CAA/SAH Task Force on Guidelines for Digital Art and Architectural History
Concourse H, Hilton Hotel, New York
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Members: DeWitt Godfrey (CAA President), Ken Breisch (SAH President), Suzanne
Preston Blier, Linda Downs (CAA Executive Director, ex officio), Pamela Fletcher,
Gabrielle Esperdy, Betty Leigh Hutcheson (CAA staff, ex officio), Tara McPherson,
Michelle Miller Fisher, Anne Collins Goodyear, Paul Jaskot, Abby Smith Rumsey,
Pauline Saliga (SAH Executive Director, ex officio), Ann Whiteside, Alice Lynn
McMichael (Researcher), Raym Crow (Statistician)

Present: Godfrey, Blier, Downs, Fletcher, Esperdy, Hutcheson, Goodyear, Jaskot,
Rumsey, Saliga, Whiteside, McMichael, Crow

Absent: Breish, Fisher, McPherson

I.   Introduction
    -   DeWitt welcomes everyone.
    -   The main purpose of meeting is to finalize the list of questions.

II.   Question Review
    -   Alice Lynn: Question about the overall philosophy of questions for both
        survey and interview:
        o   What are we trying to get from the survey? Is it a state of the
            union? Or specific advice? Is it anonymous? Or is it something we
            can follow up with certain individuals about?
    -   Linda: The purpose of both the survey and interview is to gain a broad
        understanding of general status of departments that are using some form
        of criteria for evaluating digital and collaborative research.
        o   The purpose is also to find out what percentage of department
            have criteria or don't have criteria but are interested in developing
            them. What are their processes that these guidelines could
            address?
        o   For the interviews, the purpose is about digging deeper. If
            departments are using criteria, what are they? What do they
            consider research? How to they give credit for collaborative work?
    -   Paul: Another purpose is to address the lack of knowledge in the field.
        How many people aren't thinking about this or don't care? We need to get
        a pulse of what is out there and what needs to be done.
    -   Linda: The difference between survey and interview questions needs to
        be discussed with Raym.
        o   Survey is yes/no type questions: e.g. Do you use criteria for digital
            projects? Yes or no?
    -   Raym: The difference is between closed and open-ended questions:
        o   Use structured interviews to pursue open-ended questions

- o The survey is more appropriate for gauging awareness, use, and satisfaction.
  - o Use interview questions to obtain more quantitative feedback (e.g. specific policies of departments).
  - o Survey questions for members are designed to gain a sense of awareness of policies and attitudes towards digital projects.
- Linda: Interviews will probably be directed toward department heads and students with separate branch of questions for each.
- Suzanne: It would also be useful to interview deans.
  - o Do we need to stay within the membership for this?
- Linda: I suppose we could get a list of humanities deans.
  - o Thus far we have only supplied Raym with the members list.
  - o Pauline put together list of SAH membership.
- Gabrielle: For architectural historians there is a high percentage of people who teach in schools of architecture whose deans and directors probably wouldn't be part of CAA.
- Linda: The problem is getting emails. We'll try to get them.
- Suzanne: We can always go through chairs to obtain contact information.
  - o Deans are in a position to both know and push this information out.
  - o Their influence will allow us to survey the field and effect change.
  - o It might be interesting to survey parallel fields, just as a comparison.
- Alice Lynn: We could target directors of labs that are interdisciplinary in order to accomplish this.
- Linda: The two-step interview process means we can survey a broader range of people.
- Raym: Structured interview technique allows us to narrow down survey questions to solicit the broader population.
  - o Don't recommend relying on an open-ended survey.
- Abby: One of the things we want to surface is not just the people doing this, but those who aren't. Why aren't they doing it? There may be people who can articulate these resistances.
  - o How do you do this in the context of interviews and surveys?
- Pamela: The survey and interviews are sort of being conflated in their purpose. Which one is supposed to do which? There is confusion between methods and goals.
- Suzanne: There is confusion between different players within the hierarchy. Deans may say, "Yes, we do support digital projects," while faculty say otherwise.
  - o The closer we can come to defining and engaging with whole chain, the better we can uncover a lot of these issues.
- Raym: If you want to assemble list of barriers, then you need to do that through structured interview techniques. It is more efficient. Then you would test these against a survey.

- DeWitt: So we're in agreement: The larger survey is about determining the landscape. Then we will make some targeted decisions about where to dig deeper.
- Raym: The survey is about awareness, not necessarily the reality.
- DeWitt: At this point, we are not necessarily trying to generate a subset of secondary people.
    o Reach out to people based on responses to surveys.
- Alice Lynn: There will be two interviews at 15 institutions for total of 30.
- Suzanne: How are those people chosen? There is so much variation within departments.
    o Interviews will be dependent on the disparity of approaches within a department.
- DeWitt: Once we've conducted the initial survey, does Raym help us identify respondents that would give us a reasonable sampling?
- Linda: This presupposes that it won't be an anonymous survey.
- Paul: I understand wanting to capture the skepticism, but I think this will come across in the survey. I don't know how helpful it is to interview the skeptics. The best use of interview time might be directed towards people who are engaged and can offer direction with guidelines.
- Raym: The perceptions will be representative of CAA membership.
- Gabrielle: Is awareness and perception the same as general attitudes?
- Raym: In this context, yes.
- Gabrielle: Perhaps the questions can weed out skeptics at the beginning, and then those with deeper involvement can go into second series of questions.
- Rayme: The first survey can create a baseline that can be used down the road to see how much attitudes shift over time.
- Paul: The questions on wiki are all geared towards people using digital humanities already.
    o We need to create questions to survey more general interest and involvement.
- Alice Lynn: We should have questions to determine what kinds of projects people are doing (mapping, etc.).
- Suzanne: There is a form within my department to gauge how familiar are you with different tools, software, etc.
- Gabrielle: We need to make it clear that there is a distinction between using digital tools and actually engaging with something that is full fledged digital humanities.
- Suzanne: We need to be keenly aware that what art historians are doing by way of digital humanities is different than what literature people (or other disciplines) are doing.
    o It might be helpful to have a short statement defining what digital art history is at the start of the survey.
- DeWitt: Include a statement saying nearly everyone is using digital tools in their work, but digital humanities are different.

