iSchool Assembly

September 2nd, 2022





Agenda

- Call to order
- Review and approval of minutes from May 6th meeting
- Review and approval of this agenda
- Dean's Update [Keith]
- Self Study Committee [Doug/Ursula]
- Budget Overview [Melekte]
- Admin Structure Overview [Joan/Kibbi/Yen/Jackie/Sarah/Rachael]
- Proposal to Change the Structure of the APT Annual/Merit Review Committee [Mega]
- Professional Doctorate in Information Equity degree [Paul]
- Proposal to Adopt AdobeSign [Victoria]
- The iConsultancy Experiential Learning Program [TJ/Andy/Max]
- Announcements



Dean's Update Dean Marzullo



COLLEGE OF

STUDIES

INFORMATION

Dean's Update

iSchool Assembly, September 2, 2022



Welcome to AY 2022-2023!

There's a lot going on this year!



New people (staff)

- James Battle III, Facilities Program Management Specialist
- Rachel Bennett, Event Management Coordinator
- Sara Brookins, Academic Advisor
- Bridget Faherty, Assistant Director of Sponsored Projects, Finance, and Policy

- Christopher Hawley, Assistant Director of Information Technology
- Joseph Sherren, MLIS Program Coordinator
- Tatyana Yevgrafova,HCIM
 Program Coordinator



New people (faculty)

- Giovanni Luca Ciampaglia, Assistant Professor
- Sheena Erete, Associate Professor
- Amelia Gibson, Associate Professor
- Diego Fregolent, Assistant Research Scientist

- Jesse Klein, Lecturer
- Heera Lee, Lecturer
- Travis Wagner, Lecturer

Promotions

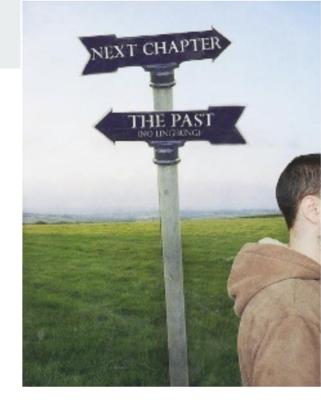
- Emilia Azar: MIM Program Coordinator
- Carol Boston: Community Engagement Faculty Assistant
- Elaine Rudder: HR & Academic Operations Manager

- Kate Izsak: Principal Faculty Specialist
- Polly O'Rourke: Senior Faculty Specialist

Moving on

- Naielia Allen
- Noah Dibert
- Hayleign Moore
- Naghmeh Momeni

- Phil Piety
- SJ Terp
- Melekte Truneh
- Kate Vanderheiden





New roles

- David Baugh: Interim Assistant Dean of Administration and Finance
- Joel Chan: Assistant Director, Ph.D.
- Vedat Diker: Faculty Director, HCIM and Director, C3
- Pam Duffy: Director, BSIS
- Donal Heidenblad, Lead, Academic Peer Mentors

- Jesse Klein, Lead, Data Science Education
- Katy Lawley, Director, MIM and Lead, Career Readiness Education
- David Loshin: Lead for Careers and External Relations
- Travis Wagner, Associate Director, CaFE



Faculty hiring this year

Tenure track (4)

- Paired hires with GVPT (asst)
 - o Jen Golbeck
- Data visualization (open rank)
 - Niklas Elmqvist
- Accessibility (open rank)
 - o Jonathan Lazar

Lecturers still being determined



Facilities projects

Completed: New home for IT in iCommons

Underway: HCIL refurbishment

Underway: iPAC and CEDI (Community Equity, Data & Information Lab) Lab

Underway: Community Research and Design

College Review: Monday-Tuesday, November 14-15



Raj Dewan Syracuse



Anind Dey Washington

John King Michigan

Eunice Santos

Eunice Santo UIUC

Huge thanks to Dave Baugh, Salma Elsaid-Ali, Ursula Gorham, Doug Oard, Ron Padron, Joaquin Panambo, and Sarah Grun!

iSchool Retreat: Friday, October 14

We conducted a strategic planning effort in 2018 and released the plan in April 2019

