



COLLEGE OF  
INFORMATION

⋮

# INFO Assembly

September 6th, 2024

# Agenda



## Preliminaries

Call to order

Review and approval of minutes from May

Review and approval of this agenda

## Assembly Items

Dean's Update [Keith Marzullo]

DoGood Initiatives [James Stillwell]

Overview of the College's Ten Administrative units

Space Task Force [Kevin Nesline]

ADVANCE Professor Overview 2024-2025 [Jessica Vitak]

Embedded Counselor Program [Monique McIntyre]

C.A.C. PTK Lecturer Vacancy [Polly O'Rourke]

- Election

Introducing Assembly Representatives [Jacob Davidson]

- Assembly Representative Vacancies

## Announcements

## Adjournment

# Dean's Update

INFO Assembly  
September 6, 2024



COLLEGE OF  
INFORMATION

*Connecting people,  
information and  
technology for good.*



COLLEGE OF  
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AT



**The Universities**  
AT SHADY GROVE

**Welcome to  
AY 2024-25!**



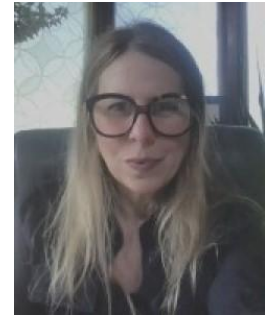
Since this past June,  
we've had a few additions  
to INFO!

## New Faculty & Postdocs



**Anthonia Carter**

Postdoc, Erete /  
Frias-Martinez (Starts 10/1)



**Francesca Polito**

Lecturer



**Stacy Surla**

Lecturer



**Jieun Yeon**

Assistant Professor

# New Staff

(1 of 2)



**David Adams**  
IT Support  
Assistant



**Keren Ding**  
Undergraduate  
Academic Advisor



**Jess Feltner**  
Program Specialist,  
CP Scholars, Data  
Justice (starts 9/9)



**Alicia Holloway**  
Payroll &  
Administrative  
Coordinator



**Angel Jones**  
Diversity, Equity &  
Inclusion  
Coordinator



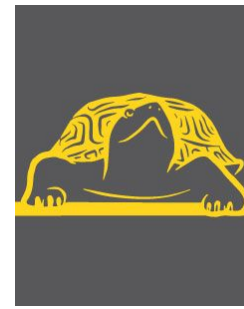
**Nicole Lemme**  
Undergraduate  
Academic Advisor

# New Staff

(2 of 2)



**Monique McIntyre**  
Embedded  
Counselor



**Tom Raymond**  
Undergraduate  
Academic Advisor



**Yosuf Warastah**  
Faculty Affairs  
Coordinator



**Latoya Wilson**  
Payroll & Admin  
Coordinator  
(starts 9/9)



**Justin Zielke**  
iConsultancy Client  
Development & Marketing  
Manager



**Chris Antoun**  
Assistant  
Professor



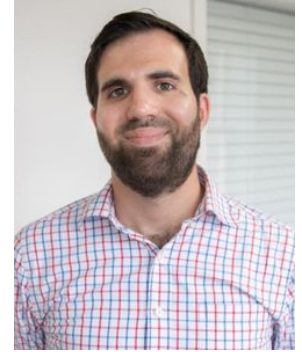
**beth bonsignore**  
Associate Research  
Professor



**Emily Dacquisto**  
Faculty Specialist



**Andrew Fellows**  
Senior Faculty  
Specialist



**Daniel Greene**  
Associate  
Professor

----->

# Faculty Position Changes and Promotions (1 of 2)





**Donal Heidenblad**  
Lecturer



**Amanda Lazar**  
Associate  
Professor



**Katie Shilton**  
Professor



**Jessica Vitak**  
Professor

----->

## **Faculty Position Changes and Promotions (2 of 2)**



**Ron Padrón**  
Director of Diversity, Equity  
& Inclusion



**Alie Cardenas**  
Faculty Affairs Manager

.....→ **Staff Position Changes**

# Faculty leadership changes (secondary appointments) (1 of 2)



**Beth Bonsignore**  
Director, BA in  
Technology and  
Information Design  
*(Taking over from  
Tammy Clegg)*



**Eun Kyung Choe**  
Faculty Director,  
Undergraduate  
Research Program  
*(Inaugural position)*



**Tammy Clegg**  
Director, UMD Iribe  
Initiative for Inclusion &  
Diversity in Computing  
*(Taking over from David  
Weintrop)*



