

# EDU001

## Education Department Records, 1993-2013 Archives, Indianapolis Museum of Art at Newfields

By Catherine Walsh, January 2019

### Overview

**Title:** Education Department Records

**Reference Code:** EDU001

**Dates of Record-Keeping Activity:** 1993-2013

**Creator:** Education Department staff

**Extent:** 10 cubic feet | 10 linear feet | 10 records cartons

**Forms of Material:**

Brochures,	Floppy disks,
Card indexes,	Original photographs,
Color negatives,	Paperwork (records),
Compact discs,	Reports,
Correspondence,	Ring binders,
DVDs,	Slides (photographs)

**Languages and Scripts:** English

**System of Arrangement:** The collection is divided into 7 series and 9 subseries as delineated below. The contents of each series or subseries are generally arranged alphabetically or topically (e.g., files related to “camps”), with the exception of Series VII, where the ordering is dictated by the physicality of the media.

Series I: **Program Files, 1994-2013**

Series II: **Education Department Administration, 1997-2013**

Series III: **Education Reference Resources, 1997-2013**

Series IV: **Financial, 1993-2013**

Series V: **Museum Administration, 1996-2013**

Series VI: **Correspondence, 1997-2013**

Series VII: **Other Media, 1997-2013**

**Processing Information:** Original order was inconclusive, as it was not chronological, thematic, or alphabetical. Processing involved extensive weeding, primarily removing duplicate, irrelevant, or non-archival materials, which ultimately reduced the collection size from 23 to 10 boxes. Eliminated materials included but were not limited to: financial contracts bearing personally identifiable information, canceled checks, purchase orders, non-IMA advertisements, personal mail, blank paper, and photocopied articles available elsewhere. This collection was processed with an MPLP approach; no re-foldering, numbering, or formal naming systems were applied. Many folders retained their original names, materials, and ordering within the folder. Since not all materials were originally collected in folders, the processor gathered groups of similar document types/subjects together, but with little ordering within these groupings (for example, correspondence was collated but not ordered by date, recipient, or topic). These archivist-created or archivist-named folders are indicated with assigned names in brackets.

Note: many of the materials in Series V, Museum Administration, are only tangentially related to the work of the education department and were preserved pending future decisions about and organization of the larger body of institutional records. At a future date, many of these records could either be moved to another collection or deaccessioned if they are duplicates of material held elsewhere.

## Scope and Content

This collection consists of records produced and collected by staff, primarily the Manager of Studio and Community Art Programs within the museum's Education Department. It documents outreach work, community engagement, and efforts to promote and manage studio classes and programs at the museum targeted at both youth and adults.

**Series I: Program Files, 1994-2013** includes materials related to the planning and implementation of educational programs, several related to specific exhibitions put forth by the museum. Some significant inclusions are: 100 Acres, the reinstatement of the African art galleries, Campos-Pons, the IMA Community Walkway, FLOW Teacher

Workshop, Gee's Bend and quilt-related programming, and visual thinking strategies (VTS).

**Subseries A: AfricaFest, 1994-2006** includes records pertaining to the organization, staffing, and programming of AfricaFest. This includes some correspondence and controversy surrounding the event's unexpected cancellation.

**Subseries B: Community Day (MLK Day), 2006-2013** includes planning and programming records for the Community Day celebrations, held at the museum on Martin Luther King, Jr. Day.

**Subseries C: Indianapolis Black Expo, 2000-2013** includes organizational, logistical, and promotional materials published by and for the Indianapolis Black Expo, including the design of exhibits hosted in the museum's area and artist demonstrations.

**Subseries D: Star Studio and Studio Program/Classes, 1995-2013** begins with materials concerning the design, planning, and programming for the Star Studio (initially called Star Gallery), a space within the museum where families, school groups, etc., engage in alternative learning experiences or interact with artists or works of art. This subseries also contains schedules, course plans, instructor manuals, and information for the various studio art classes held at the museum for both children and adults.

**Subseries E: Youth Programming, 1997-2013** includes planning files for events and programs designed with youth in mind, such as camps, after-school programs, summer programming, and a teen exchange in conjunction with the Venice Biennale.