The plan presents vision, mission, strengths, values, and four focus areas

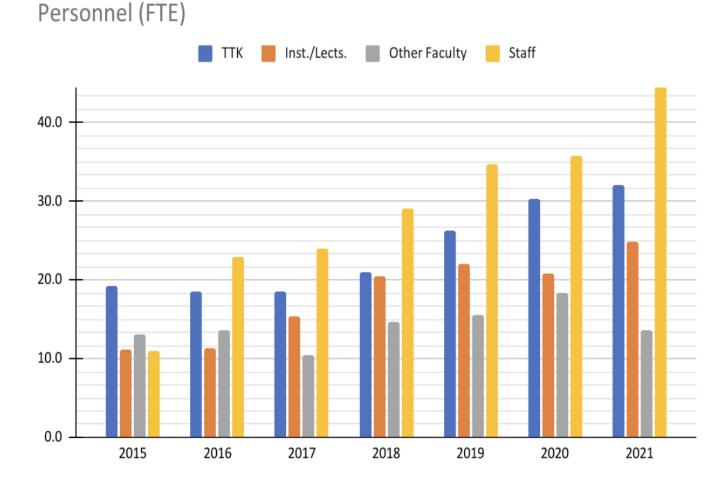
The committee was Tetyana Bezbabna, Aditya Bhat, Eun Kyoung Choe, Dan Christopher, Emily D'Acquisto, Vedat Diker (co-chair), Niklas Elmqvist, Ursula Gorham, Mia Hinckle, Bill Kules, Wayne Lutters, Ricky Punzalan (co-chair), Susan Winter

A lot has happened in the four years since we developed this plan

Our undergraduate program grew past 1,000 students

We hired a lot of people

The COVID pandemic response took up over half of this period



College Culture

A fuzzy concept that is hard to measure

- Values and assumptions shared within the College
- Defines what is important
- Provides direction towards the "right way" of doing things
- Invisible DNA that shapes behavior

Most often seen when violated

Artifacts of organizational culture

Elements of Organizational Culture

Organizational culture Physical structures

Language

Rituals and ceremonies

Stories and legends

Shared values
Conscious beliefs
Evaluate what is good or bad, right or wrong

Shared assumptions

- Unconscious, taken-forgranted beliefs
- Implicit mental models, ideal protoypes of behavior

Questions on College Culture

We have a mission statement

- How well are each of us doing in supporting the mission?
- How well are we doing collectively?

We have a set of values

- Do we still believe in all of them?
- Are there new values we should add?
- Are we doing a good job of socializing them?

We have a set of artifacts

- Do they reflect our values?
- Are there opportunities for new artifacts that would further our mission and our values?

Goals for this year

Focus on onboarding - of faculty, staff and students

- Sharing our mission and values
- Informed by Ivy Planning study
- Let by DEI

Focus on students

• MLIS has been doing great!

Focus on the fault lines

- Faculty Student
 Faculty Alumni
- Faculty Staff
- Staff Student

The Retreat

October 14 at Stamp

Report from Ivy Planning

Frame the issues and plan for activities

Self Study Committee Doug/Ursula





iSchool Self-Study and External Review

Writing Team:

Dave Baugh, Salma Elsayed-Ali, Ursula Gorham, Doug Oard, Ron Padron, Joaquin Panambo

Self Study Draft Link: go.umd.edu/selfstudy



- External Reivew
 - November 14-15th
 - Please hold these dates!!!
 - Members of Review Committee:
 - Dr. Anind Dey (UW)
 - Dr. John King (Michigan)
 - Dr. Eunice Santos (UIUC)
 - Dr. Raj Dewan (Syracuse)



go.umd.edu/selfstudy

Self Study

- Executive Summary
- Structure of the College
- · Research
- · Teaching
- · Service
- · Vision
- · Appendices



go.umd.edu/selfstudy

What We Need From You

- · Corrections
- Constructive suggestions
- · Critiques
- · Consensus



Budget Overview Meletke



COLLEGE OF

STUDIES

INFORMATION

iSchool FY22 Core Budget **Report** July 1, 2021 – June 30, 2022



We are using our budget as a tool to meet the following goals:

- Becoming one of the best iSchools in the nation
 - Developing programs that meet the needs of State of MD and society
 - Growing and balancing faculty to meeting growing instructional needs
 - Continuing to grow impactful research
 - Strengthening ties within the community
- Staying solvent/re-growing fund balance
 - Allows us to quickly support new initiatives when they become available
- Positioning College to be able to withstand potential future financial pressures UMD and State of MD may face
- Continued commitment to our people: faculty, staff, students, and alumni

Definitions



- Fiscal Year (FY): July 1 June 30
- Core iSchool Budget Supports instructional programs and College operations:
 - Base funds
 - Tuition Revenue and Fees from iSchool entrepreneurial programs
 - Soft funds: Non-permanent funds from UMD
 - Does not include:
 - Grant and contract funds
 - Startup funds
 - Foundation funds
 - Certificate and other non-credit programs
 - Other special projects
- Fund Balance: College's "savings account". Surplus money at end of the fiscal year is placed in the College's fund balance.

FY22 Overview

	Budgeted	Actuals	Budget Variance
Total Funding	\$15,631,432	\$15,675,965	On Target
Personnel Expenses	\$13,407,814	\$13,367,677	On Target
Non-Personnel Expenses	\$1,529,776	\$1,452,198	5% Under Budget

- Originally budgeted a final fiscal year surplus of \$694K
- Actual final fiscal year surplus was \$856K that went into our fund balance
- Fund balance at end of FY22 totaled \$2M
- Budget projections seem to be working



Three Year Comparison

	FY21	FY22	FY23 (Estimate)
Total Funding	\$13,077,338	\$13,077,338 \$15,675,965	
Personnel Expenses	\$11,643,179	\$13,367,677	\$18,711,018
Non-Personnel Expenses	\$657,240	\$810,583	\$1,557,225
Exceptional Spending Initiative	0	\$641,615	\$500,000
SURPLUS (goes into fund balance)	\$776,919	\$856,090	\$2,346,456

Four Year Budget Projections FY23-FY26*

	FY22	FY23	FY24	FY25
Total Funding	\$23,114,699	\$24,719,919	\$26,763,346	\$29,003,082
Personnel Expenses	\$18,711,018	\$22,512,527	\$24,505,243	\$26,589,652
Non-Personnel Expenses	\$1,557,225	\$1,635,086	\$1,716,841	\$1,802,683
Exceptional Spending	\$500,000	\$500,000	\$500,000	\$500,000
SURPLUS	\$2,346,456	\$72,306	\$41,263	\$110,747

*Funding projections are a bit more aggressive (core programs growing by 10% each year and new programs doubling each year). *InfoSci at CP hitting steady state at 1,500 students *InfoDesign and SDS growing to about 500 students each by FY26 *3% staff and operating expenses growth each year *Growth in both TTK and PTK each year.

FY22 Sponsored Project Activity

- Total Sponsored Project Expenditures: \$5,080,839 (\$8.3M in FY21)
 - Total Sub-award Expenses: \$990,865 (20%)
 - Total Indirect Expenses: \$1,192,077 (23.5%)
- Estimated DRIF Return*: \$172,374 (\$210K in FY21)

*DRIF return estimated using current 14.46% College allocation. % can change each year. DRIF return expected in FY24.

Takeaways - Need to update

- We have steadied our growth and getting to a place of stability
- Successes last year:
 - Investments in facilities (iSchool Commons)
 - Investments in our people
- This is the year we will be very flush and continue to invest
 - We are improving our built and social environments to support our academics and research
- Keep in Mind:
 - The university is still figuring out how to manage future growth and we are in a good position to participate
 - We are staying focused on right sized growth and strategic initiatives
 - We still need you! Continue to bring us your ideas for building, growing, and improving the College.