**Amelia Gibson**  
Co-Director, MLIS/HILS  
*(Taking over from  
Katrina Fenlon)*

# Faculty leadership changes (secondary appointments) (2 of 2)



**Renee Hill**

Associate Dean for  
Diversity, Equity &  
Inclusion

*(No longer holding as  
acting Assoc. Dean)*



**Scott Jackson**

Assistant Director, BS  
in Social Data Science

*(Taking over from Katie  
Shilton)*



**Preeti Lakhole**

Director, Master of  
Information  
Management

*(Taking over from  
Katy Lawley and Caro  
Williams-Pierce)*



**Stacy Surla**

Assistant Director, MS  
Human-Computer  
Interaction

*(Taking over from Alex  
Leitch)*

**Thank you  
to all past  
faculty  
leaders!**

# Moving on

We appreciate their contribution to the INFO College and we will miss them!



**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)

We are  
**LINE****O**

We have a lot to be proud of with our college: research, education, partnerships, and operations

We are now pivoting from being a startup to a full-grown medium-sized college

This will take time and effort

Please attend the **State of the College presentation on September 13 from 11:30 - 1:00**

At Stamp/Banneker Keys A

Also available on Zoom

Feel free to bring your lunch!

# **INFO Homecoming Gala!**



Friday October 18, 2024, 5:00 -  
8:00PM

VR tour of the INFO Commons!

Signature cocktails!

Schmoozing and hearing from alumni  
and friends of INFO!

Ice cream and fireworks!





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**The Universities**  
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# Thank You

# DoGood Initiatives

James Stillwell

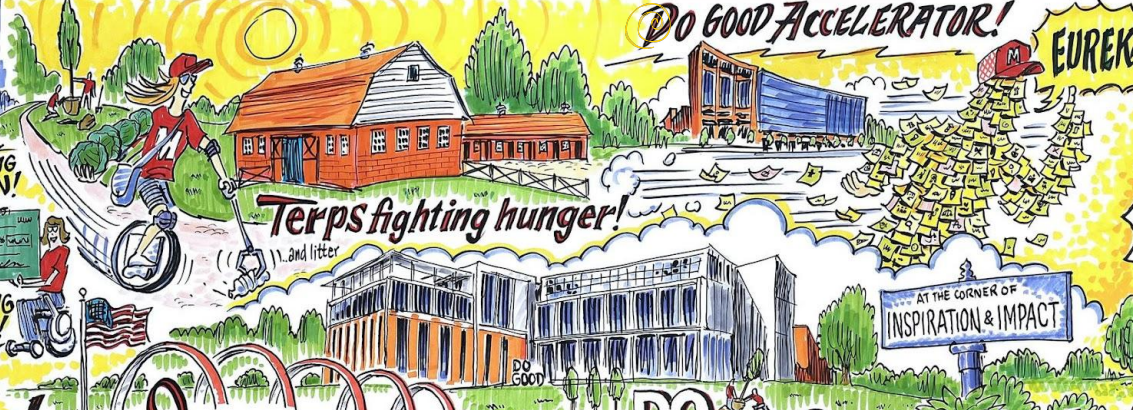


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Connecting people,  
information and  
technology for good.

DO GOOD



DO GOOD ACCELERATOR!

EUREKA!

GET OVARY IT!

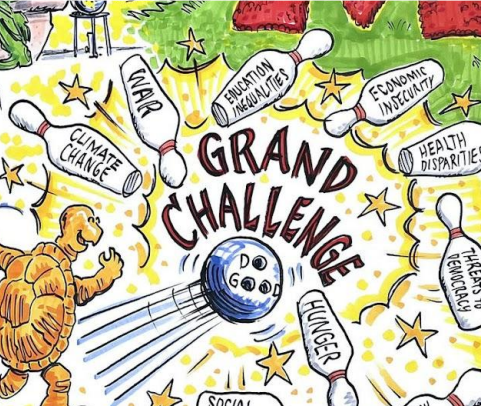
Terps fighting hunger!

UNITED IN PURPOSE  
DO GOOD!

DO GOOD Challenge

# Do Good Institute

Inspiring Action. Powering Impact.



GRAND CHALLENGE



CANCER SLUTS!

CHANGE the WORLD!



Welcome to our Do Good Campus!