**Subseries F: Collaborative Arts Partnership, 1999-2011** includes a large amount of materials related to the planning, programming, and evaluation of the Collaborative Arts Partnership, a key responsibility of the Education Department. For this cooperative project, the museum hired art instructors to go out to local Indianapolis schools (particularly in the IPS system) and teach classes on art creation and visual thinking.

**Series II: Education Department Administration, 1997-2013** includes records relating to the general operational tasks of the Education Department, such as departmental

meeting notes and minutes, position descriptions, and strategies/goals of the organization.

**Series III: Education Reference Resources, 1997-2013** contains gathered resources relevant to the goals and programming of a museum education department. This includes publications and brochures for educators, as well as activities for museum-goers.

**Subseries A: Artist Files, 1997-2013** includes information on individual artists who worked with the Education Department, either for instructional program content or in conjunction with exhibits of their works at the museum.

**Series IV: Financial, 1993-2013** includes comprehensive financial reports, budgets and financial planning data, and applications for grants.

**Subseries A: Reader's Digest/Lila Wallace Program, 1993-1997** includes records relating to this scholarship and its recipients, as well as the projects they undertook during the tenure of their internships at the museum.

**Series V: Museum Administration, 1996-2013** contains materials related to the larger museum environment, its administration, and its policies. This includes minutes, meeting notes, and reports from subject committees.

**Subseries A: IMA Expansion, 2000-2006** includes materials relating to the redesign, expansion, and rebranding of the Indianapolis Museum of Art in the early 2000s.

**Series VI: Correspondence, 1997-2013** includes correspondence (printed emails and letters) both sent and received by department staff.

**Series VII: Other Media, 1997-2013** includes photographs, photographic negatives, slides, audio, and video content. There are also computer files stored on both CDs and floppy disks, including additional obsolete media carriers (these have not yet been cataloged or accessed).

## Administrative History

This material was produced by the Education Department of the Indianapolis Museum of Art at Newfields, under the supervision of Linda Duke, between 1997 and 2013. In approx. 2009/ 2010, the Education Department was renamed Academic

Engagement. The department name was returned to the Education Department in 2019.

This museum department focused heavily on audience education and community outreach and engagement during the temporal scope of these records. Efforts in the department included the administration of educational programming and initiatives within the museum; institutional participation in arts-focused events like AfricaFest and the Indiana Black Expo; and outreach programs at other institutions and local schools. The department supervised on-campus studio programs and instructors and gathered information resources for docents and curators to use in conjunction with special exhibitions.

**Sources:**

The materials in this collection.

“Carol White” *Spirit & Place Festival*, Polis Center, IU School of Liberal Arts/IUPUI, 2009,  
<http://www.spiritandplace.org/Festival.aspx?access=People&Year=2014&PeopleID=69>

## **Further Research**

**Subject/Index Terms:**

Art – Study and teaching  
Art festivals  
Art museums  
Arts audiences  
Business records  
Indianapolis Museum of Art  
Museum attendance  
Museum buildings – Indiana – Indianapolis  
Museum exhibits  
Museum finance  
Museum outreach programs – Indiana – Indianapolis  
Museum visitors – services for  
Museums – Educational aspects  
Museums – Public relations  
Museums and community  
Museums and family  
Museums and minorities  
Museums and schools

## Administrative Information

**Repository:** Archives, Indianapolis Museum of Art at Newfields. 4000 Michigan Road Indianapolis, IN 46208. (317) 923-1331 X276. archives@discovernewfields.org

**Immediate Source of Acquisition:** internal transfer by the Education Department, 2013

**Custodial History:** Records were transferred directly from department of creation to the institutional archives.

**Citation:** [Item title], [DD Month YYYY], [Container information]. Education Department Records (EDU001). Archives, Indianapolis Museum of Art at Newfields. Indianapolis, IN.

## Access & Use

**Conditions Governing Access:** Seires I is open to all researchers. Series II-VII are open for research by Newfields staff, with some folders restricted to current Education Department and executive-level staff at the discretion of the archivist.

**Technical Access:** Content contained on obsolete storage media (e.g., floppy disks), and others require special equipment for ideal viewing (e.g., negatives, slides). Five business days advance notice is requested to allow time for the archivist to arrange for use of these materials.

**Conditions Governing Reproduction and Use:** Unpublished manuscripts are protected by copyright. Permission to publish, quote, or reproduce must be secured from the repository and the copyright holder. Please contact the Archivist for more information.