Admin Structure Overview Joan/Kibbi/Yen/Jackie/Sarah/





iSchool Finance and Operations Team

Fall 2022





Operations Team

Joan Cole LaVida Beveney



COLLEGE OF

FORMATION

Operations Manages:

- Procurement (Buying/Paying for Service)
- Travel Request
- Expense Reimbursement
- Shipping (packages)
- Visitors Parking Codes
- Conference Room Reservations

All requests should be sent to <u>ischooladmin@umd.edu</u> Operations webpage: https://internal.ischool.umd.edu/operations/



College Finance

Yen Lin Patty Doefler G. Goodwin (Undergraduate Student) Arturo Alipio (Undergraduate Student)



Questions to pay for things-Who to contact?

- Faculty- Business Managers (Lucinda Botlero, Jackie Armstrong or Maura Matvey)
- Staff- College Financial Administrative Manager- Patty Doefler, Yen Lin
- iSchool Programs College Financial Administrative Manager- Patty Doefler, Yen Lin





Paying things out

- Under \$5,000 College Purchase card (P-Card) and Travel Card (T-card)
- Anything over \$5,000- Procurement Office
- Review and approve invoices send to Accounts Payable (A/P) for payment processing.



- Scholarships through Foundation offices: For US citizens- process through Student Award Accounts. For Non US citizens processes goes through Central Payroll.
- Staff budgets: Send out quarterly reports. Any questions contact us.





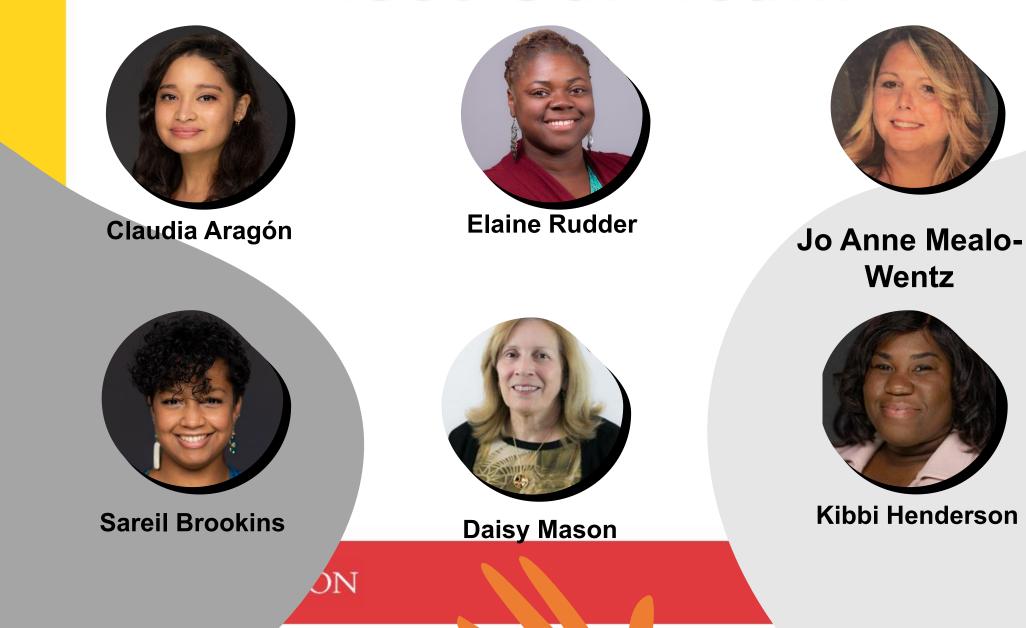
2022 - 2023 Human Resources (HR), Equity, Diversity, & Inclusion (EDI) and Payroll



COLLEGE OF

DRMATION

Meet Our Team



Contact Us!*

ischoolhr@umd.edu

questions related to HR (e.g. new employees, PRD, contracts, etc.)

ischooledi@umd.edu questions/concerns/ideas related to EDI

ischoolpayroll@umd.edu

questions related to payroll (e.g. payment, timesheets, etc.)

