**iSchool Assembly**  
**Agenda**  
Friday, April 6, 2018 9:30 a.m.  
Hornbake 0302J


**Call to Order:** Beth St. Jean called the meeting to order at 9:35 am.

**Approval of Agenda & Minutes of Previous Meeting:** Assembly voted to approve the meeting minutes for two meetings: February 2, 2018 and March 9, 2018. Assembly also voted to approve today’s meeting agenda.

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**Assembly Discussion Items**

**Dean’s Update – Keith**
- The College has hired a new Assoc. Dean for Financial Affairs, who will start on April 16.
- The College has hired a new Development Officer; he will start soon. He will also lead a committee to hire a coordinator to assist him.
- Getting close to the end of the “hiring season;” there are 3 more candidates coming in the next few weeks.
- Jen Goldbeck is now a full professor.

**Admissions Update – Jeff**
- He will provide us with a comprehensive report during the summer. In the meantime: 34 have accepted offers into the HCMl program, 48 into the MLIS, and 30 into the MIM.
- The numbers will increase. The cut off for international applicants is May 15; for American applicants it is July 13.
Guest Speaker – Catherine Carroll, Director of the Office of Civil Rights & Sexual Misconduct (OCRSM) She provided several handouts; they are attached to this document
- Her office provides training in this area, in particular when and how to report incidents
- None of us is a “confidential” resource; therefore, we are required to report to the office when someone talks to us about misconduct
- OCRSM@umd.edu – is the office’s website; there are many resources available
- Suggested other resources available to victims, e.g. CARE, Counseling Center, and University chaplains (see her handouts for details)
- We can call the office if we have any questions
- Reporting is required if we are in a supervisory role; if it is a peer then reporting is not required

Guest Speaker – Deborah Mateik, Director of Learning Technology, Division of Information Technology (DIT). She provided handouts; they are attached to this document
- She focused on Canvas resources
- Suggested go.umd.edu/it/library as a resource for us
- DIT can help with course design and redesign
- Canvas Commons – Digital repository for the UM instructional community. Goal: to provide & share course content
- ELMS Course Templates – To provide core templates over which we can layer content to create new courses
- Open Catalogue – Available to outside folks, a “public audience”
- Embedded Designer will be available to the iSchool several days a week, currently Thursdays at 11 am and Wednesday 4 pm – 5:30 pm. Lindsay will provide additional details

Nominating Committee – Renee (Slate emailed to us; attached to this document)
- Went through the list to talk about the nominees
- Needed to find replacements for Michael Kurtz for the Professional Track Merit Pay Committee and the full professor slot for the College Advisory Committee
- Phil Piety agreed to the former; Richard Marciano agreed to the latter
- We will vote on the nominees at our next meeting

Announcements.
- Jeff – College commencement is Monday May 21; parking is free; faculty will sit on the stage (boo!); graduates will be limited to 4 guest passes, we will be full in the auditorium
- Assembly decided to keep the meeting time for Fridays at 9:30, after learning that we would lose several members to teaching duties if we moved back to 10 am
- Brian – He sent out an email asking about our facility needs; please reply and think about our needs for the next 3-4 years
- Ann reminded us there will be two meetings for the professional track faculty to meet and discuss changes they'd like to see in the iSchool. The first is today; the second is Tuesday, April 10 at 2:30.
- Kathy – Thanked us for our help with the recent Data Challenge. Group of HCI students won the grand prize. Google and AWS sponsored the event and expressed interest in future work with the iSchool.
- May 1 is the iSchool’s Learning Expo.
- April 9 is the iSchool’s Internship Networking Fair.
- Kibbi – For those of us with a 9 month paycheck, June 17 will be the last check. If you’d like to earn pay during the summer, email her at ischoolhr@umd.edu.

Meeting Adjourned at 11:32 am.
REPORTING OBLIGATIONS OF SUPERVISORY STAFF

All UMD Employees in Supervisory Roles Are
"Responsible University Employees" (RUE) and are Required to Report
ALL Disclosures of Sexual Misconduct to the Title IX Officer.

WHAT DOES THIS MEAN?
All UMD Supervisors are required to notify the Title IX Officer when they become aware of any type of sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault, relationship abuse, domestic/dating violence and stalking. This includes such conduct occurring via email, texting, and other electronic means. This applies to conduct occurring in the workplace, and outside the workplace, disclosed to you by peers, colleagues, students, and staff.

Federal law and UMD policy requires that you, as a Responsible University Employee, must promptly notify the Title IX Officer of any sexual misconduct brought to your attention. This obligation is presented in the online training [http://www.umd.edu/ocrsm/training](http://www.umd.edu/ocrsm/training) that all university employees are required to complete.

Notify the Title IX Officer by email at titleixoordinator@umd.edu or by phone at 301-405-1142. Do not investigate the situation or ask questions. Please inform the employee/colleague who disclosed to you that you are not a confidential resource and have an obligation to notify the Title IX Officer immediately of the disclosure. The Title IX Officer (or designee) will reach out to the person and provide them with reporting options and all other available resource information.

HOW TO RESPOND TO STAFF DISCLOSURES OF SEXUAL MISCONDUCT?
First, please remind them that you are not a confidential resource; and that you are obligated to notify the Title IX Officer of all disclosures of sexual misconduct.

Second, do not investigate. Do not interview the complainant.

Third, refer the person directly to the Title IX Officer.

- Title IX investigators will conduct an initial assessment of the complaint and determine the most appropriate next steps.
- Title IX investigators operate with discretion and will contact those supervisors who need to know about the complaint in order to monitor the work environment and implement effective interim protective measures, as appropriate.

