDSR) – (Kristen Regina)**  
**Art Curriculum Development Task Force – (Anne Trenholme)**  

**Task Force Membership:**  
Ann Trenholme (NDSR Art Task Force Chair)  
Cory Budden (co-author)  
Abigail Dansiger (co-author)
The NDSR Art Task Force Report was submitted on February 26, 2019. The ARLIS/NA Executive Board approved the report on March 6, 2019.

The Task Force has established three top recommendations for sharing NDSR Art expert knowledge with ARLIS/NA membership and beyond.

- Create a Digital Preservation Special Interest Group (SIG)
- Create and effectively publicize more in-person and online professional development opportunities for digital preservation training within ARLIS/NA
- Partner with societies and institutions outside of ARLIS/NA to offer expanded training opportunities and create best practices guidelines

Abigail Dansiger and Cory Budden will share the finding of the report during the NDSR session at the 2019 annual conference in Salt Lake City

Submitted by Lauren MacDonald, Education Liaison, March 22, 2019.