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## Box and Folder Listing

### Series I: Program Files, 1994-2013

#### Box 1 (63 folders)

[Program brochures]

[Projects]

[Programs]

[Programs]

[Programs]

[Programs]

[Programs]

[Programs]  
100 Acres, 2010  
ANP/100 Acres  
[Africa celebration '98 summary binder], 1998  
[African gallery guide course], 1994  
[African education space]  
[African learning space]  
African gallery  
African reinst.  
African reinstallation, current  
Self guide – African-American artists  
African American artists at the IMA – African American projects  
Amorphic  
[Artist recommendations for show]  
Art Live – Prog partner  
Armaking  
[Black history month]  
[Campos Pons], 2004  
Campos Pons  
Campos Pons support  
Cuba documentation  
Cuba prog  
NCEECA [Ceramics conference]  
[Circle City Classic], 2007  
Civic theatre  
[Civil discussion series]  
[Community Art Expressions], 2003-2004  
[Community Connections], 1990s  
C.C., 2004 (originals)  
Community Connection  
Community East Hosp  
Construction walls [Community Walkway of Art]  
Construction wall  
IMA Community Walkway of Art, 2003  
Craine House  
Eli Lilly retreat  
Evaluation – outcomes  
Exhibitions  
Exhibitions, galleries/Const.  
Exhibitions – current  
[Fabric of Our Community], 2006  
Final Friday  
[Flanner House]

[FLOW Teacher Workshop], 2011  
FLOW  
ForeFront  
Gallery conversations  
[Gallery surveys]  
Gee's Bend  
Glenn White  
Hirokazu Kosaka, David Wilson  
[Holiday project], 2002  
IRT, 2007  
Joyce Moore  
Lacy Grant  
**Box 2** (37 folders)  
Light of the World  
[Louv event]  
[Masks – docenting]  
[Mainardi conservation], 2007  
Maxwell Anderson  
Miller House  
[My Daily Const.]  
[On Procession exhibition]  
Penrod  
[The Print in the North Programs], 2002-2003  
[Quilt donation forms]  
[Quilting programs]  
Quilt selections for ground level gallery  
Community quilt meetings  
Quilt project  
Riley/St. Vincent  
Roman art from the Louvre  
Rooms w/ Views  
Sacred Spain  
Sketches Intro, 1/29/07  
Statewide initiative  
Steward Series  
Storycore/resources  
[Study circles], 2011  
[Reading circles]  
Temple Grandin



Temple Grandin  
[Thornton Dial exhibition], 2007  
[Thornton Dial], 2011  
Viewing project  
[VTS training folder]  
VTS  
Carmen/Butler [VTS]  
VTS  
[VTS]  
Warhol  
Wilson  
[World AIDS Day], 2009

**Subseries A: AfricaFest, 1994-2006**

**Box 2** (24 folders)

Vendors  
General Marketplace – vendors  
[AfricaFest]  
[AfricaFest]  
Carol White AfricaFest  
AfricaFest  
AfricaFest '94  
Address Lists, AfricaFest '96  
Promotionals AfricaFest '96  
AfricaFest 1997: mask making  
AfricaFest 1997: volunteers children's area  
AfricaFest 1997: beads jewelry  
AfricaFest 1997: agendas for meetings  
AfricaFest 1997: adinkra  
AfricaFest 1997: wraps/photos  
AfricaFest 1997: resources + ideas + books  
Stilt Walkers – AfricaFest 1997  
David Wright/"The Wiz" puppet for AfricaFest 1997  
[AfricaFest]  
Articles – AfricaFest  
General information – AfricaFest  
Correspondence – AfricaFest  
Budget – AfricaFest  
AfricaFest 03

**Subseries B: Community Day (MLK Day), 2006-2013**

**Box 2** (10 folders)

[MLK Day]

MLK

MLK Day 2006

MLK Day 2008

MLK Day 2008

[MLK Day, 2008]

MLK Day celebrity video reception, January 10, 2008

MLK 2010

[MLK Day], 2012

[MLK Day], 2013

**Subseries C: Indianapolis Black Expo, 2000-2013**

**Box 3** (20 folders)

[Black expo]

Indiana Black Expo

[Black expo – Thompson collection]

Black expo

IBE

IBE exhib. planning

Black expo

[IBE]