Finally, notify the Title IX Officer as outlined above.

WHAT INFORMATION DO I REPORT?
If you don’t know all the information below, that is fine. You still have an obligation to report what you know.

- Names and status of the parties (e.g., staff, student, non-student, faculty, etc.)
- Type of sexual misconduct being reported (e.g., sexual assault, harassment, stalking, etc.)
- Date and location of the incident(s)

HUMAN RESOURCE REPRESENTATIVES are required to notify the Title IX Officer of all incidents involving sexual misconduct known to you; even if the person does not want you to (by asking for confidentiality) and even if UMPD have been notified.

4113 Susquehanna Hall, College Park, MD 20742
301-405-1142 | titleixoordinator@umd.edu | www.umd.edu/ocrsm
UMD FACULTY, TEACHING ASSISTANTS AND ACADEMIC ADVISORS
REPORTING OBLIGATIONS

All UMD Faculty, Teaching Assistants and Academic Advisors are Responsible University Employees (RUE) and are Required To Report ALL Disclosures of Sexual Misconduct to the Title IX Coordinator.

WHAT DOES THIS MEAN?
Faculty, academic advisors, instructors and teaching assistants employed at UMD are required to notify the Title IX Officer when they become aware of any type of sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault, relationship abuse, domestic or dating violence and stalking, including such conduct occurring via email, texting, and other electronic means. The reporting obligation applies no matter where the conduct occurred, and applies to disclosures in written assignments. The Title IX Officer will further explore the issues with the student/colleague.

Federal law and UMD policy require that all Responsible University Employees must promptly notify the Title IX Officer of any sexual misconduct brought to their attention. This applies in the context of academic advising sessions and individual appointments - as they are NOT confidential. This obligation was presented in the online training (http://www.umd.edu/ocrsm/training), you are required to complete.

Notify the Title IX Officer by email at titleixcoordinator@umd.edu, or by phone at 301-405-1142. You are not responsible for investigating or asking questions. Please inform the student/colleague who disclosed to you that you are not a confidential resource and have an obligation to notify the Title IX Officer immediately of the disclosure. The Title IX Officer (or designee) will then reach out to the student/colleague and inform them about their reporting options and all available resources.

HOW TO RESPOND TO STUDENT DISCLOSURES OF SEXUAL MISCONDUCT?
First, kindly interrupt the student and tell them you are not a confidential resource; and are obligated to notify the Title IX Officer about all incidents of sexual misconduct.

Then, make sure to refer the student to Care to Stop Violence (CARE) the confidential resource on campus for students who experience sexual or dating violence, or stalking. CARE is located downstairs in the University Health Center, and operates a 24/7 help line at 301-741-3442 or care@health.umd.edu.

If the student still wants to talk with you, please just listen to them. Don’t judge them. Don’t try to investigate by asking questions. Thank them for trusting you and encourage them to contact CARE and remind them you will be notifying the Title IX Officer.

HOW TO RESPOND TO STAFF/FACULTY DISCLOSURES OF SEXUAL MISCONDUCT?
First, kindly remind them you are not a confidential resource and are obligated to notify the Title IX Officer of all disclosures of sexual misconduct. Then notify the Title IX Officer as outlined above.

WHAT INFORMATION DO I REPORT?
If you don’t know all the information below, that is fine. You do not need to interview or investigate. Report what you know.

• Names of complainant and respondent, if known (you do not need to investigate to get the information)
• The status of the parties – to the extent known (e.g., staff, student, non-student, faculty, etc.)
• Type of sexual misconduct (e.g., sexual assault, harassment, stalking, etc.)
• Date and location of the incident (if known)

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ELMS Canvas Course Design Process for Faculty

1. **Design:**
   - Identify your learning outcomes.
   - Select a learning management system.
   - Choose an instructional model.

2. **Canvas:**
   - Explore Canvas features.
   - Set up your course.
   - Customize your course.

3. **Course:**
   - Plan your course structure.
   - Create assignments.
   - Add resources.

4. **Teach:**
   - Introduce the course.
   - Deliver content.
   - Monitor progress.

5. **Reflect:**
   - Evaluate student learning.
   - Adjust instruction.
   - Share feedback.

6. **Build:**
   - Evaluate course success.
   - Make improvements.
   - Share results.

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**Additional Tips:**
- Use rubrics to assess student work.
- Provide feedback on assignments.
- Use Canvas analytics to track student progress.
- Encourage student engagement through discussion forums.
- Use gamification to increase motivation.
- Incorporate multimedia resources for varied learning styles.
- Provide opportunities for peer review and self-assessment.
- Create a supportive learning community.
- Use Canvas to facilitate online discussions and debates.
- Implement assessments to measure student learning.
- Use feedback to adjust instruction.
- Provide resources and tools for student success.
- Encourage collaboration and peer learning.

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**Contact Us:**
For assistance at any step of the design process, contact us at design@umd.edu.
Helpful DIT Learning Technology Resources

Learning Technology Design https://go.umd.edu/ltdesign
DIT Teaching & Learning Services https://go.umd.edu/ditteachandlearn
Learning Technology Institute (free workshops and “Lunch & Learn” seminar)
   https://www.eventbrite.com/o/learning-technology-institute-12354889042
Innovations in Teaching and Learning Conference http://itl.umd.edu/
Deb’s Presentation http://go.umd.edu/ischool4-6

ELMS
Canvas Commons (click on the Commons link in the ELMS global toolbar)
ELMS-Canvas Course Design Process for Faculty (interactive) BETA
   https://jcychang.github.io/LTD/
Canvas Catalog https://umd.catalog.instructure.com