



# COLLEGE OF INFORMATION

**Date:** Friday, September 6, 2024 – 9:30 to 11:30 am

**Location:** Jimenez Hall rm. 0220

## AGENDA

### Preliminaries

- Call to order

Quorum recognized

- Review and approval of minutes from May

Minutes approved without correction.

- Review and approval of this agenda

Agenda approved without correction

### Assembly Items

#### Dean's update [Keith Marzullo]

Welcome to the new academic year! Dean Marzullo welcomes all of our new folks:

- New Faculty & Postdocs:
  - Anthonia Carter, Postdoc
  - Francesca Polito, Lecturer
  - Stacy Surla, Lecturer
  - Jieun Yeon, Assistant Professor
- New Staff:
  - David Adams, IT Support Assistant
  - Keren Ding, Undergraduate Academic Advisor
  - Jess Feltner, Program Specialist for CP Scholars, Data Justice
  - Alicia Holloway, Payroll & Administrative Coordinator
  - Angel Jones, Diversity, Equity & Inclusion Coordinator
  - Nicole Lemme, Undergraduate Academic Advisor
  - Monique McIntyre, Embedded Counselor
  - Tom Raymond, Undergraduate Academic Advisor
  - Yosuf Warastah, Faculty Affairs Coordinator
  - Latoya Wilson, Payroll & Admin Coordinator
  - Justin Zielke, iConsultancy Client Development & Marketing Manager
- Faculty Position Changes and Promotions
  - Chris Antoun is now an Assistant Professor

- beth bonsignore is now an Associate Research Professor
- Emily Dacquisto is now a Faculty Specialist
- Andrew Fellows is now a Senior Faculty Specialist
- Daniel Greene is now an Associate Professor
- Donal Heidenblad is now a Senior Lecturer (correction from slide)
- Amanda Lazar is now an Associate Professor
- Katie Shilton is now a Professor
- Jessica Vitak is now a Professor
- Staff Position Changes
  - Ron Padrón is now Director of Diversity, Equity & Inclusion
  - Alie Cardenas is now Faculty Affairs Manager
- New leadership roles
  - beth bonsignore is now the director of BA in Technology & InfoDesign Program
  - Eun Kyoung Choe is now the Faculty Director of the Undergraduate Research Program
  - Tammy Clegg is now the Director of UMD Iribe Initiative for Inclusion & Diversity in Computing
  - Amelia Gibson is now the Co-Director of MLIS/HILS
  - Renee Hill is now the Associate Dean for Diversity, Equity & Inclusion
  - Scott Jackson is now the Assistant Director of BS in Social Data Science
  - Preeti Lakhole is now the Director of the Master of Information Management Program
  - Stacy Surla is now the Assistant Director of MS in Human-Computer Interaction
- Folks who are moving on that we'll miss:
  - Sareil Brookins, Human Resources Coordinator
  - Leah Bryant, Payroll & Administrative Coordinator
  - Madeline Georgevich, Undergraduate Academic Advisor
- New members of iLead:
  - Ovetta Sampson, Director of UX AI/ML, Google
  - Kanitha Sar, Managing Director, Cybersecurity Practice of Ernst & Young (EY)

Dean Marzullo invites us all to the “State of the College” next Friday - we are doing great things, and we have a lot to be proud of. We'll talk about the fact that we are no longer a startup, we are now a full-grown college. In terms of students, we are about the same size as ARHU. We need to figure out how to fund and manage our own growth, which will take time and effort. He will go into details next Friday. Bring your lunch. Dean Marzullo also invites us all to the Homecoming Gala.

### **Do Good Initiative [James Stillwell, Faculty Director of DoGood Initiative]**

- AY2023-2024 Do Good Support for INFO
  - Provided 56,950 in funding for INFO students, faculty & staff
  - Placed 9 students in paid internships with social impact organizations
  - Mini-grants
    - Allocated 3 awards to INFO-led projects supported with coaching and \$2,250 in funding
  - Innovator Awards:
    - Awarded 8 INFO staff & faculty; honored with campuswide recognition and \$6,000
  - Accelerator Fellows
    - 4 INFO students selected to receive 1:1 coaching, space, and \$14,000 in financial awards
  - Campus Fund