# College of Information & The Do Good Institute






# AY2023-2024 Do Good Support for INFO



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 Provided \$56,950 in funding for INFO students, faculty & staff

 Placed 9 students in paid internships with social impact organizations

## Mini-Grants



3 INFO student-led projects supported with coaching and \$2,250 in funding

## Innovator Awards



8 INFO staff and 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 selected for first-ever cohort, receiving \$5,000 in total funding

## Impact Interns



9 INFO students placed with paid summer internships, receiving ~\$29,700 in pay



# Do Good Innovator Awards & 2024 Do Good Campus Fund





# 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 Vision

*Empower students, faculty and staff to apply their passions and ideas to make a social impact and change the world for good.*

Over the next 5 years, the Provost and the Do Good Institute will dramatically grow existing Do Good programs while launching new Do Good programs. These efforts aim to empower thousands of Terps to make a social impact, reimagine learning, and advance the goals of Fearlessly Forward each year.



Expand Your Social Impact with the

# DO GOOD CAMPUS FUND

More than \$320,000 in Grant  
Funding Now Available for Staff,  
Faculty and Student  
Organizations

Learn more and apply at  
[go.umd.edu/dogoodcampusfund](https://go.umd.edu/dogoodcampusfund)

**DO GOOD**  
CAMPUS FUND





# Do Good Campus Strategic Leadership Council



Name	Title, School/College/Department
<b>Bob Grimm</b> Council Chair	Director, Do Good Institute
<b><u>GerShun Avilez</u></b>	Associate Dean for Diversity, Equity & Inclusion, ARHU
<b><u>Tim Canty</u></b>	Director of the Marine, Estuarine & Environmental Sciences Program, CMNS
<b><u>Lawrence Clark</u></b>	Associate Dean, Undergraduate Studies, UGST
<b>Nina Harris</b>	Associate Dean for Academic & Student Affairs, SPP
<b><u>Jinhee Kim</u></b>	Associate Dean, University of Maryland Extension, AGNR
<b><u>Jeremy Kugel</u></b>	Assistant Dean for Finance & Budget, Smith
<b><u>Wayne Lutters</u></b>	Associate Dean for Strategic Initiatives, INFO
<b>Josh Madden</b>	Assistant Dean, Undergraduate Studies, JOUR
<b><u>Lindsey May</u></b>	Associate Dean of Academic Affairs & Strategic Initiatives, ARCH
<b><u>Erin McClure</u></b>	Assistant Dean, Diversity and Chief of Staff, SPH
<b>Kelly Mix</b>	Associate Dean for Research, Innovation & Partnerships, EDUC
<b>Kristopher Oliveira</b>	Director, LGBTQ+ Equity Center, Office of Diversity and Inclusion
<b><u>Allynn Powell</u></b>	Director, University Career Center & The President's Promise, VPSA
<b><u>Katherine Russell</u></b>	Associate Dean for Undergraduate Education, BSOS
<b>Sue Sherburne</b>	Executive Associate Athletic Director, Athletics
<b>James Stillwell</b>	Faculty Director, Do Good Campus
<b>Gary White</b>	Senior Associate Dean (Librarian IV), University Libraries
<b><u>Jim Zahniser</u></b>	Assistant Dean, Strategic Operations & IT, ENGR