- o Including a question about more common digital tools might be useful in helping people acknowledge that they are already engaged with this issue to some extent.
- Alice Lynn: We could ask if their digital projects involve "building" something.
- Suzanne: It is not that easy of a division between using and building.
- Paul: We could ask if they use digital tools to "access" materials or "analyze/interpret" materials.
  - o This might make the distinction more clear.
- Alicey Lynn: Analyze, interpret, access.
- Suzanne: People should be able to select multiple options. Not just either/or.
- DeWitt: We need to have a few more early questions to establish the level of engagement of the respondent. Then they can answer other questions accordingly.
  - o Does it complicate things to have an "other" option with a box for comments? In case we miss an option in our list.
- Raym: Capturing demographics decreases margin of error.
  - o Rank probably influences attitudes.
- DeWitt: Capturing rank will also give sense of age spread.
- Suzanne: Ask question of whether person has ever taken a digital workshop, seminar, etc.?
  - o Could ask if person is in a relationship with someone who uses technology. People often come into digital humanities because a spouse, child, etc. is involved.
  - o Do you have classes in your school related to this?
- Linda: Ask a question about library resources.
- Alice Lynn: Ask are you a member of a lab?
- Suzanne: Asking if your "department" calls on outside expertise might be too small. For most people it will be in some other type of consortium.
- Paul: We need to account for the fact that even if someone doesn't know of resources within their school, it doesn't mean it doesn't exist.
- Raym: The "don't know" option should always exist.
  - o This will allow us to capture perceptions.
  - o We want to keep the demographic questions as limited as possible.
  - o Some of the other information can be gleaned from these questions.
- Alice Lynn: Have we discussed how long the survey should be?
- Raym: Ideally, 10 questions or fewer. This allows for a high response rate and yields a high confidence rate.
  - o If the survey starts getting too long, it might not be an appropriate tool.
  - o Avoid the temptation to go with longer questions.
  - o If there are more than 15 questions, the response rate will plummet.

- o The sample size will probably be too small if there is a second subset of questions for people interested in continuing the survey.
- DeWitt: We have about 10 questions on the list right now.
- Raym: Looking at the list, some of them are open ended and more appropriate for interviews.
  - o It makes sense for Raym to prune out a number of questions and get more data from the task force to fill out the list.
- Linda: 4 people should draft the initial list of questions and then post them on the wiki for feedback and refinement.
- DeWitt: Is there something we're not capturing on the list right now?
- Paul: We need to capture whether or not the respondent has done digital projects before.
- Alice Lynn: It might be helpful to find out where they do their work.
- Paul: Right now its phrased as "what support," but "where" might be more pointed.
- Gabrielle: It seems like some of these questions are asking the same thing in different ways.
- Raym: Some of these questions won't tell you much in a general survey.
- Suzanne: We might want to begin with a more general question. Do you use digital tools?
- Pamela: Or, how do you use digital tools? Answers would include: I don't, in my teaching, etc.
- Anne Goodyear: Have any of these questions been tied into teaching? Right now they are focused on research and faculty projects.
  - o Maybe it's worth having a question that deals with teaching specifically.
- Gabrielle: This would address the question of pedagogy as research.
- Suzanne: Increasingly there are faculty members who have a digital component at fore of their teaching.
  - o If we give credit for curating exhibits when evaluating for tenure, then these digital projects should be similar.
- DeWitt: We will have another conference call to discuss the interview questions.
- Alice Lynn: What is the deliverable for the interviews? What should the final product be? Transcript? Summary?
- Suzanne: How did this work with the fair use task force?
- Linda: We want a summary and recommendations based on all the interviews.
  - o This summary should go beyond just statistical information.
- Suzanne: Including quotes will be important to construct arguments, so the researcher should keep an eye out for salient points.
- Linda: The structure of the guidelines will look to other guidelines (AHA, MLA, etc.).
- DeWitt: Including good narratives will help in the promotion of the guidelines.
- Linda: The dissemination of guidelines is major part of project.

- Alice Lynn: It sounds like I should be methodical in getting to heart of matter to summarize results.
- Anne Goodyear: Is there a reason not to record the interviews?
- Betty Leigh: Bruce Mackh might have guidance about this issue.
- Linda: We need to keep concerns about anonymity in mind.
- Betty Leigh: Is the time line still OK?
- Linda: Yes, but we will need another meeting soon to review the first draft of questions and start on the interview questions.
- DeWitt: It seems like the interview questions will change based on our final decision about the survey questions.
- Raym: It would be helpful to me if people could populate lists on the wiki.
    - Right now the schedule only allows the survey to be open for 1 week, but it should be 2 at least.
    - The time its open will affect the response rate.
- DeWitt: This seems possible.
- Raym: We will provide a preliminary structure based on what's on the wiki.