



COLLEGE OF INFORMATION STUDIES

iSchool Assembly Minutes

Date: Friday, December 2, 2022 – 9:30 to 11:00 am

Location: Charles Carroll Room 2203K, Stamp Student Union

AGENDA

Preliminaries

- Call to order

Quorum recognized.

- Review and approval of minutes from September

Minutes approved without correction.

- Review and approval of this agenda

Agenda approved without correction.

Assembly Items

- Dean's Update [Keith]

New colleagues:

Olu Akinola—Facilities Project Management

Gloria Guzman—HR Specialist

Emily Davidson—Communications Coordinator

Anthony Ross—Academics Program Specialist

Diana Bridgett—Academic Advisor

Position updates:

Bridget Faherty—Director of Sponsored Projects, Finance & Administration

Kibbi Henderson—Director of Human Resources & DEI

Moving on:

Lucinda Bolero

Oliver Masangcay

Amy Vaillancourt

Faculty Hiring Update:

Paired hires (assistant level)—Fiona Shen-Bayh (75% GVPT; 25% INFO) has accepted; one (75% INFO; 25% GVPT) is in negotiations

Data visualization (open rank)—applications are being accepted

Accessibility (open rank)—interviews underway

College Review:

Verbal report given has been given; written report in progress; seems positive; the Dean “thinks we came off very strong.”

Ivy Planning report:

Our relationship with them is continuing; the deans met with them to further discuss the report and next steps; we have also just received a complete high-level description for developing a strategic plan.

Student update:

We continue to grow in students, as have other departments, but “percentage-wise,” we have the highest rate of growth. This includes our graduate programs. In terms of students, we have 33% first generation students, compared to 19% for the university as a whole.

Temporary relocation:

We are temporarily moving some people to A. W. Williams—finance, etc., and others to Patuxent.

Approaching holidays:

Collections for the housekeeping staff – Venmo @Cecilia-Penn-Diallo; Tuesday, December 13 is the date for the Winter Celebration Lunch; Friday, December 16 marks the Staff Appreciation Lunch.

- Provost’s speech [Dr. Jennifer King Rice]

Strategic plan: The iSchool plays an important role. The iSchool is the model for collaboration on campus.

We have four strategic commitments or pillars: reimagine learning, invest in people and communities, take on humanity’s great challenges, and partner for the common good.

Our principles: Excellence, DEI, Impact, Innovation, Collaboration, Service to humanity.

The Fearlessly Forward Plan was launched on February 2022 at the University Senate—the process included teaching and learning grants, grant challenge grants, the conversations with staff survey, and the charging of 4 strategic planning committees, all of which took place between April and September of last year.

“Reimagine learning” means to imagine learning as inclusive, experiential, publicly engaged, creative, integrative, holistic and empowering. It involves innovative and inclusive approaches, high-impact experiential learning, and multidisciplinary collaboration for creative expression, discovery, and creative thinking. It has involves Arts for All, new Honors College programs, General Education diversity

requirements, teaching and learning grants for experiential learning, and a learning environment modernization program.

The iSchool had multiple projects funded, including projects on civic engagement, grand challenges and DEI. This has included 51 stipends for faculty and staff. (There have been more projects funded in BSOS, ARHU, and CMNS, however.)

As for learning environment modernization, we have a new Hyflex TERP Classroom to integrate students' virtual participation in the classroom, and we have launched a plan to expand informal spaces across campus.

"Take on humanity's grand challenges" means to accelerate solutions within our community and around the globe. Our goals are to invest in multidisciplinary and engaged research and curricular innovations, take advantage of our location, and amplify our research, scholarship, creative activities, teaching, and service work. There is a Climate Action Plan, Quantum Investments, Research Media Training Program, and Grand Challenge grants.

Institutional grants (\$500/year for three years) are into second round and three awards are expected, team project awards (\$250k/year for three years) were due October 10 and ten awards are expected, and single investigator awards (\$25k/year for three years) were due October 10 and fifty awards are expected. Topics include climate change, literacy and equity, technology accessibility, water use, etc.