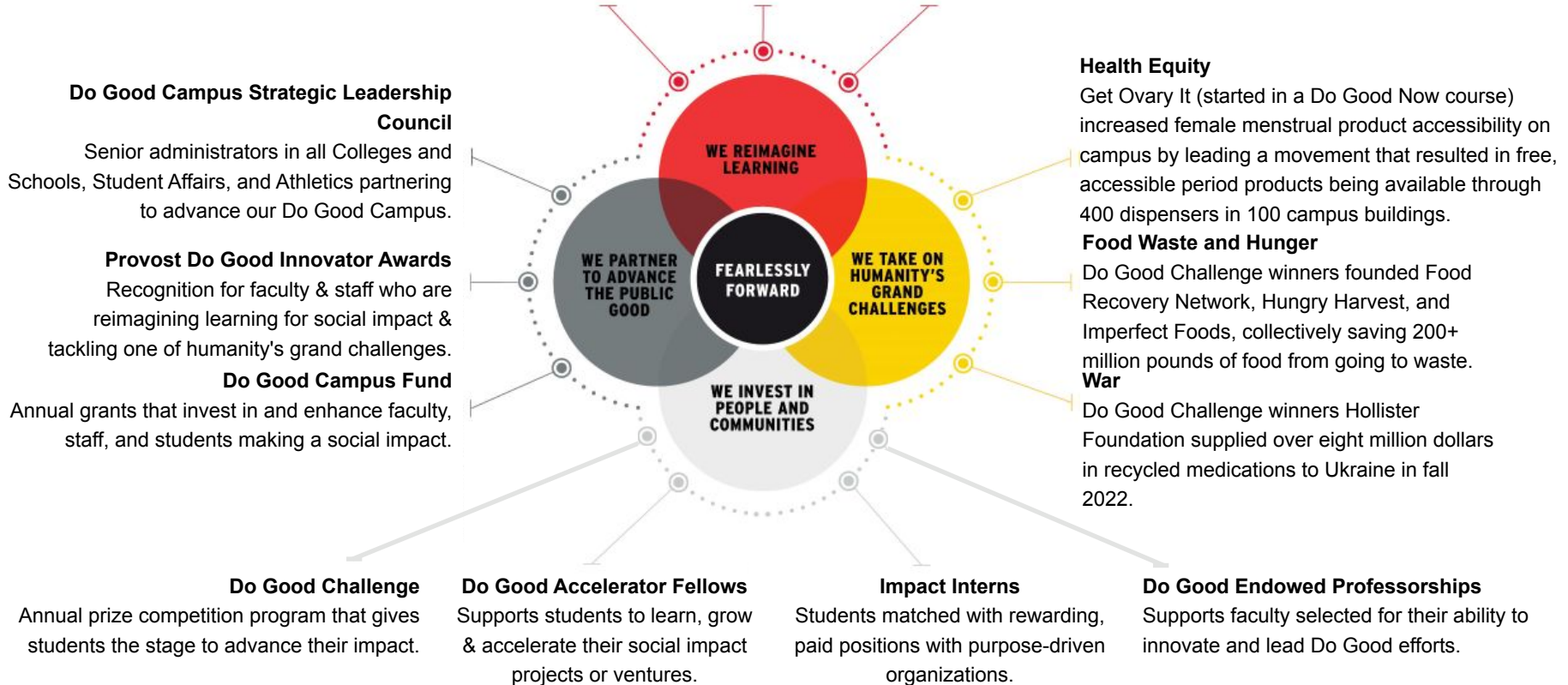


# Fearlessly Forward:

Do Good Campus efforts advance all four Commitments.

## Do Good Core Value

Experiential learning inside and outside the classroom enables students to do good now.





# Do Good Campus Expansion

## DO GOOD CAMPUS COUNCIL

Hosted by the Provost.

Senior administrators in all Colleges and Schools, Student Affairs, Libraries, ODI, and Athletics partnering to advance our Do Good Campus

## DO GOOD LEARNING PRINCIPLES

- Experiential
- Inclusive
- Innovative
- Social impact-oriented
- In service of humanity

## DO GOOD CAMPUS VISION

Empower Terps to apply their passions and ideas to make a positive impact and change the world for good.

## FEARLESSLY FORWARD

Advancing the University's Fearlessly Forward commitments: reimagining learning tackling humanity's grand challenges, and investing in people and communities.



## Get Inspired

*For all students, regardless of experience*

**Introductory**, light-touch experiences present and convey the Do Good ethos.

- ◆ Do Good modules: UNIV100 & Comm107 (required of all students)
- ◆ Change the World exhibit, Do Good Plaza



## Start Exploring

*For students ready to explore, regardless of experience*

**Beginner** experiences equip students with foundational knowledge, skills, and mindsets.

- ◆ Do Good Changemaker Pathways
- ◆ Do Good Now classes
- ◆ Living Learning Program Partnerships



## Take Action

*For students with ongoing Do Good experiences*

**Intermediate** experiences empower students to apply their knowledge, skills, and mindsets. Students design, create, prototype, practice, launch, or engage via active learning.

- ◆ Do Good Mini-Grants
- ◆ Impact Interns



## Dive Deeper

*For experienced students/student groups*

**Advanced** experiences offer curated, customized, and specialized opportunities to develop and grow.

- ◆ Accelerator Fellows\*
- ◆ Do Good Campus Fund\*
- ◆ Do Good Challenge\*



## Aim Higher

*For highly experienced students/student groups (\*) and alumni (†)*

**Expert** experiences advance students to the next level of doing good that prepares students for anything.

- ◆ Nonprofit Minor\* & Nonprofit Grad Cert.\*†
- ◆ Scale Your Impact\*†
- ◆ Do Good Campus Fund\*

# A Do Good Pathway of Student Opportunities



# Do Good Programs: Brief Descriptions

Inspiring Action. Powering Impact.