[IBE reports], 2000-2005

IBE 2005

[IBE], 2005-2009

Black expo, 2006

[Black Expo], 2007-2008

[Black Expo], 2008

[Black Expo], 2010

[Silhouettes, Black Expo], 2010

IBE 2010 Community

IBE 2010 July

[IBE], 2011

IBE 2012

IBE 2013

**Subseries D: Star Studio and Studio Program/Classes, 1995-2013**

**Box 3** (31 folders)

[Star Gallery]

[Star Gallery]  
Planning Star Studio  
Star Studio  
Artist Bing Davis/Star Gallery  
[Star Studio Binder], 2003  
[Star Studio], 2005  
Star 2012  
[Star Studio, proposed exhibitions]  
[Photographs]  
Classes  
[Studio classes]  
[Studio evaluations], 2002-2003  
Studio brochure  
Studio asst.  
Adult studio programs  
Studio promotion  
Enrollment – studio  
Studio calendars & schedules  
[Studio programs], 1995-2000  
Studio general, 2000  
Studio Planning, 2006  
Fall classes 06  
Studio spring 07  
[Studio Youth Program]  
General studio  
Studio planning  
[IMA studio manuals]  
Instructor manual  
Studio evaluations  
Studio programs

**Subseries E: Youth Programming, 1997-2013**

**Box 3** (9 folders)

[Arlington Community Art Academy]  
[Art lab schedules]  
Art camps  
[Summer camp], 2012-2013  
Summer Teen Enrichment Program (STEP), 2005  
Partners

[Horticulture camps]

**Box 4** (20 folders)

[IMA Perspectives]

[IMA Perspectives after school program], 2010

Perspectives, 2011

[Pacer Academy]

Pacer Academy photograph experience, Fall 2002

Pacers Academy

[IPS Pacers Academy]

Teen global exchange/Venice Biennale

Venice

[Venice]

Teens

Google for Doodle

Family prog

Family teens multiaged programs

Summer

Summer project

Pre-school program

Pre-school program

Search, 1998/99

Survey & data

**Subseries F: Collaborative Arts Partnership, 1999-2011**

**Box 4** (40 folders)

[CAP]

[CAP]

CAP general

[CAP]

CAP stuff

CAP

CAP program

[CAP]

CAP – IMA

CAP program

[CAP]

[CAP]

[CAP]

[CAP]

CAP planning, 2000/2001  
[CAP], 2001  
[CAP], 2001-2002  
[CAP], 2002  
CAP program – recent, 2002-2003  
CAP meetings, 2002-2003  
Community art programs, 2003  
[CAP], 2003  
CAP – current, 2003-2004  
CAP planning, 2004  
CAP – general info, 2005-2006  
CAP, 2006-2007  
CAP – general info, 2006-2007  
CAP meetings, 2006-2007  
[CAP], 2006-2007  
CAP planning, 2007-2008  
CAP, 2007-2008  
[CAP], 2008-2009  
CAP, 2008/2009  
[CAP]  
[CAP]  
Survey, 1999  
School #43 evaluations  
2001-2002 evaluation forms  
CAP evaluations 2002-2003  
**Box 5** (53 folders)  
2004 – student surveys  
2005-2006 enrollment forms  
Completed CAP assessments 05/06  
2008 evaluations  
[CAP evaluations], 2007  
[CAP evaluations]  
After school coalition  
Attendance – current month  
CAP advisory council meeting, 5/8/02  
[CAP assistant binder]  
[CAP assistant binder, 1999-2000, 1 of 2]

[CAP assistant binder, 1999-2000, 2 of 2]  
CAP culminating event, 2001  
CAP celebration performing arts, 2003  
Final celebration, 2007  
CAP celebration, 2008  
CAP director – schools, organizations, artists  
CAP support  
Video, spring 2002  
CAP video schedule  
CAP video, 2004  
CAP video – 2005-2009  
The Children's Museum, 2002-2003  
Children's Museum, 2005-2006  
Cold Spring School  
Cold Spring – CAP  
Cold Spring, 2005-2006  
C. S. Earthworks  
DFYL Institute, 10/8 and 10/9/2005  
Flyers – program  
Hats of Africa  
Spring instructors, 2003  
IPS 14, 2005-2006  
Annie Bishop IPS 14  
IPS 43, 2005-2006  
IPS 70, 2005-2006  
IPS 106  
IPS, 2008-2009  
IPS, 2009-2010  
[IPS balanced calendar], 2010-2011  
International School of IN, 2005  
Lesson plans, 2002 fall  
Participating organization evaluation forms  
Bill Rasdell – Cape Town project  
[Rasdell photographs], 2007  
Rasdell project  
School agreements, organization agreements  
Stats report