ION

*allow 1-2 business days for a response

Research Admin Support

Jacqueline Armstrong, <u>jarmstr3@umd.edu</u> Lucinda Botlero, <u>Ibotlero@umd.edu</u> Maura Matvey, <u>mmatvey@umd.edu</u> iSchool Business Managers

Bridget O Faherty, <u>bof2@umd.edu</u> Assistant Director of Sponsored Projects



Faculty Support – Business Managers

- Assist with all grant and contract proposals
- Manage all funding sources (grants, contracts, startup, retention, etc.)
- Assist with hiring research GAs, hourly student workers, and other support personnel
- Process research participant support payments

*Always start with your Business Managers © They can also help you navigate where to go in the iSchool for other types of administrative support if you are not sure where to start



NEW EVENTS PROCESS

- <u>https://internal.ischool.umd.edu/events/</u>
- See the ischoolevents google calendar!
- Submit Event requests- including Comms, swag, rooms, and catering ALL ON ONE FORM
 - go.umd.edu/ischooleventform
 - This is a pilot program! Share our feedback with us





Faculty & Staff Resources

Search

Q,

Information and technology for good

CADEMICS - COMMUNICATIONS FACILITIES OPERATIONS GOVERNANCE HUMAN RESO	URCES RESEARCH	TECHNOLOGY EVENT
Events, Webinars and Space Requests		
ne following resources are for you to plan and/or attend iSchool-related events. All event-related questions can be directed ischoolevents@umd.edu.		Academics
		Communications
REQUEST FOR EVENT SUPPORT		Development
		Facilities
+ REQUEST FOR CATERING		Operations
+ INTERNAL MEETING SPACES		Governance
		Human Resources
+ ON-CAMPUS MEETING SPACES		Research
+ OFF-CAMPUS MEETING SPACES		Technology
		Events
+ EXTERNAL VENDOR INFORMATION		
oday 🖌 🗩		
Thursday, September 1	^	
12:30pm HCIL Weekly Brown Bag Speaker Series		
1:00pm iSchool-Wide Welcome Back Event		
Friday, September 2		
9:30am iSchool Assembly		
11:30am iSchool Monthly Lunch		
1:00pm iSchool APT Meeting 9/2/22		
Thursday, September 8		
12:30pm HCIL Weekly Brown Bag Speaker Series		
Wednesday, September 14		
1:00pm Camille Nebeker In Conversation With PERVADE		

Mark Your Calendars!

- October 14th- 9am-5pm- iSchool Faculty and Staff Retreat - Stamp Atrium
- October 22- iSchool Homecoming Reception and Football Game 12:30-3pm with game to follow
- November 14 &15- External Review Site Visit
- **December 13-** iSchool Winter Celebration
- April 29- 10am-4pm- Maryland Day
- May 22- 4pm- iSchool Spring Commencement -Xfinity (tentative)



Proposal to change the structure of the APT Annual/Merit Review Committee Mega



COLLEGE OF

MATION

Proposed Changes to the APT Annual/Merit Pay Committee Composition

Discussion

What are these committees?

TTK - "The APT committee will elect the Annual Review Committee, usually during the Fall semester. The Annual Review Committee will consist of **two Professors and two tenured Associate Professors**...The Annual Review Committee **conducts the annual merit pay review for all faculty members with paid iSchool appointments, and contract renewal reviews for Assistant Professors at the end of their contract period** (usually the end of the Spring semester in their third full academic year). The Annual Review Committee also conducts **progress reviews for Assistant Professors and early-career Associate Professors**". (p. 18 of our Plan of Organization)

PTK - "The APT committee will elect the PTK Review Committee, usually during the Fall semester The PTK Review Committee will consist of **four members**, **including one full Professor**, **one Principal or Senior** Lecturer, one Associate or full Research Faculty member, and one Senior or Principal Faculty Specialist. ...The PTK Review Committee conducts **1**) annual progress reviews for junior PTK Faculty who are not in term-limited appointments (i.e. Lecturers, Assistant Research Faculty, and Faculty Specialists), 2) biennial reviews for other PTK faculty who have not yet attained the highest position title in their series, and 3) the annual merit pay review for all PTK faculty." (p. 18 of our Plan of Organization)

Why the change?

