# iSchool Assembly 

September 2nd, 2022

## Agenda

- Call to order
- Review and approval of minutes from May $6^{\text {th }}$ 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

# 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)
Lecturers still being determined

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


## 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 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

# Elements of <br> Organizational <br> Culfure 

Artifacts of organizational culture


Organizational culture

Shared assumptions

- Unconscious, taken-for-
granted 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
o 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 14-15 ${ }^{\text {th }}$
- Please hold these dates!!!
- Members of Review Committee:
- Dr. Anind Dey (UW)
- Dr. John King (Michigan)
- Dr. Eunice Santos (UIUC)
- Dr. Raj Dewan (Syracuse)


## Self Study

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


## What We Need From You

- Corrections
. Constructive suggestions
- Critiques
. Consensus


## Budget Overview Meletke

## iSchool FY22 Core Budget Report <br> July 1, 2021 - June 30, 2022

COLLEGE OF
INFORMATION
STUDIES

## 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 <br> Expenses | $\$ 1,529,776$ | $\$ 1,452,198$ | $5 \%$ Under Budget |

- Originally budgeted a final fiscal year surplus of $\$ 694 \mathrm{~K}$
- Actual final fiscal year surplus was $\$ 856$ K 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 | $\$ 13,077,338$ | $\$ 15,675,965$ | $\$ 23,114,699$ |
| Personnel Expenses | $\$ 11,643,179$ | $\$ 13,367,677$ | $\$ 18,711,018$ |
| Non-Personnel <br> Expenses | $\$ 657,240$ | $\$ 810,583$ | $\$ 1,557,225$ |
| Exceptional Spending <br> Initiative | 0 | $\$ 641,615$ | $\$ 500,000$ |
| SURPLUS (goes <br> 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 <br> Expenses | $\$ 18,711,018$ | $\$ 22,512,527$ | $\$ 24,505,243$ | $\$ 26,589,652$ |
| Non-Personnel <br> Expenses | $\$ 1,557,225$ | $\$ 1,635,086$ | $\$ 1,716,841$ | $\$ 1,802,683$ |
| Exceptional <br> 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 <br> LaVida Beveney

## 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 ischooladmin@umd.edu
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 thingsWho 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



## Research Admin Support

Jacqueline Armstrong, jarmstr3@umd.edu Lucinda Botlero, Ibotlero@umd.edu<br>Maura Matvey, mmatvey@umd.edu ischool Business Managers<br>Bridget O Faherty, bof2@umd.edu<br>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

- https://internal.ischool.umd.edu/events/
- 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

Information and technology for good

ACADEMICS COMMUNICATIONS FACILITIES OPERATIONS GOVERNANCE hUMANRESOURCES RESEARCH TECHNOLOGY EVENTS

## Events, Webinars and Space Requests

The following resources are for you to plan and/or attend iSchool-related events. All event-related questions can be directed to ischoolevents@umd.edu.

+ REQUEST FOR EVENT SUPPORT
+ REQUEST FOR CATERING
+ INTERNAL MEETING SPACES
+ on-campus meeting spaces+ off-CAMPUS meeting spaces
+ EXTERNAL VENDOR INFORMATION


## Today 4 )

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
Thursday, September 15
11:00am Search Mastery Speaker Series

## Academics

Communications
Development
Facilities
Operations
Governance
Human Resources
Research
Technology
Events

## 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

## 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 

[^0]
# Suggested composition of the TTK Annual/Merit Pay Committee - 5 members (Option 1) - added in orange 

1 Full Professor

1 Full Professor
1 Associate Professor
1 Associate Professor

## 1 Full Professor

[^1]
## 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 

1 Full Professor

1 Principal/Senior
Lecturer

1 Associate/Full Research

1 Principal/Senior Specialist
*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

1 Full Professor

1 Principal/Senior Lecturer

1 Associate/Full Research

1 Principal/Senior Specialist

## 1 Senior Lecturer

*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

## "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

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


## 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


## 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 <br> TJ/Andy/Max 

## 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!

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Office of Open Engagement (OPEN) Proposal
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- 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


[^0]:    *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)

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