



COLLEGE OF  
INFORMATION

⋮

# INFO Assembly

February 7th, 2025

# Agenda

## **Preliminaries**

Call to order

Review and approval of minutes from December

Review and approval of this agenda

## **Assembly Items**

Dean's Update [Keith Marzullo]

Maryland Day [Sarah Grun]

~~Proposed Joint Degree — MLIS & Musicology~~

Sponsored Projects & Effort Reporting [Myriam Paul]

## **Announcements**

## **Adjournment**

# Dean's Update

Keith Marzullo



COLLEGE OF  
INFORMATION



Connecting people,  
information and  
technology for good.

# INFO Events

Sarah Grun



COLLEGE OF  
INFORMATION



Connecting people,  
information and  
technology for good.



COLLEGE OF  
INFORMATION

⋮

**INFOEvents**

Feb 7- INFO Assembly

# NEW Event Support Model



Find MORE info on INFO intranet!

- NEW Tiered Support
  - Tier 1- Dean's Level and College Wide Events
    - Full Event support
  - Tier 2- Pre-planning support
  - Tier 3- DIY
  - Tier 4- Research Support Team Support

[internal.ischool.umd.edu/events/](http://internal.ischool.umd.edu/events/)

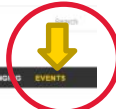
# NEW Event Support Model



## INFO Events Google Calendar

- SUBSCRIBE TODAY
- Also available on the intranet
- Your GO-TO in the planning process
- Make sure your event does not conflict with other things happening
- ADD your event to the calendar if it's DIY

[internal.ischool.umd.edu/events/](https://internal.ischool.umd.edu/events/)



### Events, Webinars, Supply and Space Requests

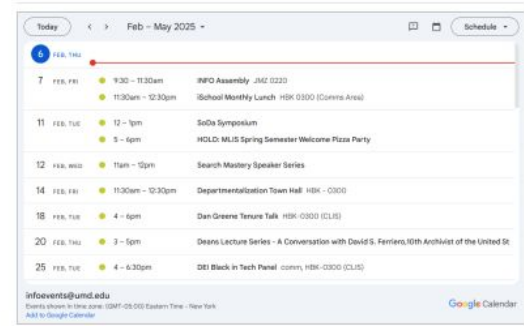
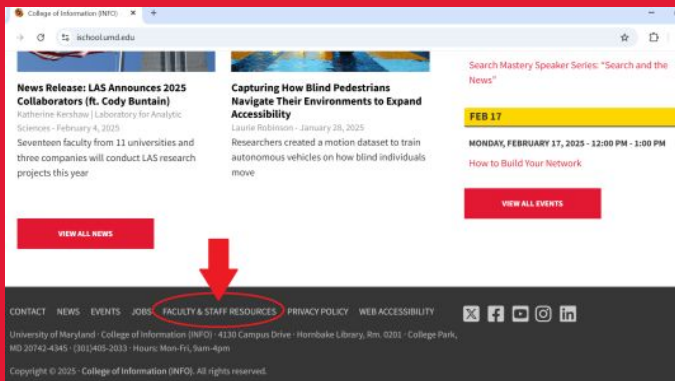
The following resources are for you to plan and/or attend INFO College related events. All event-related questions can be directed to [infoevents@umd.edu](mailto:infoevents@umd.edu). Before booking your event, please consult the INFOEVENTS Google Calendar found below. To subscribe to the calendar, click [HERE](#).

If you're looking to host an event, or have any event-related questions, please reach out to the event team at [infoevents@umd.edu](mailto:infoevents@umd.edu). \*Please note, the event team is currently in a state of transition. While we work to hire a new event coordinator, please reach out directly to Sarah at [sgiang@umd.edu](mailto:sgiang@umd.edu).

Be sure to look at the [Multifaith Religious Calendar](#) before selecting your date to ensure that it does not conflict with a major religious holiday!

