EnPRO 359, Art@IIT
MIDTERM REPORT

MEMBERS
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ADVISOR
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OVERVIEW/INTODUCTION

In an effort to work efficiently and successfully as a team, EnPRO 359 has identified and divided its work into groups. Each group is assigned to a specific task relevant to the support and progress of the Art@IIT movement. The groups are as follows: research, promotion, funding, archiving, location and website design/production. This report will outline the goals of each group, the members of the group, the end product the group wishes to produce, an overview of each group's timeline and its progress to date.

EnPRO 359 sees as its research goals: to research successful university galleries in order to understand how they work, to research the art of technology, and to form a comprehensive database of art around IIT. As its promotions goals: to make all students at IIT aware of the art gallery, to promote art at IIT through workshops, posters, and articles, and finally to create a greater understanding at IIT of what art at IIT could be. As its funding goals the EnPRO seeks to learn more about how nonprofit art galleries receive funding for operating expenses and art shows. As its archiving goals the EnPRO will begin to create a comprehensive list of all art held by the university and document it in written and graphic form. EnPRO 359 for its locations goals will: seek out possible sites for a gallery to take place and document each site in graphic form, and write a brief data sheet on each location. For its website all groups will come together to document and promote the team via an online database.

RESEARCH

Members
Rupa Lakhani, Ami Shah, Swapna Viswanathan

Goals
The research group for EnPRO359, consisting of Rupa Lakhani, Ami Shah, and Swapna Viswanathan, have made numerous progressions since the beginning of the semester. When initially divided into this group, we decided to construct a list of goals that we wanted to achieve during the semester. This gave us a preliminary timeline of what needed to be done. Our list of goals included researching art around Chicago and within campus, and also contributing this list to our website so that students and faculty would be able to see upcoming events at the click of a mouse. Also, we wanted to pick a specific research site to conduct interviews and encounter the problems of an active university art gallery. After listing these preliminary goals, we organized ourselves and proceeded to specify each goal and how each could be accomplished.

End Product
The list of websites will also help stir an interest in art around the campus, and provide people with an easier way to look it up. In the future, we want to get the tasks described above with our research site accomplished. The results from the research would help

develop our gallery, and help run it more efficiently also. This is our goal for the rest of the semester.

Overview of Timeline
We basically wanted to get our research done by midterm time (10/22). While the finalities of how it would be presented on the website are being worked out, we wanted to also visit other art galleries and write reviews for the IIT newspaper (11/02). In addition to this, this is where our research of UIC's art gallery in specific would begin. We want to get this all accomplished, and the final product of our research done by the end of November (11/30).

Progress to Date
For our research, we decided to each search for websites and other types of media that could provide other students with easy access to art around the city that they might be interested in. After we found a sufficient website, we summarized it so that a reader would be able to briefly analyze the website and decide if it complies with their personal interests. Each of us did this separately, and then collaborated to decide which links we actually wanted on our website, and which we did not. We also decided that for the website, we would keep this properly updated for the visitors' convenience. We plan on preparing the layout for the website for this area.
For our research site, we picked UIC's gallery as our primary location. We did this for several reasons. Firstly, it is highly accessible to us. At any time, we could just get on the CTA train and head over to there. We also did it because we know that in the future, we plan to expand our gallery. With UIC as our research site, we can plan interviews with the head management of the art gallery to ask how and when they got started. Also, we can find out what types of problems they have encountered in order to be more prepared for our own gallery, and perhaps even prevent these troubles from occurring. We have put together a purposeful (and quite essential) list of questions that we could ask in an interview.

PROMOTIONS

Members
 Elisa Watanabe, Krystle Lamprecht

Goals
Promote awareness of new gallery opening on campus and its website by creating flyers/posters/postcards, submitting articles in Tech News and other publications, and placing an ad in the mass email for IIT.

End Product
We will design and print flyers and posters to hang around campus. We also plan on using the same design on postcards to be sent to professors and prospective gallery attendees outside campus. Several articles will be submitted to Tech News, such as reviews on existing galleries and descriptions of the new gallery on campus. A name for the gallery will also be created.

Overview of Timeline
The first few weeks consist of brainstorming ideas for workshops and articles for submission to Tech News. By the fourth week, a workshop is planned and the first article is written. Preliminary designs for flyers are done to advertise workshop information. The fifth and sixth weeks focus on contacting outside publications to submit a listing of the new gallery. The next weeks will be used to plan a second workshop and another article for Tech News. By the final weeks before November 10 a name will be chosen and flyers will be posted about the opening of the gallery.

Progress to Date
The group began by dividing tasks and creating a timeline with deadlines for each task. After visiting a gallery at UIC, an article about it was written for submission in Tech News. An outline for the second article is being created for submission a week before the opening on November 10. The first workshop is decided for the last week of October. The idea is to have a cookie decorating workshop with a Dia De Los Muertos theme sponsored together with the Hispanic student organization Arquitectos. The final date and time have yet to be decided.

Several outside publications were contacted for information on rates. By working in collaboration with the funding group, we can decide how much we can afford to place a listing in each publication. Our options include Gallery Guide, Illinois Arts Council, and Chicago Gallery News. A package has been received from Gallery Guide and will be reviewed by the entire group.

FUNDING

Members
Krystle Lamprecht

Goals
The goal of the funding group is to seek funding for the IIT art gallery through grants, university sponsorship, and philanthropic gifts. Information about funding services will be acquired through online databases, websites, print publications, and interviews with IIT departments.

