

Minutes for iSchool Assembly  
Friday, February 1, 2019 - 9:30 a.m.  
McKeldin Library Room 6137

- Preliminaries
- Call to order
- Review and approval of minutes from November 2:
  - [https://ischool.umd.edu/sites/default/files/page\\_files/2018.11.02minutes.pdf](https://ischool.umd.edu/sites/default/files/page_files/2018.11.02minutes.pdf)
- Review and approval of this agenda

#### Assembly Items

- Dean's Update [Keith]
  - New Hires:
    - Celia- Penn Diallo - Facilities Coordinator
    - Lisa Geraghty - Business Manager
    - Lucinda Botlero - Business Manager
    - Jaison Cooper - Undergrad Advisor (College Park)
    - Francisco Ruiz - Undergrad Advisor (Shady Grove)
    - Fabian Faccio - Undergrad Advisor (College Park)
    - Luis Cortes - Research Coordinator
    - Ge Gao - Assistant Professor (joint with UMIACS)
    - Wayne Lutters - Associate Professor
    - Jonathan Lazar - Professor
    - Sergii Skukun - Assistant Professor (joint with Geography)
    - Additional iSchool people taking on new administrative and teaching responsibilities, as well as new adjunct faculty
  - Shout out to the Strategic Planning Team for their ongoing work
  - Finance and Admin Support Team Update (Melekte)
    - Business Managers:
      - Assisting with all grant and contract proposals
      - Managing all funding sources (grants, contracts, startup, retention, etc.)
      - Setting up and managing all grant and contract accounts
      - Processing non-IT purchases
      - Hiring research assistants (including research GAs), hourly student workers, and other support personnel
      - Processing research participate support payments
      - Handling other financial related issues.
    - Staff Support:
      - Managing all College accounts
      - Providing Team Leads with routine budget updates
      - Managing Foundation funds
      - Approving all P- and T-Card transactions

- Assisting staff with procurements and contracts.
  - Assisting students make purchases on their RIGs, Beyond These Wall funds, or other awarded College funds.
  - Processing scholarship and fellowship payments.
  - Other operational support:
    - Processing travel requests and reimbursements
    - Ordering office supplies
    - Ordering business cards
    - Handling iSchool conference room reservations
    - \*Daisy has also taken on the processing of all graduate assistants (administrative GAs and TAs) and hourly student workers paid for on College funds
  - Facilities, Keys, and Security:
    - Managing all iSchool facilities issues
    - Processing building security access request for both Hornbake and Patuxent
    - Managing keys for both Hornbake and Patuxent
    - \*Reminder: Minor facilities request can still be self-reported to Facilities Management by calling ext 5-2222 or emailing [fmcrc@umd.edu](mailto:fmcrc@umd.edu)
- Plan of Organization [Ursula]
  - (10:05) Discussion of the nominating committee. Should this committee explicitly be composed of faculty and staff aka *not* students
    - Suggestion: 3 faculty 1 staff
  - Final Plan of Organization Question
    - Special Meetings. Suggestion to make it easier to call special meetings of the College Assembly
    - Should it be this easy to call special meetings? Certain things we might want to talk about e.g. President Loh stepping down. Other things like university deadlines we may have missed and need to act on.
    - Question: Has there ever been a special meeting of the college?
    - Criteria: Simple majority or the chair can call one
- iConference Update [Mary]
  - 6 weeks out from the conference
  - This may be the most highly attended iConf ever
  - Rene Hill is setting precedent, she wrote a Code of Conduct
  - Currently 477 attendees from pre-registration
  - Social media push via Twitter, LinkedIn
  - New tracks at the event including: undergrad symposium
- Report of the Assembly Survey team [Jen, with Jeff, Mia, Shawn]
  - Survey results: 43% of respondents wanted to keep meeting once a month, 56% every other month or less
  - People want to keep assembly on Friday mornings

- People like APT to be adjacent to Assembly
  - People like updates from the college, announcements, voting on things
  - What did people not like? Strategic planning, information about things we must/might participate in, icebreakers
  - Only change we want is to only meet 2x a semester
  - Susan Winter: Are there things in the plan of organization (e.g. March deadline for selecting the nominating committee) that would be impacted if we met less as College Assembly? Details that may have unintended consequences.
  - We rely on the monthly meetings operationally
  - Will less frequent meetings be longer?
  - Note to the chair: Assembly would like to have fewer meetings, can this be done?
  - Assembly leadership will keep talking about this and let us know
- Announcements
    - Doug: We've been having declining compliance with timesheet signoff by faculty
      - Doug will approve unapproved timesheets but we will fail an audit and the university will have larger problems with the state government
      - Kibbi is still sending out reminders
    - Jeff: Reminder, graduation is May 24, Friday at 4:30.
    - Brian: Space needs assessment survey. If you do not fill out the survey, the college will assume that your current space is adequate. If you have needs please fill out the survey
    - Katy: If you did not receive an email asking for assembly items or one with the assembly agenda, contact Katie Lawley or Dave Baugh
    - Paul: We are moving into the more serious parts of ALA accreditation. First two major deliverables go in to ALA in 19 days. Nothing needed now but potentially in the spring. Some ALA review panel members will likely be at the iConference, remember that we all represent the college and we will be having lots of guests in our space
    - Kathy: 377 students signed up for Data Challenge. Mark your calendars for March 2, judging day for student results.
    - President Loh will be in attendance at our next meeting
  - Adjourn
    - Paul proposes, Fabian seconds
- APT Meeting to immediately follow
  - Lunch in Hornbake North at 12:30 pm