*From supporting the hardest hit communities amidst COVID-19 to building sustainable communities, creating mental health tools and so much more, the Institute is dedicated to supporting Terps who are creating lasting change. Meet some of our recently-supported student teams and organizations:*



## IMPACT INTERNS & BOOTCAMP

Professional development and leadership program that connects Do Good students to paid social impact-based internship opportunities with alumni organizations and DGI partners.



## DO GOOD CAMPUS FUND

Supports the Do Good Strategic Leadership Council, Do Good course development, and incentivizes student participation in Do Good activities.



## MINI-GRANTS

Up to \$500 in funding and coaching for the development and implementation of student-led, student-run proposals that aim to create a positive social or environmental impact.



## ACCELERATOR FELLOWS

8-week program designed to support students where they need it most through 1:1 coaching sessions with field experts, engaging in workshops, and immersing themselves in group activities.



## PROVOST'S DO GOOD INNOVATOR AWARDS

\$2,000 and university-wide recognition for faculty, staff and students who show a record or promising efforts to reimagine learning for social impact and tackling one of humanity's grand challenges through social impact.



## CHANGEMAKER PATHWAYS

A 5-week experiential program--primarily for first-year, second-year, or transfer students--with dynamic team-building exercises, a hands-on service opportunity and workshops to bring their innovative ideas to life.



## DO GOOD CHALLENGE

Recognizes students from across campus that have developed solutions for pressing social issues. The Challenge culminates in a Finals event, where 6 teams pitch their project or venture for a chance to win a share \$20,000+.



## DO GOOD CAMPUS COUNCIL

Supports and enhances a variety of academic and co-curricular approaches to social impact across campus.



## GRADUATE CERTIFICATE IN NONPROFIT MANAGEMENT AND LEADERSHIP

Prepares mission-driven professionals to excel in nonprofit management, strategy, finances and fundraising.

# DO GOOD INSTITUTE

## FALL 2024 PROGRAMS



### CHANGEMAKER PATHWAYS

Explore ways that you can Do Good in your personal, professional and educational life through this 6-week experiential program for first-year, second-year and transfer students. **Register now through September 15 at [go.umd.edu/changemakerpathways](https://go.umd.edu/changemakerpathways).**



### IMPACT BOOTCAMP

Start or enhance your social impact alongside fellow changemakers through this 6-week interactive program for students or teams with new ideas or existing initiatives. **Register by September 15 at [go.umd.edu/impactbootcamp](https://go.umd.edu/impactbootcamp).**



### MINI-GRANTS

Receive up to \$750 in funding to support your social impact proposal to do good on or off campus. **Apply by November 3 at [go.umd.edu/minigrants](https://go.umd.edu/minigrants).**



### ACCELERATOR FELLOWS

Spend the semester scaling and advancing your project or venture and receive a \$2,000 stipend. **Apply by September 15 at [go.umd.edu/acceleratorfellows](https://go.umd.edu/acceleratorfellows).**

### WANNA TAKE THE NEXT STEP?

Join one of our many upcoming in-person or virtual information sessions to learn about the Do Good Institute, what we offer and how you can get involved. **Sign up for an info session at [go.umd.edu/newtodgi](https://go.umd.edu/newtodgi).**

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# DO GOOD ACCELERATOR FELLOWS

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DO GOOD  
ACCELERATOR



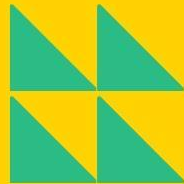


# BECOME A CHANGEMAKER

Explore ways that you can Do Good in your personal, professional and educational life through this 6-week experiential program for first-year, second-year, and transfer students.

**Register by September 15**  
[go.umd.edu/changemakerpathways](https://go.umd.edu/changemakerpathways)

**DO GOOD**  
CHANGEMAKERS

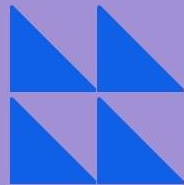


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**Register by September 15**  
[go.umd.edu/impactbootcamp](https://go.umd.edu/impactbootcamp)

DO  
GOOD



# APPLY FOR A MINI-GRANT

Receive up to \$750 in funding to support your social impact proposal to do good on or off campus.