- 1 INFO-based project was selected for first-ever cohort, receiving \$5,000 in total funding
  - Impact Interns
    - 9 INFO students placed with paid summer internships, receiving ~ \$29,000 in pay
- Spring & Summer 2024 Accelerator Fellows:
  - Wadi Ahmed, The Oromo Student Association
  - Michelle Akem, Dialectable
  - Marilyn Iriarte Santacruz, Interventions to Support Ethnic-Racial Identity Development
  - Gabrielle Hester, The Petal Project
- **Do Good Campus Fund:** There is more than \$320,000 in grant funding now available for staff, fac, and student organizations
  - Galina was a recipient last year
  - Wayne Lutters is on the Do Good Campus Strategic Leadership Council
  - Call to Action:
    - Encourage INFO faculty, staff, and student groups with promising projects to apply for Campus Funds this fall (application closed Nov. 4)
    - Promote the Campus Fund and all of our other fall 2024 Do Good programs to promising students and student groups
    - Identify innovative ideas in INFO to further grow the Do Good Campus
    - Learn more & connect at [dogood.umd.edu](https://dogood.umd.edu)

### **Overview of the College's 10 Administrative Units:**

#### **Academic Programs:**

- Fairly large, consists of around 30 people; tend to think of ourselves in terms of “subteams”
  - Leadership team
  - Graduate Program Management & coordination team
  - Undergraduate & Graduate Advising Teams
  - Undergraduate Operations & Scheduling Team
  - Data, Careers, & Counseling Team
  - iConsultancy
  - Faculty Program Directors (who work closely with the various subteams)
- Some of the things we do:
  - Curriculum Development and Maintenance Support
  - Graduate & Undergraduate Advising
  - Course Planning & Scheduling  
Instructor and Classroom Scheduling
  - Teaching Support Management
  - Adjunct Instructor Recruitment
  - Know-how & Training Support for Instructors and TAs
  - Academic Program Data Support
  - We are currently serving more than 2,800 INFO students in our grad and undergrad programs, and 200+ instructors, including full-time, adjunct, affiliate faculty, and GSIs
  - Contact us through:
    - <https://umdischool.atlassian.net/servicedesk/customer/portal/7>
    - [umdischool.atlassian.net/wiki/spaces/AP/overview](https://umdischool.atlassian.net/wiki/spaces/AP/overview)

#### **Communications:**

- A team of 5 FT employees
- We will:
  - Share your news & brags
  - Advertise events
  - Provide design support
  - Provide photography/videographer support
  - Provide DIY resources (intranet)
  - Contact them at: [infocomm@umd.edu](mailto:infocomm@umd.edu)

#### **Development team:**

- What we do:
  - Connect alumni to each other and current students for mentoring, networking, and career development opportunities
  - Support students through scholarships
  - Build relationships with alumni, donors, and external partners to support the college
  - Here to support all things alumni engagement and fundraising related

#### **Diversity, Equity, and Inclusion Team**

- Supporting the INFO legacy of activism, scholarship, and belonging
  - Promoting diversity, equity, and inclusion as bedrock principles of the college
  - Supporting students, staff, and faculty in building community
  - Providing guidance on equitable policies, procedures, and teaching practices
- Team of 3 FT employees: Dr. Renee Hill, Ron Padrón, and Dr. Angel Jones

#### **Event Team**

- 2 FT employees - Sarah & Rachael
- Produce major college-wide activities and events: INFO Welcome Back, Monthly Lunches, Homecoming, Halloween Block Party, Winter Celebration, Maryland Day, Commencement, etc.
- Maintain College Events calendar
- Assist INFO faculty & staff with all aspects of producing their events
- Contact them at [infoevents@umd.edu](mailto:infoevents@umd.edu)

#### **Faculty Affairs Team**

- Team of 3 - Dr. Mega Subramaniam, Alie Cardenas, and Yosuf Warastah
- Generally handle the “herding of cats, but by cats, we mean faculty”. Some things they help with - faculty hiring, contracts, appointments, promotions & tenure, TTK/PTK annual review committees, leave or tenure delay, mentoring assignments, events for faculty (tenure celebrations, celebration talks), record management, secondary appointments, anything that faculty need - come to Alie or Yosef.

