

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

Attendees: Phil Piety, Carol Boston, Adam Kriesberg, Jeff Waters, Erin Zerhusen, Mega Subramaniam, Jasbir Thiara, Kanti Srikantiah, Ann Weeks, Tetyana Bezbabna, David Baugh, Keith Marzullo, Ken Heger, Beth St. Jean, Bern Jordan, Eun Kyoung Choe, Emily Dacquisto, Joo Hee Choi, Katy Lawley, Yla Tausczik, Mary Kendig, Doug Oard, Mia Hinckle, Ricky Punzalan, Ursula Gorham, Brian Butler, Bill Kules, Gregg Vanderheiden, Vedat Diker, Kari Kraus, Richard Marciano, Susanna Smith, Jessica Vitak, Susan Campbell, Tammy Clegg, David Weintrop, Susan Winter, Lindsay Sarin, Kibbi Henderson, Joel Chan, Renee F. Hill, Marivel Soria, Kathy Weaver, Hernissa Kacorri.

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.

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 HCMi 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/itlibrary 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>) that all university employees are required to complete.

Notify the Title IX Officer by email at titleixcoordinator@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.



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.

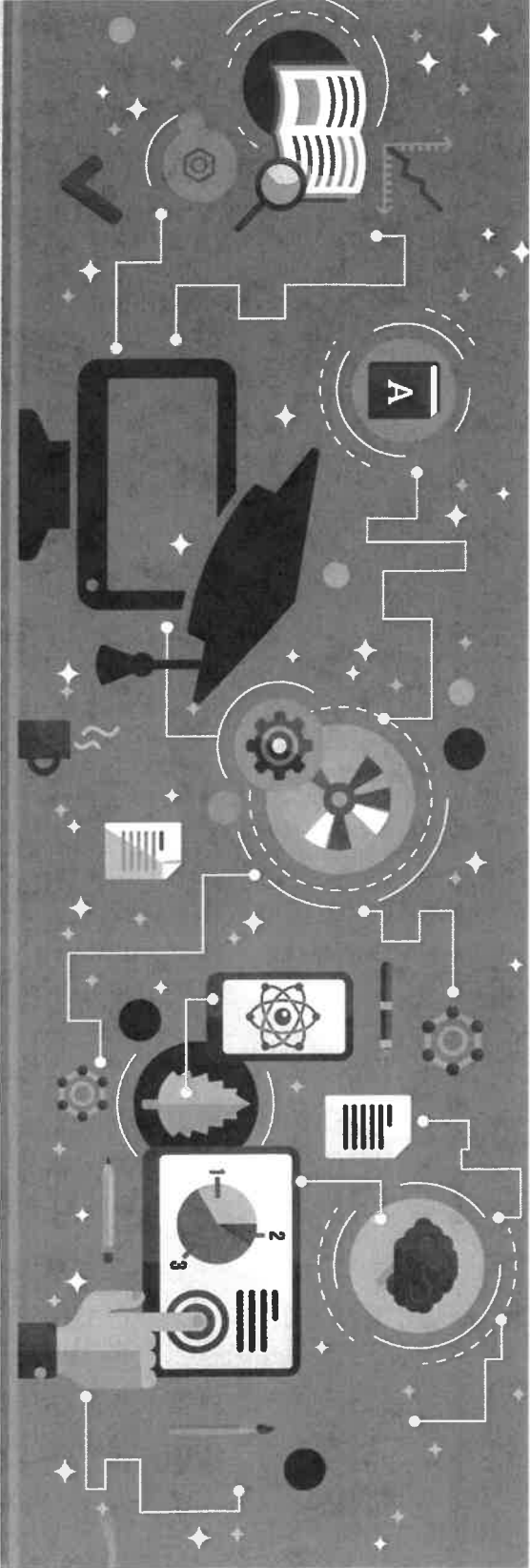
HOW TO RESPOND TO STAFF/FACULTY DISCLOSURES OF SEXUAL MISCONDUCT?

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)



INNOVATE STUDENT LEARNING IN ELMS-CANVAS



DESIGN

Transform your students' learning experience by effectively using new course templates and design tools available in ELMS-Canvas.



ENGAGE

Integrate e-learning tools to help your students actively and creatively engage in their own learning process.



CREATE

Develop relevant and meaningful learning opportunities by leveraging innovative technologies and strategies to create a student-centered and project-based approach in your course.