- We are growing rapidly
 - This year, for example, we will have 20 Assistant Professors who will be going through annual reviews, 1 contract renewal (third year review), and 4 bi-ennial reviews for Associate Professors
 - This year, for example, we will have 12 Lecturers/Scientists/Specialists who will be going through annual reviews and 7 bi-ennial reviews for mid rank faculty
 - ALL (including highest rank) have to be reviewed for merit. This year, that would be a total of 40 TTK and 31 PTK faculty (including faculty assistants).
- Increased workload for committee members and will keep increasing every year

Current composition of the TTK Annual/Merit Pay Committee (as per PoO) - 4 members

1 Full Professor

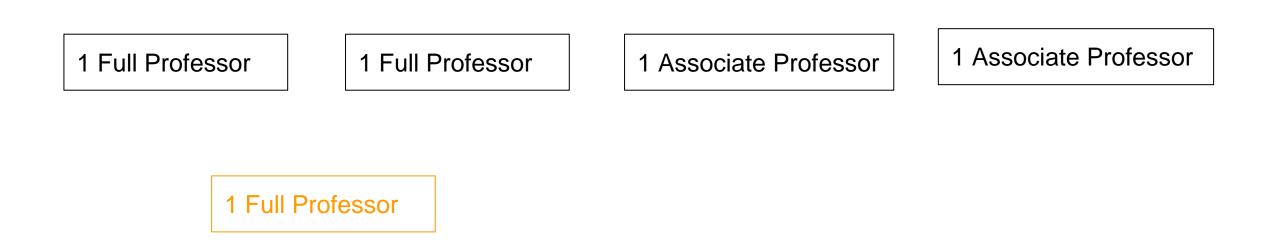
1 Full Professor

1 Associate Professor

1 Associate Professor

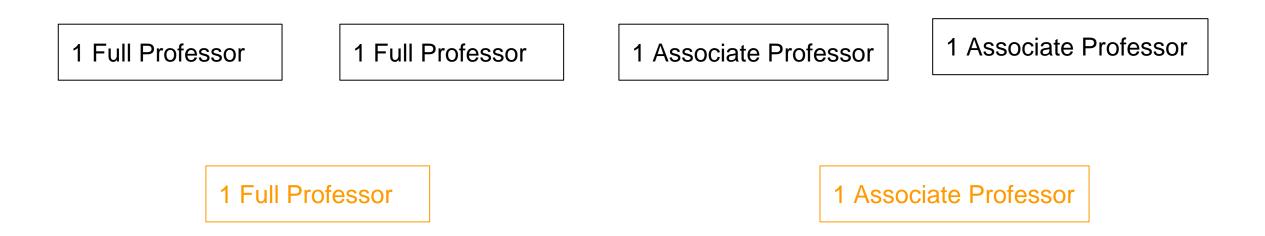
*To foster continuity, one member of the committee should be elected from among the members of the committee from the prior year. To foster broad engagement and a diversity of perspectives, all other members of the committee should be new each year...No member of the committee should serve more than two consecutive years (p. 7 of our APT TTK/T procedures)

Suggested composition of the TTK Annual/Merit Pay Committee - 5 members (Option 1) - added in orange



*To foster continuity, one member of the committee should be elected from among the members of the committee from the prior year. To foster broad engagement and a diversity of perspectives, all other members of the committee should be new each year...No member of the committee should serve more than two consecutive years (p. 7 of our APT TTK/T procedures)

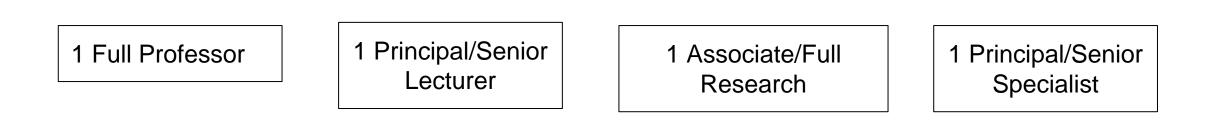
Suggested composition of the TTK Annual/Merit Pay Committee - 6 members (Option 2) - added in orange