#### **FinSpOp**

- Finance
  - Procurement and Travel Card reconciliation and support
  - College funded account management
  - New account creation
  - KFS/Workday support
  - Compliance
  - Yen Lin (Assistant Director of Finance) and Patty Doerfler (Finance & Admin Manager)
- Operations
  - [infoadmin@umd.edu](mailto:infoadmin@umd.edu)
  - Travel/Concur support

- Reimbursements
- Invoice/vendor payment
- Honoraria
- Research Participant
- Payments
- General admin support
- Joan Cole (Operations Manager) and LaVida Beveny (Operations Specialist)
- Sponsored Projects
  - Faculty Funding Management: Pre & Post Award
  - Business Managers: Jackie Armstrong, Maura Matvey, & Kourtney Roussey
- Payroll
  - Carolina Ethridge (Payroll Manager), Alicia Holloway (Payroll Coordinator) & Latoya Wilson (Payroll Coordinator)

**Human Resources - [infohr@umd.edu](mailto:infohr@umd.edu)** - Job descriptions & classifications, staff searches, work authorization, contract generation, annual performance reviews, employee onboarding/orientation, staff relations, training

- Kibbi Henderson, Director of HR
- Melodie Lim, HR Coordinator
- Shelia Spears, Assistant Director of HR

**IT Services - [infotechsupport@umd.edu](mailto:infotechsupport@umd.edu)**

- IT - Administration
  - Chris Hawley - Assistant Director of IT Services
  - Kevin Nesline - Assistant Dean for IT and Facilities
- Web Services - *Web hosting, web development support for research and administrative needs*
  - Rochelle Robinson - Senior Web Developer
  - Matt Krishnan - Web Services Developer
- IT - Operations - *Desktop computing, INFO classroom AV, and other computing needs for research, instruction, and administration*
  - Allan Oliveros - IT Operations Manager
  - David Adams - IT Support Specialist
- Systems Administration - *Networked services, server support, and virtualization for research & instruction*
  - Chris Stark - IT Engineer
  - Bryan Hwang - Systems Administrator

**Facilities - [infofm@umd.edu](mailto:infofm@umd.edu), INFO Helpdesk, INFO Commons, 0300 HBK**

- Facilities Operations - *Furniture, building and room access, mail services, maintenance issues, general facilities needs*
  - Cecilia Penn-Diallo - Facilities Coordinator
  - James Battle - Facilities Program Management Specialist
- Facilities Planning - *Office assignments, renovations, facilities planning*
  - Olu Akinola - Facilities Project Manager
  - Kevin Nesline - Assistant Dean for IT and Facilities

**Research Support Team**

- Susan Winter - Associate Dean for Research
- Polly O'Rourke, Director of Research Development
- Luis Cortes, Research Support Manager & IRB Liaison
- Paris Lane, Research Coordinator & HCIL/Interest Group Support
- Help with everything to support faculty to get external funding to do their research
- Supporting researchers in developing, funding and executing projects
  - Turning ideas into projects, understanding funding sources
  - Preparing submissions; providing feedback; editing proposals and papers
  - Luis is the IRB liaison - he can help make sure folks don't break any rules with research that involves humans

### **Space Task Force [Kevin Nesline]**

- College has formed this task force, new this year (but we've done this before) - how is this one different?
- Charge as Presented to Provost
  - Audit the use of ALL existing spaces
  - Gather data on/socialize the College's space demands, now and in the future
  - Benchmark space utilization against other iSchools and our own campus peers
  - Kevin will send a survey for us to fill out
  - Evaluate and prioritize INFO's use of our existing space
  - Create a vision for the use of space acquired in the future
  - Develop policies that guide the allocation of existing and future space
  - Garner support among faculty, staff and graduate students for vision
- Members:
  - Carol Boston, Amelia Gibson, Donal Heidenblad, Wayne Lutters, Kevin Nesline, Beth St. Jean, Jessica Vitak
- One challenge is that universities are not generally very responsive to "space issues"
  - We have similar number of students to ARHU but have nowhere near the amount of space
  - Less than half of our offices meet the standard size suggested by the Univ.
  - We have about 21,000 sq of offices, but we should have 31,000 sq if we were going by standards; that's about 30% less space than we should have
- Goals:
  - New building is not realistic within the next decade
  - Our goals:
    - Involve all stakeholders
    - Think radically
    - Think big, but actionable
      - A new building is not realistic in the next decade
      - Large swaths of new, usable space is not realistic in the next 3-5 years
  - Libraries are currently going through a space study - we may get some space out of that. Even if we do, we will need to renovate that space before we can use it.
- This is not an easy "challenge" that we are facing but we can and will make it work
- First steps - [take our quick survey](#)
- The task force can be reached at: [infospacetaskforce@umd.edu](mailto:infospacetaskforce@umd.edu).
- Question: Why are there no staff on the task force? Kevin says that's an oversight and will be discussed with Keith