LEARN

Make the best use of our existing web resources by exploring the DIT Service Catalog and the Instructions available in the IT Library at go.umd.edu/itlibrary. (Look for Teaching & Learning.)



PARTNER

We are in this together. Our team of learning technology designers is available to consult and provide you with 1:1 assistance. Identify the best strategies, and ensure your success using ELMS-Canvas.

LEARNING TECHNOLOGY DESIGN



DIVISION OF
INFORMATION
TECHNOLOGY

ELMS Course Design Assistance

ltdesign@umd.edu | 301.405.8702

Teaching and Learning Services

it.umd.edu > Find Services > Teaching and Learning Services

ELMS-Canvas Course Design Process for Faculty*

DESIGN

Divide your course into chunks

Determine desired outcomes and learning strategies.

Organize content into modules or units.

Establish milestones and deadlines.

Collect and organize your course resources

Identify electronic resources (PDFs, videos, podcasts, sites, e-books, case studies, games, articles, etc.).

Select visuals (images, graphs, diagrams, charts, and photos) to improve the overall 'look and feel' and support explanatory content.

Store your electronic files in a Google Drive or Box folder system that is organized by modules or content type (e.g. videos, readings, assignments, etc.) to share these resources easily with co-designers and collaborators.

Review your electronic content

Check your electronic files for accessibility (see the Accessibility Checklist at goum.d.edu/accesscheck).

Ensure that content meets fair use and copyright standards. Contact lib-askreserves@umd.edu for help.

BUILD

Configure your course space

Select and/or customize an ELMS-Canvas course template.

Manage course sections if needed with one of the ELMS management tools.

Fine tune course details and settings.

Manage course navigation menu (make interacting with your course space intuitive and easy to use).

Confirm your notification preferences.

Add resources

Upload course files (or/and reuse course content from previous terms).

Create or review activities and assessments.

Create instructions for projects, assignments, labs, quizzes, games, discussions, etc.

Create/import rubrics (SpeedGrader).

Manage and test links to course files and external resources.

Set up grading (Schema and Gradebook).

Integrate external learning technologies and tools (Clickerz, Panopto, Turnitin, etc.).

Integrate UMD Libraries course reserves and/or Kalitira media.

Define release and publish rules to control access to course content.

Manage enrollment

Create student groups.

Add non-SIS participants and define their roles (designer, observer, etc.).

Ruin a final check

Verify course summary (syllabus) and calendar.

Review ELMS-Canvas space against the accessibility and course design quality assurance checklists.

Navigate course in student view.

TEACH

Welcome students to your course

Publish your course to make it visible to students.

Create an introductory video message to introduce yourself and the course space.

Identify the things your students can do to use ELMS tools to be successful in your course.

Communicate with students

Use ELMS-Canvas Conversations tool to manage student messaging.

Schedule and send announcements and reminders as text and audio or video prompts.

Hold virtual office hours through WebEx, Canvas Conferences, or chat.

Stay engaged with students

Use course analytics to see how learners are engaging with your content.

Provide timely feedback and grading on assignments.

Use online polling tools to take the class "pulse." Survey students for feedback about their experience in your course space after the first module.

Collaborate, share, and create

Facilitate asynchronous discussions through the Discussion Board.

Create and share images, videos, and web stories through Adobe Spark or VoiceThread.

Facilitate student creativity, information sharing, and publication through blogs and wikis.

Integrate student peer reviews into assignments.

Evaluate student work

Use Speedgrader rubrics and DocViewer commenting tools.

Address plagiarism by using Turnitin Feedback Studio.

Transfer and submit grades to UMEG at the end of the semester.

REFLECT AND REUSE

Review and recycle your course space

Export Gradebook as a CSV file.

Provide an end-of-semester survey to query your students about the impact your ELMS-Canvas course space had on the effectiveness of their learning.

Review your university course evaluations.

Address student feedback in redesigning course structure, activities, and assessments.

Import content into next semester's course space. Tweak and update content and check links.

Update deadlines (due dates).

ELMS course design is an iterative process. Each term is an opportunity to explore another step in this suggested process.

* Contact us for assistance at any step of the design process.
tdesign@umd.edu | 301.405.8702

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://jychang.github.io/LTD/>

Canvas Catalog <https://umd.catalog.instructure.com>
