

iSchool Assembly
March 5, 2021, 9:30 AM – 10:45 AM
Online (Zoom)

Preliminaries

- Call to order
- Review and approval of minutes from February:
https://internal.ischool.umd.edu/wp-content/uploads/2021/03/Assembly_02052021_Minutes.pdf
 - Motion: Andy Fellows
 - Second: Gregg Vanderheiden
 - Approved unanimously
- Review and approval of this agenda
 - Motion: Gregg Vanderheiden
 - Second: Caro Williams-Pierce
 - Approved unanimously

Assembly Items

I. Dean's Update [Keith]

- We're setting up a new budget process to make budget-related decisions more transparent. Our Social Data Science class has been put on temporary hold until the funding becomes more clear.
- We've launched our search for a new Provost. Keith is on the search committee. The new Provost will come from a USM campus and will be in place this Summer.
- The University is creating a program to incentivize hiring of a more diverse faculty.
- We're hiring for a tenure-track position in Cognitive Cybersecurity; We're also looking for 3 lecturers – Keith will forward us this information.
- Julius Jefferson was selected and accepted being the iSchool Alumnus of the Year.
- Thank you to everyone who participated in Giving Day. We increased our donations & number of donors a great deal over last year.

II. Admin Reminders [Melekte] [Melekte will send us her slides]

- If you're a faculty member, you're supported by your Business Manager – they're your one-stop shop to help you with grant proposals, purchases, etc. We're hiring a third Business Manager to support TRACE and additional faculty members.
- Our staff support is supported by the Business Finance Team, led by Yen Lin.
- Use iSchooladmin@umd.edu to contact admin staff – this email is managed by multiple people, so there's a quick turn-around
- HR team, led by Kibbi Henderson, handles all of our hiring – we currently have 523 unique PHR appointments in the iSchool! They assist with benefits, as well. Please reach out to Kibbi for anything HR-related.
- Please give your Business Manager a heads up when you start working on a grant proposal. ORA requests 6 business days to review and submit proposals.
- Business Managers are sending out budget reminders. Please look them over and make sure everything is correct.
- Please let us know if there are any major changes to your project.
- Please notify your Business Manager if you have a course buyout.

- Procurement reminders: Before you start work with anyone, reach out to your Business Manager or our college finance team.
- Deliveries are still not allowed to non-UMD addresses. We'll work with you to get things to you. Our Admin team will coordinate it, but we can't send things directly to your house.
- Can't reimburse for printers, ink, etc.
- Campus doesn't allow payment of individual memberships.
- New hires can't start working until their appointments are in place. They have to have been I-9'd.
- Can make changes to your W2 & W4 online
- Melekte is going to send us her slides
- HR info is available on our internal site:
<https://internal.ischool.umd.edu/human-resources/>

III. *Fall 2021 Facilities Update [Brian / David B.]*

- We are going to return to our buildings at some point – maybe Fall 2021?
- We've been gathering information from everyone to get an understanding of what everyone wants to do with regard to space and their approach to work
- There is a strong desire to maintain enhanced telework options into the future
- The College would like facilities to be available for collaborations with students – we want to provide an active and vibrant workplace
- We're going to try active spaces – foster a vibrant environment.
- We will identify 3 to 5 active hubs to encourage collaborations. We want people to want to be there. There is a strong desire for the College to have a strong front door. We have a challenge with this because we're distributed. We want to cut down on the feeling of vacant areas.
- We want the iSchool to be active, vibrant, and welcoming. We're going to get our facilities in line with this.
- Goals: Active spaces that are densely populated; Facilitate interaction and collaboration; Meet the functional requirements of the College; Optimize the use of iSchool spaces to facilitate growth.
- Over the next couple of months, the facilities team will be planning for our reoccupation. We'll be proposing office arrangements. We'll be in touch with nearly everyone in the College to find out what would work for them. If we ask you for your feedback, please get back to us.
- The Hornbake and Patuxent building will be locked – swipe access only – for the remainder of the semester.
- Over the Summer, we'll implement the moves. That will be a collective effort. More details to come.
- Brian and I will be holding a Town Hall session some time during the week after Spring Break. We'll be contacting you about this.

IV. *Next Generation Telework Practices [Brian]*

- We've had some discussions and listening questions about how we work. It's clear that many students need on-campus experiences. We want to continue to do collaborative research – much of which happens when we bump into each other. We welcome partners

across campus & community members to our space on campus.

