



# COLLEGE OF INFORMATION STUDIES

## **iSchool Assembly Minutes**

**Date:** Friday, March 3rd, 2023 – 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 February

Minutes approved without correction.

- Review and approval of this agenda

Agenda approved without correction.

#### **Assembly Items**

- Dean's Update [Keith]

Dean Marzullo is speaking from San Diego, where he has talked to alumni about the iSchool and our take on AI. His presentation focused on, first, updating the strategic plan to sharpen focus on EDI, and then, academic programs, hiring, space, and branding.

#### EDI/DEI:

Regarding an EDI plan, Ivy Planning has listed six goals:

1. Provide resources and support to help staff, faculty, and leaders improve skills required to develop a diverse workforce and inclusive workplace.
2. Improve onboarding, so that all new team members learn the written and unwritten rules required to be successful.
3. Break down silos. Improve information sharing and workflow between teams.
4. Decide what “transparency” means to us, then take the steps needed to meet our agreed-upon definition.
5. Embed DEI into iSchool’s talent management systems.

6. Develop a college structure and role of the Associate Dean for DEI that leads to implementing DEI as a broad College priority.

**Goal 1** will involve a comprehensive management training program for those in supervisory roles, which is “something many organizations do.” We are developing a working group to work with CAC (the College Advisory Committee) on developing trainings in relevant subjects, such as conflict resolution.

**Goal 3** has involved the creation of an all-staff meeting, regularly held after the College lunch. As the faculty attends APT, the staff participates in an analogous staff meeting. (There are some iSchool members who are both faculty and staff, so, inevitably, there are a “few irregularities.”) The first staff meeting was a success, and the second will focus on HR.

**Goal 6** is the definition of a job position of Assistant/Associate Dean for EDI, presently being worked on by Dave Baugh, Kibbi Henderson, Renee Hill, and Vedat Diker, as well as the identification of resources for this position. The aforementioned group will report out to CAC, the Deans, and the Senior staff with a recommendation, and present the proposed changes to Assembly. The position will be posted, and structural changes instituted, by Summer 2023. After a national search, the hire should be made in Spring 2024.

#### Academic programs:

Our program “continues to grow.” We now have arguably the second largest major on campus. We have 1,716 undergraduate students in INFO—in comparison, Computer Science has 3,367 and Biological Sciences has 1,564.

We have 194 freshman applicants, with the expectations of another 300 change-of-major students. Our student sources are 9.2% new freshmen/women, 23.2% from CMNS, and 23.4% from external sources (e.g., transfers). Takeaway: “the growth of new freshman is going to have an impact on us.” Should we be putting a cap? This remains a “good question,” but how to do this in a way that doesn’t harm “diversity” and the students coming from undergraduate studies (UGST) is thorny.

#### Hiring:

Half of the GVPT hires have been made—Fiona Shen-Bayh will be 25% with us. (Faculty and staff can contact Professor Shen-Bayh—see Q&A below.)

The data visualization hire will be discussed at APT.

Two offers have been made for the accessibility position.

A spousal hire has already been interviewed; there will be discussion at APT.

A Lecturer search in data science and cybersecurity will be launched soon, and there will be more lecturer searches.

Staff searches; dates are closure dates:

- Business Manager (1/1)
- Community Development Advisor (1/25)
- U’grad Academic Pgm Advisor (2/24)
- Ass’t Dean for Admin and Finance (2/25)
- Grad Pgm Manager (Reposted) (3/9)
- Digital Marketing Specialist (3/13)
- Asst Director of Sponsored Projects (3/16)

- Research Coordinator (with UHR)

Space:

We are looking for funds for refurbishments, especially for INFO commons. Last week, Central Development (the Foundation) looked at the space—they work with donors who have a long-term relationship with the university. They were impressed. Fourth floor of HBK South—there are supply chain issues. Parcel B, or “Discovery Point,” is the parking lot next to the Hotel. Two buildings will be put up. (The bookstore will also move there.) We have put in a proposal to put in programs like iConsultancy. Reconsolidation—those in AV Williams are there temporarily. After all, a faculty applicant asked suspiciously why people are in three different buildings.

The path forward should become clearer in 4-6 weeks.

Branding:

Nancy Murray talked to someone proud of the “eSchool.” This is a clear and unmistakable sign of the need for branding to *multiple* constituencies, including students and parents, local secondary education, potential donors, the rest of the university, and industry.

“Grand challenges” is a frame that the university is using. The tension is we want to have a list that describes everything—to quote Paul Jaeger, “Our college is an everything bagel,” and trying to communicate that is a challenge. After all, we enable communities to learn and relate their own stories, ensure accessibility for information and communications, protect privacy and security, and make technology ethical and trustworthy.

We have been moving away from “iSchool” externally. Syracuse was the first iSchool to do a large-scale market study to show that “iSchool” as a term lacks the currency that other names have had. INFO—within the university—would allow for consistency with ARHU, BSOS, & CMNS. INFO is also less likely to be misinterpreted to be an “Apple” college.

The college has been renamed several times.

1965: School of Library and Information Services  
1973: College of Library and Information Services  
2001: College of Information Studies  
Around 2006, we rebranded as an iSchool.

Most recently in 2001, we chose “Studies” in place of “Sciences,” and there was a debate about the loss of the word “Library.” Changing a name brings attention to what we do and what we’ve become. For instance, the word “studies” might actually be narrowing, because we also build stuff.

