**iSchool Assembly**

Agenda

Friday, October 6, 2017 9:30 a.m.

Hornbake 0302J

**Attendees:** Beth St. Jean, Diane Travis, Ann Weeks, Kathy Weaver, Mary Kendig, Erin Zerhusen, Tetyana Bezbabna, N. Adaire Parker, Jeff Waters, Lindsay Sarin, Meg Subramaniam, Michael Kurtz, Phil Piety, Jen Golbeck, Richard Marciano, Joohee Choi, Brian Butler, Ricky Punzalan, Larry Liff, Kibbi Henderson, Fernando Marciano, Marivel Soria, Timothy Summers, Emily Dacquisto, David Watson, Vedat Diker, Tammy Clegg, Christina Hall, Renee Hill, Rashida Bandy, Paul Jaeger, Ursula Gorham, Vanessa Frias-Martinez, Adam Kriesberg, Mia Hinckle, Bern Jordan, Gregg Vanderheiden, Keith Marzullo, Susan Winter, Anish Balasubramanian, Dave Baugh, Dough Oard, Katy Lawley, Jasbir Thiara, Carlea Holl-Jensen, Carol Boston, Eun Kyoung Choe, Andrew Fellows, Ken Heger, Ping Wang

**Call to Order**: Beth St. Jean called the meeting to order at 9:33 am.

**Introductions**: Emily Dacquisto (recruiting & marketing), David Watson (Educational programing coordinator). Christina Hall (BSIS student); Joohee Choi (Ph.D. student); Kibbi Anderson (new HR person)

Vedat Dikar thanked Adaire Parker for all of her work helping establish the InfoSci program.

**Approval of Agenda & Minutes of Previous Meeting**: Approved unanimously.

**Assembly Discussion Items**

**Dean’s Update**

* Thanked those who helped with the recent open house. Singled out Erin Zerhusen for her role in making the event a success.
* Enhancement Fund – Lindsay Sarin led a team to advance the iSchool’s proposal; we hope to hear more soon.
* Undergrad Program – Have 400 students; may have 700 next year. This increased the College’s budget by $1,100,000, enabling us to hire more faculty and GAs. May be able to partner with UM Balto’s nursing department for a health informatics component.
* iLEAD Board Meeting – Meeting coming up. A handout with information given to participants; Keith available for questions and additional information.
* What do the Deans Do?
	+ Doug Oard – Associate Dean of Faculty Affairs. Helps Keith to hire faculty; Faculty Development, e.g., helping us learn to do our jobs better; Faculty promotion (esp. through the APT); Doesn’t do anything operational. Works with the University’s Office of Faculty Affairs.
	+ Susan Winter – Associate Dean for Research. Primary duty – to increase the impact of the College’s research. Helps ensure compliance with the University’s and Federal rules. She’s available for additional information.
	+ Brian Butler – Associate Dean for Academic Programs. College fiscal officer; operational support to keep things running; takes point for facilities; directs work of central office staff; serves as “Deputy Dean.”
* Searches – Just signed off on an archives search. Working on a joint appointment with the College of Journalism. Working on finding faculty for the College’s work on privacy & cybersecurity.
* Had kind words and gifts for Adaire Parker and Larry Liff, both of whom are leaving the College.

**UMD Research Support Office – Hana Kabashi, Guest Speaker**

* Discussed how her office might help us fund research. Gave us a swell one-page (front/back) handout; slides available too. hkabashi@umd.edu.
	+ Susan Winter reminded us the College has a host of tools to help us with funding as well. She’s available for additional information.

**Update on Industrial Affiliates – Tim Summers**

* Reminded us there’s a draft plan on working with partners in industry. He will send us an email reminder. (Commented he was working on the document in the room.) Hopes the College can adopt a “global perspective.” Right now there’s no link between this initiative and the iLEAD committee.

**Doctoral Student Admissions – Jen Golbeck**

* Quick overview of the process; need two tenure/tenure track facility who can see themselves working with an admitted student. Intimated that the Ph.D. Committee will be assigning candidate reviews to faculty to lighten the review load on individual tenure/tenure track faculty. Lengthy discussion followed. Assembly agreed to continue the discussion at the next meeting of the Ph.D. Committee.

**Process for Dealing with Incompletes – Jeff Waters**

* Up to instructor whether to give an incomplete (“I”). Reminded us there are forms we need to complete when we assign an incomplete and again when we give the student a final grade for the course. Slides available.

**Non-Agenda Item – Beth St. Jean**

* Broached subject of reinstituting reports from the College’s programs. Every assembly all report? Programs take turns reporting? Some discussion. Some folks raised strong objections to reinstating the reports. Others suggested some middle ground, perhaps making the reports focused on a particular issue of College-wide importance (for “College cohesion”). Beth will send around a poll providing options for us to continue the discussion outside of Assembly.

**Announcements**

* **Paul Jaeger** – Please complete the thriving workplace form; Reminded us to complete the on-line disability training; Be aware that there may be the possibility of receiving uncomfortable emails and voicemails; universities are becoming targets of political groups.
* **Dave Baugh** – Mentioned the impending multi-factor identification. Hopes to have more information for us in the coming weeks. Will discuss again at November Assembly meeting.
* **Michael Kurtz** – Reminded us of an event at the Maryland State Archives on Monday, October 9 in Annapolis. “Legacy of Slavery” partnership between the iSchool and the Maryland state government. Transportation from College Park to Annapolis available; contact Joan Olive Cole for details.
* **Brian Butler** – Reiterated Jaeger’s final point, i.e. “research is now political.” There are organized campaigns to coopt students, etc. Be alert. Questions? Ask Brian.

Meeting Adjourned at 11:20 am.