- REQUEST FOR EVENT SUPPORT
- REQUEST FOR CATERING
- REQUEST FOR WEBINAR/HYBRID EVENT
- INTERNAL MEETING SPACES
- ON-CAMPUS MEETING SPACES
- OFF-CAMPUS MEETING SPACES
- EXTERNAL VENDOR INFORMATION

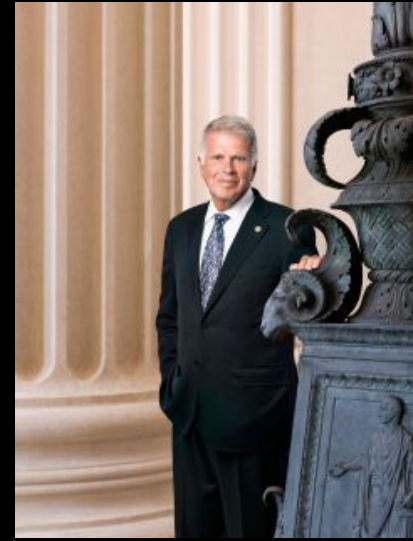
- Academics
- Research
- HR & Payroll
- Operations
- Communications
- Governance
- Facilities
- Technology
- Inclusion and Belonging
- Events**





# Dean's Lecture Series Feb 20<sup>th</sup>

David S. Ferriero, 10th Archivist of the United States, will offer his unique perspective on preserving America's national memory, from the creation of our republic through the present day, and will share his thoughts on navigating the National Archives and Records Administration (NARA) in a sometimes turbulent political climate. This candid talk represents a special opportunity for faculty and students in departments across the College Park campus to hear how government works at the highest levels, including during presidential transitions. Mr. Ferriero will be joined in conversation with Jason R. Baron, Professor of the Practice at the College of Information, and former director of litigation at NARA.



3PM Reception  
ESJ 2nd Floor Concourse  
4PM Discussion  
ESJ 2204

Register  
[go.umd.edu/INFODLSFeb2025](https://go.umd.edu/INFODLSFeb2025)

We are  
**INFO**

- Recognizing :  
**Student Scholarship  
and Award  
Recipients  
2024-2025**  
**James Partridge  
Outstanding African  
American  
Information  
Professional Award  
Recipient  
2025**  
**Alumni of the Year  
Award R  
2025**



SAVE THE DATE!

## *INFO Awards Night*

★ Friday, April 11, 2025 ★ 6:00 PM ★

University of Maryland, College Park Campus,  
Samuel Riggs IV Alumni Center

ADD TO CALENDAR



Join the College of Information on Friday, April 11th at 6:00 PM for the inaugural INFO Awards Night—a college-wide celebration that will combine our Student Scholarship & Awards Reception, the Distinguished Alumni Awards Ceremony, and the presentation of the James Partridge Outstanding African American Information Professional Award. It will be a night to recognize this year's outstanding students and alumni!

This event will be held at the University of Maryland Samuel Riggs IV Alumni Center. Enjoy a special night of hors d'oeuvres; hard and soft drinks; and celebration of our community's achievements with fellow staff, faculty, leadership, alumni, donors—and of course, our award winners.

Please don't hesitate to reach out with any questions or requests to [infoevents@umd.edu](mailto:infoevents@umd.edu). In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.



**INFO@  
Maryland  
Day 2025**

**When:** Saturday, April 26, 2025 from 10am-4pm  
(volunteers 8am-5:30pm in shifts)

**Where:** Hornbake Plaza, Hornbake Portico

**MARK YOUR CALENDARS NOW**

**Volunteer Sign Up coming SOON**

**Immediate Needs: SHARE Bookdrive  
info with students, family, friends**

# **INFO@ Maryland Day 2025**

## **4 RETURNING ACTIVITIES 2 NEW ACTIVITIES**

**Immediate Needs: SHARE Bookdrive info with students, family, friends. NOW through April 21<sup>st</sup>**

### **Collection BOXES:**

- **Patuxent Building- Rooms 1116 & 2102**
- **AV Williams- 4137**
- **Hornbake North- INFO Commons Service Desk (Room 0300)**
- **Hornbake South- Suites 2117 & 4121**

# INFO

## Commencement

- **When:**
  - Friday, May 23<sup>rd</sup> 8AM!!!
  - Staff Arrival 6am
  - Faculty & Student Arrival 7am
- **IMPORTANT DATES:**
  - **Feb 21:** Deadline for graduate names submitted to Sarah
  - **April 4:** Last day to request rental regalia
  - **April 8:** Last day for students to RSVP
  - **April 18:** Nominations open for student leaders to attend luncheon reception with speaker

# INFO

## Commencement Committee

- **What:**
  - New this year!
  - Dedicated staff who play a critical role in making the ceremony a success.
  - Meetings on Thursdays 1pm
- **Who:**
  - **Chair:** Sarah Grun
  - **Members:** Katie Ambacher, Chris Beatty, Tetyana Bezbabna, Corie Brown, Gerald Collins, Emily Dacquist, Jacob Davidson, Neil Dhingra, Fabian Faccio, Chris Hawley, Jen McGovern, Kevin Nesline, Dustin Smith, Craig Taylor, Jeff Waters
- **Want to join?** As we continue to grow, Commencement will continue to take a village of staff and faculty!