We won’t be the College of Information Systems.

The iSchools members in North America:

- 18 use School/College of Information and 2 used School/College of Informatics
- 19 use School/College of Information Science/Sciences

- 7 use School/College of Information Studies (Dominican, McGill, Syracuse, UCLA, Maryland, Oklahoma, Wisconsin-Milwaukee)
- 2 use School/College of Information Systems
- A few have singular names (eg, University of Albany College of Emergency Preparedness, Homeland Security and Cybersecurity [this reflects the funding source]).

What should we call ourselves?

#### The Branding Process:

Discussion among the college, the composition of a white paper.... (Our friends in engineering would not let us use the word engineering.) The institutional process should not be “that hard to do.”

“We’ve really come a long way since 2001.”

(Q: What about the position with the University Career Center? A: We’re not hiring; career services is, with our financial contribution. They have to extract a person to reallocate to us, which is difficult but will happen at some point. This position is needed. Q: Have we told Fiona? Can we reach out to her? A: Yes. She accepted.)

- IT Announcements [Chris]

#### Defend Your Shell:

The Annual Defend Your Shell/IT training is due for completion on March 3, which is the day of the Assembly meeting. All faculty, staff, RAs, and GAs must complete the training, which takes roughly 40 minutes. If the training is not completed, there will be delays, including with signing in, and an eventual cut off.

#### Encryption:

New policy: computers should have their hard disks encrypted. This should be completed by August 2023. This involves a category of hardware—non-capital assets, specifically, which means anything that can store or process data, including phones and tablets. There will be yellow tags placed on these devices. The reason for disc encryption is because these devices are theft risks. For Windows users, encryption can be remotely deployed. Look for a pop-up insistently asking for encryption. For Apple devices, we don’t yet have them on a centrally managed system.

Already, encrypted devices can be left as they are. Please don’t self-encrypt, because you might lose the key and inflict data loss and sadness upon yourself. Encryption keys will be centrally located.

In Hornbake 2108, there is a team observation recording lab. Video cameras, etc., will be ready by the second quarter of 2023. The cameras will view subjects doing collaborative work, whether for meetings or video games, for researchers to study their reactions, etc., with their consent.

(Q: How often should we do Defend Your Shell? A: Every year, around this time. Q: Phones are listed—personal or university? A: It’s not quite defined, but probably not personal phones. Q: Are TA’s required to take the Defend Your Shell course? A: I believe so. A2 (from Dave Baugh): Not undergraduate TAs. NB:

One can get the English or Spanish transcript and move through the training much faster. Q: What is the central repository that has the keys to the encryption kingdom? How do we avoid a repeat of 2013? A: That is something that DIT will centrally managed. Chris will try to get that information.)

- iCare [Madeline]

iCare is an early alert ticketing system that will help us connect and get a direct line to the advising team for any student in academic difficulty.

#### Data from survey:

Most people think that this is a good idea, seem to use it, and Google forms is the preferred platform as it can be bookmarked and never has to be searched for. Requests will be sent to MG's personal account and never shared with student workers for FERPA reasons.

#### From the discussion:

The Google form can have many columns, but few required. Kudos might go to students for difficulties overcome. While file uploads can't be done on Google forms (including screenshots), they can be sent directly to MG's email address. Q: Do these go to a black hole post-submission? A: MG can't email about every student, but an instructor may be involved as needed. She can always be contacted if the instructor wants an update. Q: Is it possible to tick on a form that you really want follow-up? A: Great question. MG can put that there. Once more MG can also always be contacted with email.

A new link will be sent out.

- Giving Day [Katie]

Giving Day is March 8, 2023

An email will be sent out on Monday with all the information. There are a couple fun social media challenges to win the iSchool extra money. We will also enter any faculty and staff into a raffle for swag, including a very cool zip-up.

- Women's History Month [Sareil]

Happy Women's History Month!

Look for visuals that will be shared

- INFO Challenge [Waynel]

Tomorrow at 2pm is the showcase, and then the awards ceremony is from 3-4 with President Pines. There will be ice cream. This will also be streamed live.

## **Announcements**

Sara Grun

Maryland Day volunteers do need to sign up if you will be there. Regarding award nomination information, “These things make a big difference to our students,” financially and otherwise. At lunch today, iSchool faculty and staff will receive an iSchool cotton polo.

Daniel Greene

He wishes to offer a public thank you to Jackie for logistics for a conference in Amsterdam that will occur in a little less than two weeks. On March 16, he is hosting an event with Settler Tech at 5pm in Tawes, which is an interview of Malcolm Harris, an alum, who’s written a history of Palo Alto. This will help Indigenous Studies. The event won’t be live-streamed, but a recording will be subsequently available. (See [here](#).)

Emily Dacquisto

A group of PhD students are hosting a self-care activity in the back of the Commons involving painting.

Bill Kules

This is a plug for the Faculty Dance Concert—a dancing robot will duet with a student, on March 10, 11, and 12. (See [here](#).)

Diana Marsh

Her book, *Extinct Monsters to Deep Time*, came out in paperback, and she will participate in a panel event with various museums about how they convey hard truths in this “infodemic.” She wishes to offer huge thanks to Mia, Camille, Rachel, and Sara. The event is co-sponsored by CAFÉ and MSMC. 11am 2119 March 17<sup>th</sup>. (See [here](#).)

## **Adjournment**

Motion to adjourn. Accepted.