iSchool Assembly Friday, September 7, 2018 - 9:30 a.m. Hornbake Library North Wing, Room 0302J

Preliminaries

- Call to order
- Review and approval of minutes from May 2018:
  https://ischool.umd.edu/sites/default/files/page_files/ischool_assembly_minutes_05042018.Docx
    - Paul Jaeger motion, Jen Golbeck second
- Review and approval of this agenda
    - Ricky Punzalan motion, Greg Vanderheiden second

Assembly Items

● Dean's Update [Keith]

NOTE: Next assembly will be in ESJ Building

- Introduction of new people (see below)
- Staff recognition for program directors
    - Kathy Weaver - MIM Program Director, departing
    - Niklaus Elmquist - Outgoing HCIM program director
    - Jen Golbeck - PhD Program Director while Katie Shilton was on sabbatical
- Incoming directors - David Loshin (MIM), Bill Kules (HCIM), Ursula (co-MLIS with Paul), Katie Shilton (PhD), Vedat (remaining as undergrad)

Assistant Deans Introductions

- Doug Oard, Associate Dean for Faculty - contracts/renewals, mentoring, peer review of teaching assignments, faculty leave reporting
- Melekte Truneh. Assistant Dean for Finance and Administration- Budgeting, finance, HR, grants, IT team, facilities, admin. Streamlining processes. Fixing workflows and processes
- Susan Winter - Associate Dean for Research - money, models, mechanics, and more! Internal university grant infrastructure has changed, update to come. ELMS resources such as funding proposals. Grant/fellowship application mechanics. Compliance. Helps review proposals and writing.
- Brian Butler - Senior Associate Dean. Special Projects, backup of Dean, moving and facilities realignment. Liase with academic program directors. Long-term projects.

Keith's Update: Recently attended cross-campus Dean meeting with President Loh. What he shared and was most proud of was the first graduating class of undergrads. Enrollment is around 750 right now! We're looking forward to the continued growth and development of the undergrad program. The College is growing. We're going to need to change the way we operate. Adjustments and growing pains are natural. The good news is that the iSchool is being mentioned across campus, collaborations with Journalism, JPSM, Geography, and beyond. CS, Public Health, the iSchool are the three growing undergraduate programs on the Provost's radar. We're becoming more important to the university and that's a good thing.

- Introducing new faculty & staff

  - Kate Iszak - New Academic program director
  - Michelle Simon- MIM director
  - Noah Dibert (in absentia), DCIC Coordinator
  - Katrina Fenlon - Assistant Professor
  - Anna Ndumu - Presidential Postdoc
  - David Loshin- MIM Director
  - Dan Greene - Assistant Professor
  - Rochelle Robinson- Web Development
  - Tim Richards - New Lecturer
  - Jonathan Lazar - Professor (Jan 2019 start)
  - Wayne Lutters - Professor (Jan 2019 start)
  - Donal Heidenblad - new Lecturer
  - Ge Gao - new faculty in Beijing
  - Claudia Sanchez - Development Coordinator

- Undergraduate teaching info [Vedat]

InfoSci program is rapidly growing. Refer to slide for growth of student body since fall 2016. 750 students at the moment plus more in the change of major pipeline. Number of undergraduate course sections has grown from 4 to 60 in two years. Undergrad teaching reminders:

  - Enrollment-related student requests- e.g. waitlists. Students need to complete prerequisites for all classes, do not tell them yes on this without checking with program staff
  - Accommodating late adds- add-drop period is still ongoing as of this meeting. Please accommodate as best as you can regarding deadlines
  - ADS accommodations - remind students of these. They need to get a letter before you can work with them on accommodations.
  - Underperforming students- If these students do surface and are not going to get a C-, please let the program staff know. November 5 is the last day to withdraw from a course and receive a "W" rather than failing
  - UGST course-related policies- refer to slide for URL https://ugst.umd.edu. This is a student-facing site, but still helpful for instructors.
  - Student-athlete check ins will happen in October. Keep this in mind as you may need to report this via UMEG.

- Faculty leave records [Doug]

  - We need to keep track of sick leave earned
  - Doug signs paychecks every two weeks
  - This pay period only 5 people signed their leave records
  - We will be sending out another email about having to approve your timesheets
  - This needs to be done once every two weeks!
  - Question from Kari Kraus about timing of when we need to sign off on timesheets
  - Greg Vanderheiden - provided instructions for how to fill out timesheets

- ● Brian reminding us that the staff all do this bi-weekly without incident

● Facilities Update [David B.]

Some folks moved to Patuxent over the summer. Thanks to Diane and the rest of the IT staff for getting the new space set up. Moved 29 people over there. Now we're reshuffling Hornbake. IT staff will move up to 4th floor. Patience is appreciated. Get in touch to say what you need and what you want to make you more productive. For planning purposes we need to keep space and growth under control. We are going to be at capacity again by the end of this academic year.

● Plan of Organization update [Ursula]

Submitted April 2018. Feedback from University in May/June. Some comments helpful, others grammatical. We need to get more specific provisions for the undergraduate students. We're not being clear enough about quorums for both synchronous and asynchronous. College Advisory Committee not in line with rest of University. Unclear about the relationships between program committees and PCC. Ursula is going to work on the revisions. She will share as a Google Doc. Plan is to get a draft back to admin in October.

Announcements

- ● Diane: Introducing Year of Data Science assistant, Haime Lee.
- ● Jen: She is the ADVANCE professor for the college. Focused on women and faculty of color. She can help with any issues, mostly TT but also PTK. She is a resource!
- ● Jeff: Reporting back from orientation. Students like hearing from the faculty. A reminder that student services questions should be directed at Jeff.
  - ○ Ken Heger: Thanks to Jeff for helping out the MLIS program over the summer.
- ● Chris Antoun: Year of Data Science site. Datascience.umd.edu. Submit events related to data science and the events will be posted to the website.
- ● Mega: iConference submission deadline upcoming Sept 10 and Oct 1.
- ● Brian: 3 special initiatives for this semester
  - ○ Strengthening connections with journalism school.
  - ○ Joint center for advances in data and measurement. JPSM collaboration
  - ○ Plan for 2-4 years looking out at facilities again
- ● Keith: working with provost on hiring plan. Setting up search committees soon
- ● Susan Winter: FYI, discussions with Urban Planning about a dual Masters Degree.
- ● Katy Lawley: Print copies of the PhD program handbook are on hand today. Also online from PhD program site.

Paul Jaeger moves to adjourn. Doug Oard seconds.