Apply by November 3  
[go.umd.edu/minigrants](https://go.umd.edu/minigrants)

**DO GOOD**  
MINI-GRANTS



# GET TO KNOW THE DO GOOD INSTITUTE

Join one of our many upcoming in-person or virtual information sessions to learn about the Do Good Institute, what we offer and how you can get involved.

Sign up for an info session at  
[go.umd.edu/newtodgi](https://go.umd.edu/newtodgi)





## Call to Action

- **Encourage** INFO faculty, staff, and student groups with promising projects to apply for the Campus Fund this fall
- **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 -we're always happy to meet with you and explore!



# CONNECT WITH US

## Stay Up To Date

web: [dogood.umd.edu](http://dogood.umd.edu)

email: [dogood@umd.edu](mailto:dogood@umd.edu)

social: [@DoGoodatUMD](https://twitter.com/DoGoodatUMD)

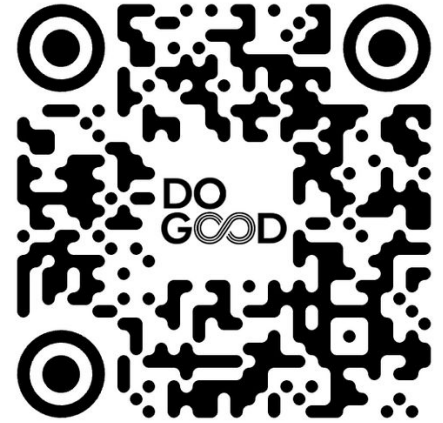
## Stop By For a Visit, Explore the New Exhibit

Thurgood Marshall Hall

Institute Offices, Suite 2300

Change the World Exhibit, Ground  
Floor

## Subscribe to Our Quarterly Newsletter



DO GOOD INSTITUTE

# Overview of the College's Ten Administrative units

Starting with Academic Programs

# INFO Staff Teams Introductions

September 2024 Assembly



# Academic Programs Team

**Kate Izsak** - Associate Dean for Academic Affairs

**Vedat Diker** - Executive Director for Academics

**Jeff Waters** - Director of Graduate Operations

***Vacant*** - Director of Undergraduate Operations

**Tetyana Bezbabna** - Assistant Director, BSc in InfoSci, Shady Grove

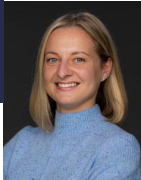
**Chris Beatty** - Graduate Program Manager

**Emily Dacquisto** - Program Manager, PhD in Information Studies

**Emilia Azar** - Program Coordinator, MIM + CPIM, CIRPS, GEM, Data Journalism

**Joseph Sherren** - Program Coordinator, MLIS

**Tatyana Yevgrafova** - Program Coordinator, HCIM; UXTerps Advisor



# Academic Programs Team

Dustin Smith - Senior Graduate Academic Advisor

Neil Dhingra - Graduate Academic Advisor

Fabián Faccio - Undergraduate Academic Advising Manager

Diana Bridgett - Undergraduate Academic Advisor

Sara Brookins - Undergraduate Academic Advisor

Nicole Lemme - Undergraduate Academic Advisor

Keren Ding - Undergraduate Academic Advisor

Thomas Raymond - Undergraduate Academic Advisor

Jacob Davidson - Academic Advisor & Outreach Coordinator, Shady Grove

*Vacant* - Undergraduate Academic Advisor



# Academic Programs Team

**Corie Brown** - Undergraduate Program Coordinator

**Nuwan Hewabethmage** - Academic Program Specialist

**Jennifer McGovern** - Academic Information Coordinator

**Anthony Ross** - Academic Program Specialist

**Preeti Lakhole** - Faculty Assistant Data Specialist

**Kevin Kenneally** - Program Director, UCC + INFO

**Monique McIntyre** - Embedded Counselor

**TJ Rainsford** - Director, iConsultancy Experiential Learning Program

**Justin Zielke** - Client Development & Marketing Manager, iConsultancy

**Max Balagtas-Badouy** - Academic Program Specialist, iConsultancy



# Academic Programs Team

## Faculty Program Directors

PhD: Jessica Vitak (Director), Joel Chan (Assistant Director)