INFO is involved in multiple proposals: for Institution grants, "Making the World of Digital Technologies Accessible for People with Disabilities," "Maryland Initiative for Literacy and Equity," and "Human-Centered AI Institute;" for Team proposals, INFO faculty are leads on 3; and for Individual Proposals, INFO faculty submitted two proposals.

"Invest in people and communities" means investing in people, their well-being and advancement, and the conditions that support their ability to fully participate and thrive in our community, state, and world. The goals involve commitments to equity, diversity, and inclusion; becoming a community of care that supports the success of all; and align evaluations, rewards, and incentives to our goals and values.

Practically, for faculty this has included the FAMILIE program, Provost Dialogues on Evaluation and Promotion, and APT COVID policies; for staff, a refocusing on staff, family care benefits, no HR Development and Engagement position in DSA and ACAF; for students five new cultural centers, investment in mental health, investment in ADS, GA minimum stipends, the President's fellowship, and a Student Crisis Fund. For all, there have been salary and age increases, TerrapinSTRONG, and Elevate.

"Partner to advance the common good" means to see our future as interconnected and to build bridges that allow our research to have impact locally and globally, our education to prepare students for civic engagement and work, and to create solutions for a more equitable, sustainable and resilient world. We mean to "be a good neighbor in our community" through strategic research partnerships, the catalysis of innovation and entrepreneurship, and relationship-building and ongoing commitment to partnerships. Programs including "MPowering the State Professorships" and Seed grants, Discovery District, outreach to PGCPs and Baltimore City, President's virtual high school course pilot, and an Innovation and Entrepreneurship Hub in Cole and Economic Development Ecosystem.

All of this include tracking and accountability systems and an implementation structure. For implementation, there's a new leadership position, strategic planning committees, and cabinet liaisons.

Questions (provost's answers summarized):

The budget system is highly tiered, we have tried to develop tools for deans and budget officers, the notion that it is centralized is not correct. She has worked to look at resources and develop plans to put them to good use. We are an incremental budget model, and the vast majority of dollars remain within colleges and schools. If [we] have funding left get it out—the budget is tighter in the iSchool (acknowledged); however, we don't budget according to “undergraduate tuition revenue” because that creates a competitive model. Tuition revenue all goes to GENU where admittedly some of it gets stuck.

“We do have [the staff survey] broken down,” but she's not sure if the ns are large enough to break it down by college. “We are drafting a brief” that will be 4-5 pages in length with steps that we are taking that are tangible, real, and consisting of investments.

- Consulting Policy “Roadshow” [Division of Research]

Summary of a new Consulting Policy (presently, interim)

We are really here to support you” [in your research] and to “minimize that burden to the extent that we can. We were supposed to have a policy and we haven't. We have been subject to federal investigations that have focused on the proper disclosure of foreign investment on the institution and PIs. Outside counsel has recommended this policy: consulting is *beyond* institutional responsibilities, it is based on expertise, it can be paid or unpaid, and it benefits the employee and not the university. “If it feels like a side gig, it's probably consulting.” All consulting activities have to be preapproved by the unit head, because of conflict of interest possibilities. NEW: it will require an internal MOU signed by employee, unit head, and the next level administrator, and provided to external actor. This is putting everyone on notice.

There is something different between consulting and professional service activity—some architecture professors have their own architecture firms, which explains why they were hired and as determined by their unit head.

It really crucial to capture all sources of support—the government is focusing on foreign but also domestic sources of support. Faculty can consult one day a week; staff can consult outside work hours or during periods of approved applicable leave.

No consultant can have fiduciary responsibilities or titles like CEO or Vice President.

In general, all employees who plans to consult must sign the University's Internal MOU, have it signed by their Unit Head/Supervisor and Next Level Administrator, and provide it to the external entity. The Policy outlines a process for post-approval review of non-research-related Consulting by a COC Review Board appointed by the Provost. The Board formulates campus-wide guidance based on these reviews.