- Staff: Different groups have had discussions over the past few months regarding what people want and need to do in the short and long term. How can we creatively reorganize work? IT and HR have drafted some changes to standards and practices to clarify expectations. These will be fed back for feedback & awareness over the coming months. How do we support this in the Fall & beyond? There is an expectation meeting that staff members will have with their supervisors. This will change as conditions change. We'll do the best we can. We'll make plans for the Fall and adapt them as necessary.
- Faculty: Ran a facilities use survey to see how faculty would like to use their office. What proportion of your classes will be on campus, online, or at Shady Grove? University policy is that you must meet with your doctoral students at least once a year. More information on this at APT in about an hour. The goal is to allow as much flexibility as possible, but still meet the needs of students and ongoing projects.
- Telework vs. remote work: Telework entails living close enough to campus that you can come in. Remote work requires the Dean's approval. Do not make plans to move so far away that you can't come to campus before getting approval from Keith.

V. *Spring Commencement Update [Sarah Grun]*

- We don't have a confirmed plan whether graduation will be virtual or modified in person – a decision will be made some time in March.
- If it's virtual, it will be very similar to Spring and Winter. There'll be a video produced by an external vendor, which will be played directly after the University ceremony.
- There'll also be a name-reading video.
- We'll send care packages to students and invite them to walk at a later date.
- If the ceremony is modified in person, there'll be limited attendance, social distancing, masks required, etc.
- We need to identify our student speakers by March 18th.
- Please upload pictures, videos, messages.
- Join us Wednesday, March 10th, at noon to record a message for graduating students – I'll send a calendar invite.

VI. *Debrief on iSchool Participation in 2021 UMD Data Challenge [Kathy]*

- Data Challenge was wonderful!
- We had 4 academic institutions – Tetyana invited Montgomery College. We had 50 students from there, which is great – they're a good feeder school for us. We also had UMBC and the Naval Academy.
- 160 students presented on the last day
- 30 judges – a bunch of our faculty, faculty around campus, people from NIH and other government agencies
- Throughout the week, more than 50 mentors worked with the students on their projects. We had quite a few people from around campus. We also had quite a few government agencies.
- It was all online this year. We had alumni from the iSchool that are all over the world that mentored the students. We have a push to do some aspects of Data Challenge online

(but not fully online) next year.

- We used Discord – it was amazing.
- The Naval Academy asked Kathy how much money she wanted!
- Doug was the emcee.
- There's a video available on the Data Challenge website.
- The students provided links to their GitHubs – the links will also be on the Data Challenge website under each project.
- We're already planning for next year!

VII. Announcements

- Bill: At the Senate Assembly meeting – they're looking at a consensual relationship policy. Eun Kyoung sent out a link to the questions the committee is asking. Take a look at these.
- Doug: OPA-DOOM. Do your OPA or we'll come looking for you. If you're a faculty member: Digital Measures is due next Friday.
- Jeff: If you notice that students are phasing out of your online classes or if you have any reason that you're concerned about a student, please let me know (for grad students) or let Ron know (for undergrad students).
- Melekte: Staff: Self-evaluations are due to the HR team today.
- Gregg: Morhic is now installed on all of the computers at the library & on the library loan computers. You can also get it yourself through the early release program. Morhic PLUS is coming out for older people to help them set up their computers. You can get it for free from morphic.org

Adjourn:

- Motion: Craig Taylor
- Second: Jen Golbeck

In attendance:

#	Last Name	First Name	Present?
1	Adle	Morgan	Yes
2	Ai	Wei	Yes
3	Allen	Naielia	Yes
4	Amamcherla	Sravya	
5	Antoun	Chris	Yes
6	Aragon	Claudia	Yes
7	Armstrong	Jackie	Yes
8	Azar	Emilia	Yes
9	Baron	Jason	Yes
10	Baugh	Dave	Yes
11	Bezbabna	Tetyana	Yes
12	Bonsignore	Beth	Yes
13	Boston	Carol	Yes
14	Botlero	Lucinda	Yes
15	Boyd-Graber	Jordan	
16	Brown	Corie	Yes
17	Butler	Brian	Yes
18	Campbell	Susan	Yes
19	Chan	Joel	Yes
20	Choe	Eun Kyoung	Yes
21	Christian-Lamb	Caitlin	Yes
22	Christopher	Dan	Yes
23	Clegg	Tammy	Yes
24	Cole	Joan	
25	Cortes	Luis	Yes
26	Dacquisto	Emily	Yes
27	Dibert	Noah	Yes
28	Diker	Vedat	Yes
29	Domingo	Beth	Yes
30	Duffy	Pam	Yes
31	Elmqvist	Niklas	Yes
32	Ezeigwe	Nnamdi	Yes
33	Faccio	Fabian	Yes
34	Fellows	Andy	Yes
35	Feltner	Jessica	Yes
36	Fenlon	Katrina	Yes