COLLEGE OF  
INFORMATION

**Thank You**

# Sponsored Projects

Myriam Paul



COLLEGE OF  
INFORMATION



Connecting people,  
information and  
technology for good.



# EFFORT REPORT

Process Flow



# EFFORT CERTIFICATION

## Frequency

Effort certification will be conducted twice year for the following periods:

- January –June
- July- December

## Who must certify?

Anyone who works on any sponsored project must certify their effort. This includes, faculty, staff, students, and postdocs.

- The PI is responsible for certifying the report on behalf of their students.
- PI can delegate their certification authority to a co-PI when necessary.

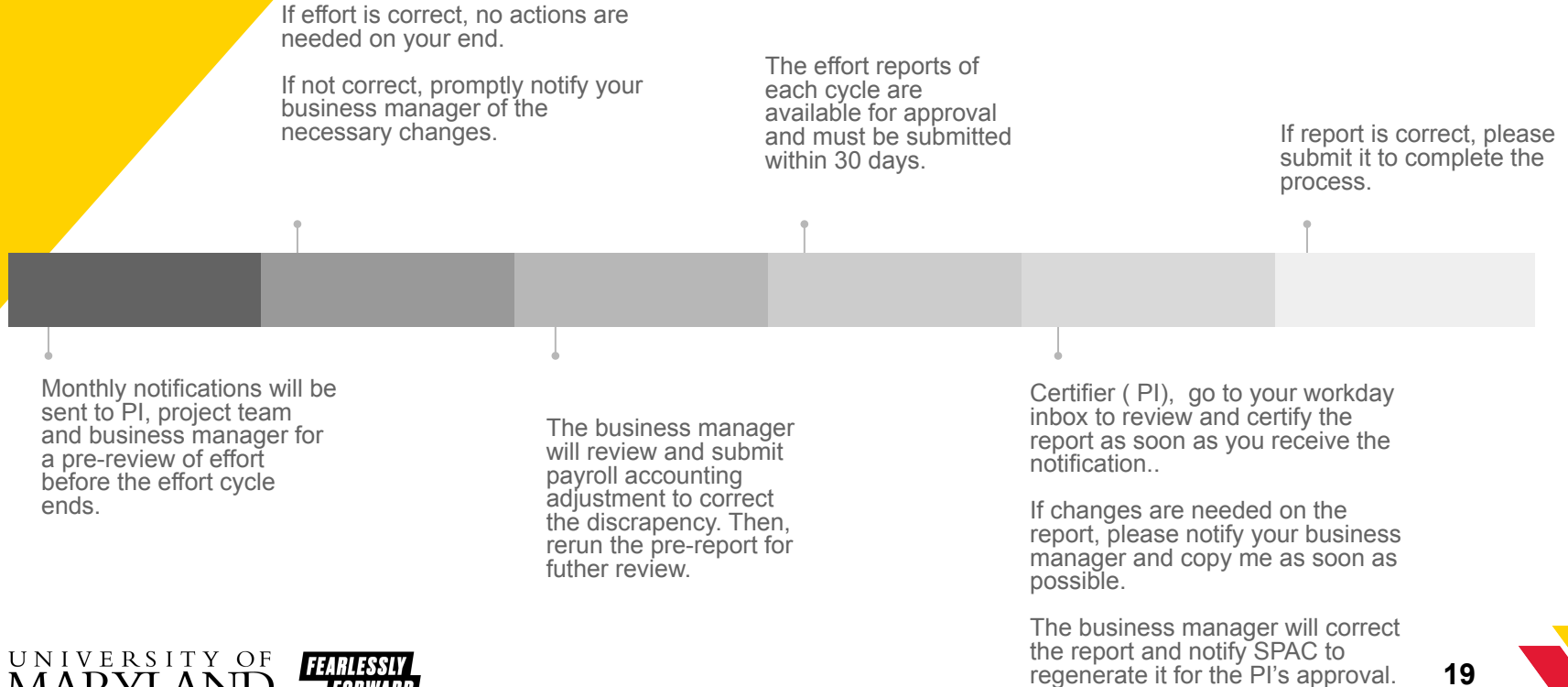
## Correcting Effort

Pro forma report will be sent out monthly and must be reviewed by PI and business managers.