## **ADVANCE Professor Overview for 2024-2025 [Jessica Vitak]**

- New role this year - ADVANCE Professor for the college
  - Network has existed on campus since 2010 - several units got NSF funding to address promoting and retaining female-identifying faculty in STEM, it was very successful
  - Used to be just for women-identifying faculty, but now it is open to all
  - [Advance.umd.edu](http://Advance.umd.edu)
  - Goals as your ADVANCE professor
    - Help faculty access information on the policies, practices, and resources they can leverage to advance their careers
    - Provide feedback to INFO leadership on barriers/challenges to faculty success
    - Support the uptake of policies, practices, and resources that enhance inclusivity and equity within INFO
  - Any questions regarding ADVANCE - email Jessica Vitak at [jvitak@umd.edu](mailto:jvitak@umd.edu)

## **Embedded Counselor Program [Monique McIntyre]**

- Services include - providing free & confidential clinical services to students
  - Brief assessment (30 mins)
  - Single Session
  - Consults with faculty, staff, and students
  - Serves ALL INFO students - undergrad, grad, and PhD.
  - Located in Patuxent building, 2nd floor, 2106E
- Assessing Level of Care - what is appropriate to bring to an embedded counselor?
  - Concern for Immediate Safety:
    - Call UMPD/911
  - Non safety related crisis/state of overwhelm
    - Urgent visit (same day visit for urgent situations)
      - *Only available in Shoemaker (counseling center)*
  - Non-emergent/urgent mental health concern
    - Referral to Embedded Counselor
    - Consult with Embedded Counselor
- Standard Referral - Asking students to schedule an initial assessment by contacting the Counseling Center at (301-314-7651) and have them ask to schedule with the INFO embedded counselor
- Faculty/staff can do a “warm” handoff with student’s permission:
  - Email Monique their info (name, UID, email) or email her and cc student
- No “cold” contacts - “I am concerned about this student, can you please reach out to them” - Monique cannot “cold” email them without student’s consent
- Consultation - available to talk through: specific student concerns, general student mental health concerns, ideas for improving mental health culture in INFO
- Call Counseling Center Warmline (301-314-7651)
- Email: [mmcinty2@umd.edu](mailto:mmcinty2@umd.edu)
- Please do NOT give Monique’s office phone number to students - want to avoid a situation where a student calls in a crisis situation and she doesn’t answer. Her office phone number - (301-405-3279)

## **College Advisory Committee PTK Lecturer Vacancy [Polly O’Rourke]**

- What is CAC?
  - A representative group of INFO faculty and staff that advises the dean.
  - Fulfills the requirements of the Faculty Advisory Council, as set forth in Article 11 of the University Plan of Organization
- Who serves on CAC?
  - 1 faculty member from each of the following groups: TTK Asst, TTK Assoc, TTK Full, PTK FS, PTK Research, PTK Instructional
  - 2 staff members
- Meets about 3x per semester - scheduling is challenging, but generally convenes 2-3x per year, workload is generally light

### **Election Results - PTK Lecturer Vacancy on College Advisory Committee**

- **Anat Szendro-Sevilla - 62 votes**
- Susan Campbell - 2 votes
- Dennis Frezzo - 1 vote
- Vedat Diker - 1 vote
- Heera Lee - 1 vote
- TJ Rainsford - 1 vote

### **Introducing Assembly Representatives & Vacancies [Jacob Davidson]**

- Membership within the College Assembly - voting members include all FT faculty and FT exempt and non-exempt staff
- In addition to the primary voting population, non-voting populations are supposed to be represented at Assembly - there are various non-voting vacancies that need filled (representatives should be: One PT faculty, one PT staff, and one student from each undergrad and grad program)
  - PT Faculty (Adjuncts) - Abbie Basile
  - PT staff (vacant, no eligible candidates)
  - PhD students - Sam DiBella
  - HCIM - VACANT
  - MIM - VACANT
  - MLIS - Katya Castro
  - GEM - VACANT
  - Data Journalism - VACANT
  - InfoSci at College Park - VACANT
  - InfoSci at Shady Grove - VACANT
  - InfoDesign - VACANT
  - SDSC - VACANT
  - We must put out a call to these folks to fill vacant positions by Oct. 1

### **Adjournment**

- Motion to adjourn. Accepted.