The Research Council will be charged by the Senate Executive Committee with reviewing and refining the interim policy; the charge will involve a thorough and careful process including the engagement of stakeholders and comment and input from the campus community.

There is a carveout for research and development; we have a good handle of how to process conflicts of interest and conflicts of commitments.

Disclose *as much as possible*.

Questions (answers summarized):

Consulting is different from “moonlighting.” You should let your unit head know because of possible conflicts. The MOU will be standardized and available.

As for title problems if you start a start-up; the COI can approve titles along with a conflict-of-interest plan.

If a staff member has a side gig on web design, they may need a MOU, which would include supervisor approval.

Fractional proration? There have to be disclosures during summer months. (There are difficulties because of federal inconsistencies to this point.)

- Statement of Expectations for Doctoral Student Mentoring [Joel]

A working draft is attached, and feedback is hoped for by December 15. The goals of the statement are to facilitate structured conversations about mentoring expectations, provide transparency, and to intervene when faculty fall short of meeting shared expectations.

Two mechanisms of feedback: look for an email from Joel or go to umd.edu/inst-doctoral-mentoring-feedback. There is a separate process of getting feedback from the doctoral students. The committee will also send out reminders.

Q&A:

Collective statement as opposed to an individual statement. *Yes.*

Where is the accountability structure? How is this going to be operationalized? What happens if it doesn't work? *Out of scope for the document itself.*

The document is not set in stone—it has to be reviewed every three years. They can talk about how often to review this.

Will feedback be gotten from graduate students, especially for marginalized students? *Yes, that's the hope.*

How did they come up with the criteria? *Meetings, faculty statements, statements from other places. The work also continues beyond the semester.*

The deadline may in fact be pushed back.

- Why Development Matters [Keith, Nancy]

We have one undergraduate scholarship, we have travel and research funds; physical space (philanthropy can support this); programming needs; shrinking budgets from the state; limited growth from our own revenue stream.

Nancy Murray wants to have the first chair for the iSchool.

Who are our donors? Alumni, employees, corporations, friends, parents. We have a 2% alumni donation rate; national average is 10-12%—our giving rate requires work; a lot of employees give. The number has gone up, but we are still near at the bottom—we need to get over the \$1 million annual mark. (FY2022: \$754,194.)

Donors give for a number of reasons—for instance, we met with Ernst and Young for the INFO Challenge, and they became a \$10,000 corporate sponsor (in part for access). Donors also give because of personal connections, trust in our organization, belief in our mission, and understanding our impact.

It is important to build a *culture of philanthropy*, including with students, who may join the alumni board.

- INFO Challenge 2023 [Kathy]

Kathy Weaver asks for volunteers—we have 300 students signed up from MC, NA, UMBC, UMD, and she needs more *mentors* (25 but needs 50). You must be able to work with a team of students and their problem statement and bring in more information. You can work with one to three teams and can choose which teams to work with. They also need a couple judges. They also are low on security projects—security, privacy, misinformation, and need accessibility projects. Deadline is extended to December 15. Feel free to reach out to them.

- Nominations for Professional Track Representative to University Senate [Fabian]

Call for nominations and self-nominations. Due on December 12, notifications on January 17, presentations on January 23 and February 3, assembly vote. It is a good way of learning about the institution.

- College Wide Events [Sarah]

Winter Celebration

Registration (12/13) is open for all. RSVP. Let the students who are graduating know about this. Saturday, April 29—Maryland Day.

Spring Commencement—May 22, 4-6pm, in Xfinity. ischoolevents@umd.edu

Announcements

Students in distress: contact Jeff Waters or Ron Padron, as appropriate.

iConsultancy is looking for leads for capstone projects.

Spring graduation involves awards—we have no research awards, and if anyone would like to talk further about that, contact Susan, Polly, or Beth Bonsignore.

Adjournment

Motion to adjourn. Accepted.