- Do not certify if the report is incorrect.
- Contact your business manager and copy Myriam for updates.



# EFFORT REPORTING PROCESS



MENU UNIVERSITY OF MARYLAND Search

Search Results 8 items

Effort Certification: Effort Date - Testing for Alex Employee for 06/01/2022 - 06/30/2022 08/12/2022

Due: 08/14/2022

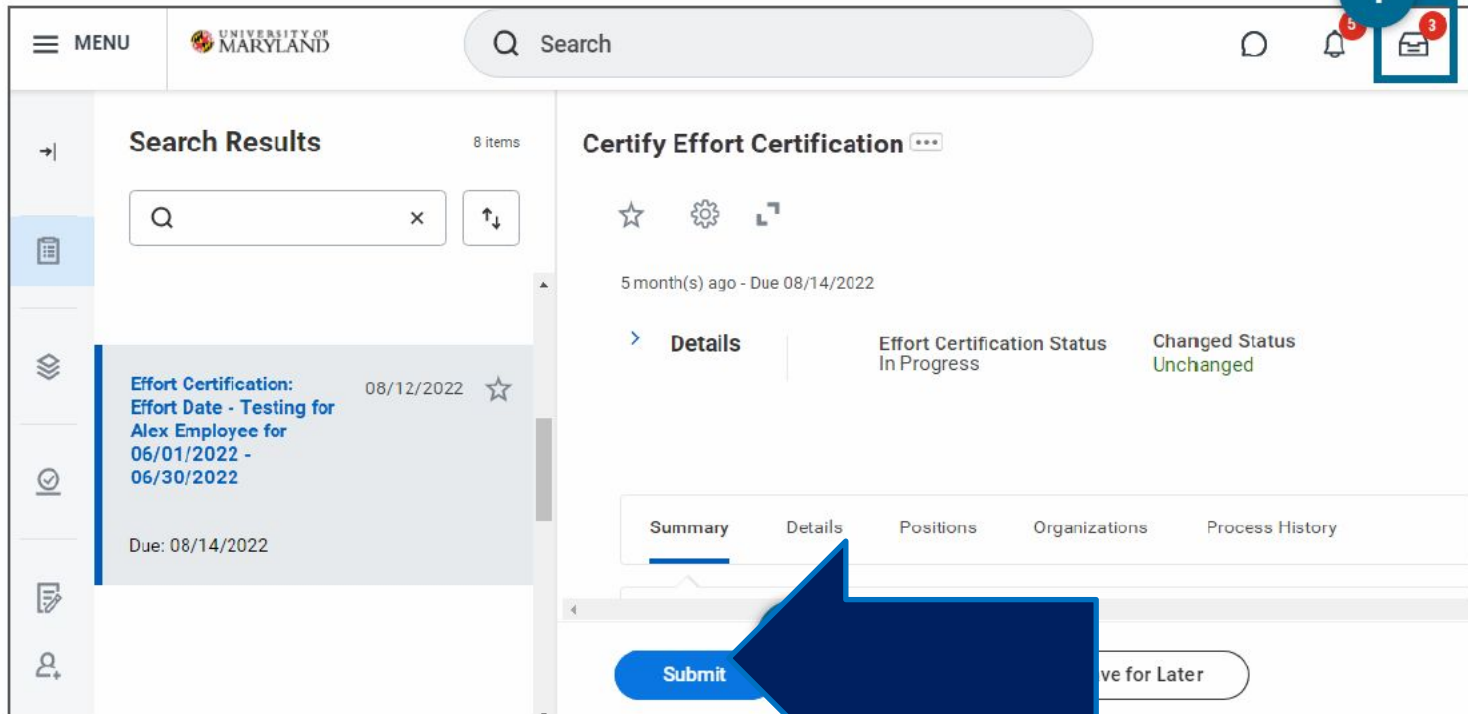
Certify Effort Certification

5 month(s) ago - Due 08/14/2022

Details Effort Certification Status In Progress Changed Status Unchanged

Summary Details Positions Organizations Process History

Submit Save for Later



**THANK YOU!**



# Open Announcements



COLLEGE OF  
INFORMATION

**Thank You**

**Connecting people,**

**information**

**and technology**

**for good.**