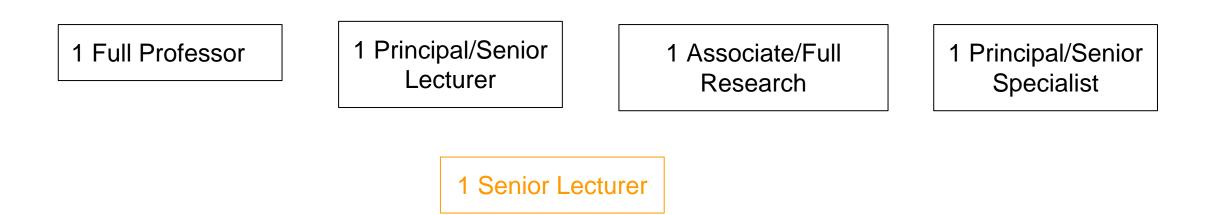
*To foster continuity, one member of the committee should be elected from among the members of the committee from the prior year. To foster broad engagement and a diversity of perspectives, all other members of the committee should be new each year...No member of the committee should serve more than two consecutive years (p. 7 of our APT TTK/T procedures)

Discuss

Current composition of the PTK Annual/Merit Pay Committee (as per PoO) - 4 members



*In the event, no eligible member in a PTK series, the APT shall elect a second (and if necessary, a third) PTK faculty member from some other series. Only one PTK shall be in highest rank in the series (Principal Lecturer, full Research Faculty, or Principal Faculty Specialist) and that member shall serve as chair. To foster continuity, one member of the committee should be elected from among the members of the committee from the prior year. To foster broad engagement and a diversity of perspectives, all other members of the committee should be new each year...No member of the committee should serve more than two consecutive years (p. 8 of our PTK procedures) Suggested composition of the PTK Annual/Merit Pay Committee - 5 members added in orange



*In the event, no eligible member in a PTK series, the APT shall elect a second (and if necessary, a third) PTK faculty member from some other series. Only one PTK shall be in highest rank in the series (Principal Lecturer, full Research Faculty, or Principal Faculty Specialist) and that member shall serve as chair. To foster continuity, one member of the committee should be elected from among the members of the committee from the prior year. To foster broad engagement and a diversity of perspectives, all other members of the committee should be new each year...No member of the committee should serve more than two consecutive years (p. 8 of our PTK procedures)

Discuss

What are our next steps?

Professional Doctorate in Information Equity *Paul*



COLLEGE OF

DRMATION

"ProfD"

- You probably have heard this Professional Doctorate (ProfD) described previously as a Doctor of Leadership (Dlead), but this is the same unique idea under a brand new name
- For people with a masters degree already, but not seeking a career in research or professoriate
- Equity-focused program for future professional leaders



Key ProfD Principles

- Prepare current and future leaders in cultural heritage, education, public interest, government, and industry to prioritize equitable access to information and all the benefits it provides to both the people in their organizations and to the communities that those organizations serve
- Allow students to explore the issues of equity and inclusion tied to information *and* the promotion of equity through leadership, management, and community engagement
- Relevant to careers in libraries, museums, archives, higher education, non-profits, industry, and government agencies and more



Inclusive Design of the ProfD

- Meet students where they are geographically, professionally, and personally
- Online, asynchronous, and maximally accessible
- JIDEA-based: justice, inclusion, diversity, equity, accessibility
- Courses can be taken in any order
- Fall and spring admissions
- Culminating project allows students to implement what they have learned in their home institutional settings



Courses

COLLEGE OF

FORMATION

Five existing courses:

- INST610 Information Ethics
- INST612 Information Policy
- INST613 Information and Human Rights
- INST620 Diverse Populations, Information, and Inclusion
- INST622 Information and Universal Usability

Five new courses:

- INST805 Leveraging Data for Transformational, Organizational, and Social Change
- INST806 Program Assessment and Evaluation
- INST807 Participatory Design and Participatory Action Research
- INST812 Equitable Financial and Human Resources Management
- INST889 Doctoral Capstone



Capstone and Completion

- 2 semesters of 3 credits in INST889 Doctoral Capstone
- In first semester of capstone, begin with oral qualifying examination summarizing what have learned
- After exam, select a pressing JIDEA problem in the organization, design and implement a solution, and evaluate the results in the student's current organization or one they have encountered previously
- For total of 33 credit hours

FORMATION



COLLEGE OF

Objectives of ProfD

- Foster and sustain inclusive and equitable processes within organizations;
- Apply evaluation and assessment for problem-solving
- Promote a diverse and inclusive climate;
- Manage budgets, apply for grants, and other fundraising activities;
- Collaborate with diverse communities;
- Create universally usable outputs;
- Engage with public policy;
- Steer an organization to be an advocate for social good and positive change;
- Build support for application of JIDEA concepts;
- Lead in an inclusive and equitable manner.



Outcomes of ProfD

- Articulate important JIDEA (justice, inclusion, diversity, equity, and accessibility) issues and apply the knowledge of real-world organizations;
- Articulate the values of diversity and social justice to real-world organizations;
- Produce organizational management deliverables that are universally usable;
- Conduct successful JIDEA-focused financial and human resources management; and
- Apply advocacy skills to make positive change and built support for the application of JIDEA concepts within real-world organizations and externally, with real-world stakeholders



Types of Students

- Potential students self-identify as interested whenever this program is mentioned in professional or educational contexts
- Public librarians, higher education administrators, museum professionals, academic librarians, hospital administrators, federal government employees...



Next Steps

- Approvals in College and to the University level this fall
- Approvals at University level and to MHEC late fall or early spring
- Final approval hopefully by MHEC in spring
- Soft launch in fall 2023; Loud launch in spring 2024



COLLEGE OF

drmation

Proposal to Adopt AdobeSign *Victoria*





Proposal for iSchool Staff and Faculty to adopt AdobeSign Pitch and discussion

Pros

- AdobeSign can ingest accessible PDFs that can be formatted to meet the needs of people who are print disabled and use screen reader technologies.
- The AdobeSign ecosystem is more secure than a document sent via email attachment.
- Basic analytics are built in and can help staff and faculty track how long tasks typically take

Cons

- Cost?
- Learning curve for iSchool users?

Helpful features

- Ability to create a Document Library with the most up-to-date and accessible forms for soliciting signatures.
- Ability to set a sequential or parallel workflow to gather signatures (good for thesis committee signature gathering).
- Option to add passwords to PDFs with sensitive information
- Compatible with Workday (helpful for onboarding new faculty and staff?)
- Senders can create automated reminders for recipients.
- Recipients can choose their preferred language (accessibility feature).

Questions or concerns?

- Do other parts of the university already use AdobeSign? If yes, is there an existing license, if not, what is the cost of adoption?
- Is there a better alternative folks have used?
- What are your concerns/questions?

The iConsultancy Experiential Learning Program TJ/Andy/Max



COLLEGE OF

FORMATION



iConsultancy Experiential Learning Program

• Spring 2022: 69 Total Projects

- 56 INST490 projects (41 clients, 296 students);
- 9 HCIM projects (8 clients, 67 students);
- 4 MIM projects (3 clients, 15 students)

• Summer 2022: 10 Total Projects

10 INST490 projects (10 clients, 45 students)

- Fall 2022: 43 Total Projects
 - 28 INST490 projects (28 clients, 104 students);
 - 15* HCIM projects (102 students)
- Approx. organizations
 helped: 65

* We still need a few more HCIM Capstone projects!

- Work actively continuing on developing the concept and structure
- Broad engagement across the university
- Positive feedback from Provost and others
- Expect to hear back from Provost soon on next steps

Announcements

- Lunch: 11:30am to 1:00pm Hornbake Room 0300, iSchool Commons
- The APT meeting will begin at 1:00pm, Charles Carroll Room 2203K, Stamp Student Union