Strategic planning  
Student, parent, artist organization assessment forms  
Support material – CAP  
Teacher training  
Tour for after school  
Urban Arts Consortium, 2000-2001, IPS #43  
Young Audiences, 2001-2002, IPS #27

**Series II: Education Department Administration, 1997-2013**

**Box 5** (14 folders)

[ArtXplore evaluation]  
[Committee meetings]  
[Committee meetings]  
Community efforts  
Comm. Relations, 2008  
Community rel. director  
[Department meetings]  
[Docent list], 2007  
Duke essay  
[Education committee], 2009  
Education dept. – general  
[Education dept. info book]  
[Education division]  
Education division

**Box 6** (35 folders)

[Education division]  
Educ/pub prog comm, trustees  
[Education spaces]  
Evaluation forms  
[Evaluation]  
Evaluation samples  
Exhibitions  
Goals  
2006 division admin [Goals]  
Goals  
IN School for the deaf  
[Indiana Summit on Out-of-School Learning], 2012  
[IUPUI student survey]  
[Joyce awards], 2007-2008

Label study, 2004  
Lilly evaluation study  
[Local museums, education]  
[Meeting notes – Carol White]  
Planning new art spaces  
General planning  
General planning  
Position changes, 2005  
[Position descriptions]  
Pos descr  
Program assessment  
Program assessment  
Program planning, 2004  
Program proposals 06  
[Strategic planning retreat]  
[Studio restructuring]  
[Understanding family audiences study]  
Publications  
Publications  
[Teacher and school programs]  
Work assignments 2004 Educ Dept  
Web programs/tech

**Series III: Education Reference Resources, 1997-2013**

**Box 6** (15 folders)

[Accessible arts programming]  
[Activity/programming ideas]  
Africa  
[After school systems]  
Carla Scott  
ArtQuest  
[Games]  
Maps  
Jacob Lawrence  
[Museum Sleuth Workbook]  
The Passage  
[Program/activity ideas]  
[Programming ideas: galleries]  
[Sketching outside]



[Techniques/education]

**Subseries A: Artist Files, 1997-2013**

**Box 6** (7 folders)

E. Chen  
Ann Chu  
Bing Davis  
Mark Dion  
Jacob Dobson  
[Mary Beth Edelson]  
[Felrath Hines]

**Box 7** (8 folders)

Bill Myers  
Kyle Ragsdale  
Wm. Rasdell, S. Africa  
Tricia Spencer  
[Carol Tharp-Perrin]  
Jon Tomlinson  
Daisy Youngblood  
Martin Zagbo

**Series IV: Financial, 1993-2013**

**Box 7** (40 folders)

[Budget], 1994-1995  
Budgets, 1997-1998  
[Budget], 1998-2012  
Budget, 1999-2003  
[Budget], 2000  
Budget & planning, 2000  
Budget, 2000-2003  
Budget, 2001  
Budget, 2003-2004  
[Budget – Campos Pons], 2004-2005  
Budget planning, 2005  
[Budget], 2005  
[Budget forms], 2005-2006  
[Budget, education], 2006  
[Budget], 2006-2007  
[Budget], 2008-2009  
Budget/mileage, 2008-2011

[Budget], 2009-2010  
Development  
[Education budget], 2003  
[Financial], 2004-2005  
[Financial]  
[Funding], 2007-2008  
Grants, 2008-2009  
Grants – CAP, 2002-2003  
Grants/financing, through 2003  
Grants, 2004  
Grants, 2001-2007  
Ife, 2011  
IMA – Grants  
[IMLS Museums for America grant], 2005  
IN legislature, IMA tax status, 2008  
[Indianapolis Foundation Grant], 2013  
Monthly variance statement  
Overcoming obstacles  
[Strategy for budget], 2010  
Studio info sheets form  
[Summer youth program fund grant], 2008, 2013  
USA Funds, 2008