#	Last Name	First Name	Present?
37	Fotouhi	Babak	Yes
38	Frias-Martinez	Vanessa	
39	Gao	Ge	Yes
40	Geraghty	Lisa	
41	Gilbert	Sarah	Yes
42	Gill	Marybeth	
43	Golbeck	Jen	Yes
44	Gorham	Ursula	Yes
45	Greenberg	Steve	
46	Greene	Dan	
47	Grun	Sarah	Yes
48	Harry	Charlie	Yes
49	Hassan	Naeemul	Yes
50	Heidenblad	Donal	Yes
51	Henderson	Kibbi	Yes
52	Hill	Renee	Yes
53	Hinckle	Mia	Yes
54	Hung	Eric	Yes
55	Izsak	Kate	Yes
56	Jaeger	Paul	Yes
57	Janzen	Shawn	
58	Jelveh	Zubin	Yes
59	Johnson	Liv (Celeste)	Yes
60	Jordan	J. Bern	Yes
61	Kacorri	Hernisa	
62	Kraus	Kari	
63	Kules	Bill	Yes
64	Kumar	Priya	
65	Lawley	Katy	Yes
66	Lazar	Amanda	Yes
67	Lazar	Jonathan	Yes
68	Le	Eric	
69	Leitch	Alex	Yes
70	Lin	Yen	Yes
71	Loshin	David	Yes
72	Lutters	Wayne	Yes
73	Marciano	Fernando	Yes

#	Last Name	First Name	Present?
74	Marciano	Richard	Yes
75	Marsh	Diana	Yes
76	Marzullo	Keith	Yes
77	Mason	Daisy	
78	McGuire	Kevin	
79	Mealo-Wentz	Jo Anne	Yes
80	Mohamed	Abdirisak	Yes
81	Momeni	Naghmeh	Yes
82	Muppalla	Naga	
83	Napier	David	
84	Ndumu	Ana	Yes
85	Njihia	Jane	Yes
86	O'Grady	Ryan	Yes
87	Oard	Doug	Yes
88	Oliveros	Allan	Yes
89	Padron	Ron	
90	Paletz	Susannah	Yes
91	Patrick	David	
92	Penn-Diallo	Cecelia	Yes
93	Pietrucha	Nicole	Yes
94	Piety	Phil	Yes
95	Ploetz	Charlene	Yes
96	Ramsey	Joe	
97	Reitz	Galina	Yes
98	Robinson	Rochelle	Yes
99	Roderer	Nancy	Yes
100	Ruiz	Francisco	
101	Sahasrabudhe	Vikas	Yes
102	Sanchez	Claudia	Yes
103	Sauter	Mols	Yes
104	Scarson	Jillian	Yes
105	Sherren	Joseph	
106	Shilton	Katie	Yes
107	Simon	Michelle	Yes
108	Sivan-Sevilla	Ido	Yes
109	Skakun	Sergii	
110	Smith	Dustin	

#	Last Name	First Name	Present?
111	St. Jean	Beth	Yes
112	Stilwell	Joana	Yes
113	Subramaniam	Mega	Yes
114	Surla	Stacy	
115	Tang	Christopher	Yes
116	Tausczik	Yla	
117	Taylor	Craig	Yes
118	Truneh	Melekte	Yes
119	Van Hyning	Victoria	Yes
120	Vanderheiden	Gregg	Yes
121	Vanderheiden	Kate	Yes
122	Vitak	Jessica	Yes
123	Wang	Ping	Yes
124	Waters	Jeff	Yes
125	Weaver	Kathy	Yes
126	Weintrop	David	Yes
127	Williams-Pierce	Caro	Yes
128	Winter	Susan	Yes