End Product
The end product of this research will be a list of funding sources which includes grants the future art gallery maintainers should consider submitting proposals towards. Additionally, if any suitable grants with deadlines this semester are found, a proposal may be created and submitted for those, if the goals of the art gallery are concrete enough at that time.

Overview of Timeline
- Meet with Glenn Krell to discuss grant searching (Mon, 10/4) (DONE)
- Research grants online, in databases, and in print publications (October) (DOING)

- Create list of grants to apply for this semester (mid/end of October) (Have some possibilities, need budget info)
- Develop grant proposals for any approved grants due this semester (before they are due)
- Investigate different sources of funding within the university (Weeks 11/4-11/11) (Trying to contact someone about this)
- Create list of grants to apply for in future semesters (November 12)

Progress to Date
So far, I have contacted and met with the IIT Grants Office twice to learn about how to find and apply for grants. I have been searching two grants databases online in the following categories: private foundations, corporate grantmakers, grantmaking public charities, and community foundations. I have a list of seven grants so far and am continuing to search in these areas for further grants. I have found some which may be applied to at any time and which we could possibly apply to this semester, but in order to do so we will need information concerning the art gallery's budget and what the grant money would be used for.

ARCHIVING

Members
Dominic Garascia, Erika Klemm, Young Kim

Goals
The main goal of the archiving group is to create a system to take an inventory of art held by the Illinois Institute of Technology and to begin the documentation process.

End Product
A digital database (whether it be online, on file, or on paper) of art at IIT. Because it is unlikely we will be able to inventory all of IIT's art we will at least have created and implemented an effective system/procedure for doing so.

Overview of Timeline
-Design form for documentation of art (October 5)
-Create list of focus buildings/areas to begin documentation:
 -Outdoor sculpture/artwork (October 19)
 -Galvin Library (November 2)
 -HUB (November 16)
 -Crown Hall (November 30)
-Create brochure for campus 'walking tour' (November 16)
-Upload documentation sheets to Yahoo Groups for use as a resource on EnPRO website and Art@iit website (Ongoing)

Progress to Date
So far, the Archiving Group has completed the art documentation form, which includes a photograph of the artwork and a list of its vital information including (among other things)

its artist, location, a short description of the work, how it was obtained and its value. We are in the process of documenting the outdoor sculptures and artwork and should have that completed within a week or so. All documentation forms we have finished are in digital format and have been uploaded to Yahoo Groups for inclusion on the websites.

LOCATION

Members
Itzi Velasquez, Dominic Garascia, Young Kim

Goals
The goal of the locations group is to research and document potential art gallery space for next school year.

End Product
We will produce a list and complete documentation of possible gallery spaces. Documentation of each will include photographs, summaries, sketches of floor plan, and dimensions and will be in some sort of digital format.

Overview of Timeline
-Form comprehensive space list (October 5)
-Begin researching spaces through photographs and light research (October 31)
Locations to research at this point: HUB Faculty Club, MTCC, the tunnels of campus, Machinery Hall, North end of HUB, 4th floor Main Building, Materials Building
-Present initial findings to IPRO team and decide on 3-5 to focus research and EnPRO presentation (November 16)
-Research short list and compile documents by IPRO week (Ongoing)

Progress to Date
Thus far, our group has decided to split up the work in three and each research three to four locations. As can be followed by the timeline above, the locations group has specific goals set for each week. Up to this point in the semester, all the goals that have been set have been met. We are still in the process of researching and documenting locations. So far, we have the Machinery Hall documented, but still need to go and do a double check on the dimensions and floor plan. We are scheduled to go into the tunnels this Tuesday, October 19th.

WEBSITE

Members
Jeremiah Bridges, Krystle Lamprecht

Goals

The goal of the website group is to produce a working website that will explain and promote our team's project to students, faculty, and sponsors. The website will contain an explanation regarding the purpose of our project, all of the deliverables that our team has produced, and the findings and accomplishments we have made throughout the semester.

End Product
The end result delivered from the website team will be a fully functioning website that is informative, easy to navigate, and aesthetically pleasing. The website produced will be an agglomeration of the ideas, procedures, deliverables, and accomplishments that have been realized through the course of our EnPRO team's semester.

Overview of Timeline
-Acquire website info (i.e. domain, ftp upload address, password) – (October 7 - Done)
-Make a list of pages that should be on the site, construct logo for the website, start working on the website template and navigation system (October 14 - Done)
-Construct template with navigation bar, decide on color scheme, take team pictures for bio page (October 21)
-Apply template to each page and Check and test navigation (October 28)
-Present website (barebones) to group, get feedback and suggestions (November 4)
-Make adjustments to website based on the groups input (November 11)
-Work on maintaining the website, adding documents as they are received and put finishing touches on the site (Remaining time left in the semester)

Progress to Date
As can be followed by the timeline above, the website group has specific goals set for each week. Up to this point in the semester, all the goals that have been set have been met. We have acquired all the information needed to access our site and maintain it, we have also developed an outline of the pages that will be on it. We are currently in the process of finalizing the general template design that will set the theme for our site and have completed the navigation bar that will be used throughout it.

CONCLUSION

EnPRO 359 will create a comprehensive business plan informed by all its subgroups. By researching successful university galleries, creating a greater understanding of art at IIT, learning more about how nonprofit art galleries receive funding for operating expenses and art shows, forming a list of all art held by the university and documenting art in written and graphic form, seeking out possible sites for a gallery to take place, and by to documenting and promoting the team's work via an online database EnPRO 359 will be in an informed and educated position to compose a strategy for art at IIT.