**Subseries A: Reader's Digest/Lila Wallace Program, 1993-1997**

**Box 7** (5 bound items, 13 folders)

Lila Wallace-Reader's Digest Fund Collections Accessibility  
Initiative: Interim Report, 1993, 1994, 1995, 1996, 1997  
[Wallace report], 1997  
Scholarship info  
Wallace grant  
Wallace reports, 1996-1997  
Works by African Americans  
Wallace scholarships  
[Wallace reports], 1997  
Naeemah's work plan  
Scholarships, Wallace, 1995-1996 (Naeemah Jackson)  
Christopher A. McCauley  
G. Okantey – Outreach Asst.  
George M. Okantey

William E. Thompson

**Series V: Museum Administration, 1996-2013**

**Box 8** (63 folders)

[Administrative/organization]

Admissions policy, IMA

African gallery letters, 2006

African opening postcard, 2006

[Appraisals]

[Attendance], 1996-2003

Board of Governors meeting, 2005

Board of Governors, 2004-2005

[Board orientation binder], 2002-2003

[Board orientation binder], 2003-2004

[Cabinet retreat], 2003

[Community relations committee binder], 2004-2005

[Community relations committee], 2004-2006

[Community relations committee binder], 2006

Comm. Relations, 2008

Marsha Oliver, IMA Community Relations Committee

Mona Slater, Comm. Rel.

[Customer service training, IMA], 2005

Eli Lilly [staff retreat], 2007

EPET

Exhibition schedule

Exhibition selection

Exhibitions, IMA – future

[Exhibition committee], 2005

General info – IMA

Goals

[Human resources staff handbook]

[IMA attendance], 2004

[IMA bylaws], 2005

[IMA disaster plan], 2004

[IMA disaster stabilization and recovery plan], 2004

[IMA employee handbook], 2004-2005

[IMA employee handbook], 2006-2007

[IMA financial information binder], 2009-2010

[IMA intellectual property policy]

[IMA library]  
[IMA maps]  
[IMA opinion survey], 2002  
IMA partnerships  
[IMA partnership meeting], 2007  
[IMA policies]  
[IMA services]  
[IMA store]  
[IMA strategic plan], 2005-2010  
[IMA strategic plan], 2010-2015  
[IMA trustee handbook], 2004-2005  
Indianapolis Museum of Art: 1999 visitation study  
[IMA visitor orientation space], 2007-2008  
[Inside the IMA: A program for leaders], 2003  
Internal support systems  
[IOP council], 2001  
IOP  
Management grp, 2007  
[Maple Road Development Assoc.]  
Max  
[Museum accreditation], 2004  
[Museum info]  
[Museum staff funeral]  
Opening – mus  
[Performance review process]  
[Press calendars]  
[Press releases]  
Procedures  
**Box 9** (13 folders)  
Program assessment  
[Program committee], 2005  
[Public relations]  
QOL plan  
[Risk management]  
[Security procedures], 2002  
Space usage review  
Staff outreach

[Standing committee]  
Strategic plan  
[Strategic planning], 2005-2006  
Tony  
Troy's article for *Star*

**Subseries A: IMA Expansion, 2000-2006**

**Box 9** (18 folders)

Building map – IMA expansion  
Construction  
Construction – IMA expansion  
Correspondence – IMA expansion  
Expansion, 2000-  
Gallery reopening  
Gallery opening (final) – new IMA  
[IMA branding]  
LaPlaca Cohen – Website Design – IMA  
Marketing – IMA expansion  
Naming opportunities narrative – The new IMA  
New vision IMA – IMA expansion  
[Office space renovation]  
[Opening events calendar], 2005  
Opening gala  
Oval entry  
Public opening estimate/actual costs

**Series VI: Correspondence, 1997-2013**

**Box 9** (9 folders)

Copies of letters mailed out  
Correspondence  
[Correspondence]  
[Correspondence]  
[Correspondence]  
Memos – internal  
Memorandums  
Requested faxed information  
Thank you letters, 2007

**Series VII: Other Media, 1997-2013**

**Box 9** (4 folders)

[Negatives]

[Photographs], undated

Press clippings & CD with exhibition images

Carolyn Springer [slides]

**Box 10** (unfoldered, unnumbered floppy disks, CD-ROMs, EZ Drive cartridge, audio CDs, slides, and index cards)