MLIS/HILS: Amelia Gibson (Co-Director), Ryan O'Grady (Co-Director)

MIM: Preeti Lakhole (Director)

HCIM: Heera Lee (Director), Stacy Surla (Assistant Director)

GEM: Jesse Klein (Director)

Data Journalism: Jen Golbeck (Director)

Digital Curation for Info. Professionals (Cert.): Richard Marciano (Director)

Museum Scholarship and Material Culture (Cert.): Paul Jaeger (Director)

InfoSci at College Park: Pam Duffy (Director)

InfoSci at Shady Grove (USG): Galina Reitz (Director)

InfoDesign: beth bonsignore (Director)

SDSC: Brian Kim (Director - BSOS), Scott Jackson (Assistant Director - INFO)

# **Academic Programs Team**

- **Curriculum Development and Maintenance Support**
- **Graduate and Undergraduate Advising**
- **Course Planning and Scheduling**
- **Instructor and Classroom Scheduling**
- **Teaching Support Management**
- **Adjunct Instructor Recruitment**
- **Know-how and Training Support for Instructors and TAs**
- **Academic Program Data Support**
- **Serving more than 2,800 INFO students in our grad and undergrad programs,  
and 200+ instructors, including full-time, adjunct, affiliate faculty, and GSIs**

# Academic Programs Team

- Contact us through the Jira portal:

[umdischool.atlassian.net/servicedesk/customer/portal/7](https://umdischool.atlassian.net/servicedesk/customer/portal/7)

- Visit the Confluence knowledge base:

[umdischool.atlassian.net/wiki/spaces/AP/overview](https://umdischool.atlassian.net/wiki/spaces/AP/overview)

# Communications



*We will...*

- ✓ Share your news and brags  
(newsletters, social media, dean's update)  
(for bigger news: write a story or press release)
- ✓ Advertise events
- ✓ Provide design support
- ✓ Provide photography/videography support
- ✓ Provide DIY resources (intranet)

[infocomm@umd.edu](mailto:infocomm@umd.edu)



# Development Team



Nancy Murray, Chief  
Development Officer  
[nmurray@umd.edu](mailto:nmurray@umd.edu)



Katie Ambacher,  
Development  
Coordinator  
[ambacher@umd.edu](mailto:ambacher@umd.edu)

## 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 our College

*We are 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
- Establishing INFO as a social justice leader in information and technology



**Dr. Renee Hill**  
she/her  
Associate Dean for DEI



**Ron Padrón**  
he/him  
Director of DEI



**Dr. Angel Jones**  
she/her/ella  
DEI Coordinator

# Events Team



Sarah Grun

Manager  
Strategic Initiatives  
& Projects

sgrun@umd.edu

What do we do?

- Produce major college-wide activities and events: INFO Welcome Back, Monthly Lunches, Homecoming, Halloween Block Party, Winter Celebration, Maryland Day, Commencement
- Maintain College Events Calendar  
[go.umd.edu/INFOEvents24-25](https://go.umd.edu/INFOEvents24-25)
- Assist INFO faculty & staff with producing their events.
  - Provide consultation meetings
  - Assist with booking space & catering
  - Connect you to INFO and campus resources
  - Provide DIY guides
  - Maintain swag inventory & process swag requests
  - Maintain college event supply inventory & process event supply requests

infoevents@umd.edu



Rachael Bennett

Coordinator  
Event Management

rbenn@umd.edu

# Faculty Affairs team



Faculty  
**Hiring**



New FT Faculty and  
Adjunct **Orientations, New FT Faculty Onboarding**



Initial **Contract & Appointments**  
and Contract **Renewals**



Faculty **Promotion**  
and **Tenure**



Post-tenure  
**Reviews**



Support TTK/PTK Annual/Merit Review **Committees**

**Dr. Mega Subramaniam** - Professor &  
Associate Dean for Faculty;

[mmsubram@umd.edu](mailto:mmsubram@umd.edu)

**Alie Cardenas** - Faculty Affairs  
Manager; [cardenas@umd.edu](mailto:cardenas@umd.edu)

**Yosuf Warastah** - Faculty Affairs  
Coordinator; [mwarasta@umd.edu](mailto:mwarasta@umd.edu)



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# Faculty Affairs team



Faculty **Leave/Tenure Delay Support**



Nominations to **Programs/Awards**  
(ALP, DST, DUP, PEA)



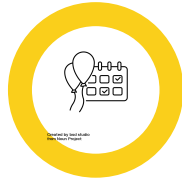
**Approvals for Faculty**  
(Concur, Overload, Tuition remission, Timesheets, Accomodation)



**Mentoring**  
Assignments



**Visiting Faculty** Appointments



**Coordinate Events** for faculty



Adjunct/Affiliate **Hire Approval**

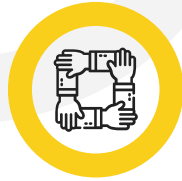


**Graduate Faculty**  
Membership

# Faculty Affairs team



Record management for faculty



Support **APT**  
Chair



Lead development of faculty-related **policies and guidelines**



Secondary **Appointments**



Liaison with **UMD Office of Faculty Affairs and ADVANCE**



Peer **evaluation**  
of teaching



**Other duties** as assigned 😊

# FinSpOp

Kyran Richardson

Director of Finance, Sponsored Projects, Operations & Payroll

## Finance

- Procurement and Travel Card reconciliation and support
- College funded account management
- New account creation
- KFS/Workday Support
- Compliance
- **Assistant Director of Finance:**  
Yen Lin
- **Finance & Admin Manager:**  
Patty Doerfler

## Operations

**infoadmin@umd.edu**

- Travel/Concur support
- Reimbursements
- Invoice/vendor payment
- Honoraria
- Research Participant Payments
- General admin support
- **Operations Manager:**  
Joan Cole
- **Operations Specialist:**  
LaVida Beveny

## Sponsored Projects

- Faculty Funding Management:
- Pre & Post Award
- **Assistant Director:**  
**Vacant**
- **Business Managers:**  
**Jackie Armstrong**  
**Maura Matvey**  
**Kourtney Roussey**

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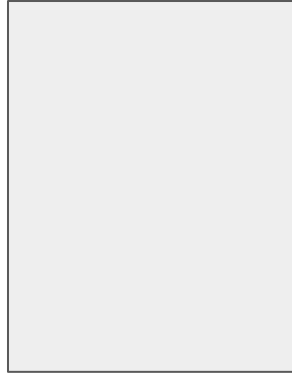
# Payroll

[infopayroll@umd.edu](mailto:infopayroll@umd.edu)



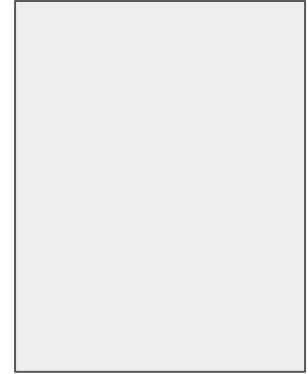
Carolina Ethridge

Payroll Manager



Alicia Holloway

Payroll Coordinator



Latoya Wilson

Payroll Coordinator

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# HR

infohr@umd.edu



Kibbi Henderson  
*Director of HR*



Melodie Lim  
*HR Coordinator*



Shelia Spears  
*Assistant Director of  
HR*

***Job descriptions & classifications, staff searches, work authorization, contract generation, annual performance reviews, employee onboarding/orientation, staff relations, training***



# IT Services

[infotechsupport@umd.edu](mailto:infotechsupport@umd.edu)

INFO Helpdesk, INFO Commons, 0300 HBK

## IT Administration

- Chris Hawley - Assistant Director of IT Services
- Kevin Nesline - Assistant Dean for IT and Facilities

## 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

## Web Services

*Web hosting, web development support for research and administrative needs*

- Rochelle Robinson - Senior Web Developer
- Matt Krishnan - Web Services Developer

## 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

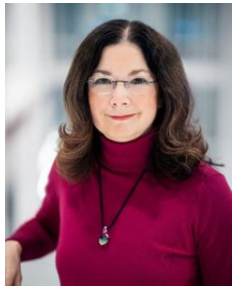
*Office assignments, renovations, facilities planning*

- Olu Akinola - Facilities Project Manager
- Kevin Nesline - Assistant Dean for IT and Facilities

# Research Support Team

## Supporting researchers in developing, funding and executing projects!

- Turning **ideas** into **projects**; understanding **funding** sources
- Preparing **submissions**; providing **feedback**; **editing** proposals and papers
- Providing **guidance** and **sample** documents **online**
- Answering **IRB** questions (including “What is IRB?”)
- Supporting **research groups** (speaker series, websites, meetings)
- **Funding** masters thesis students’ research and travel



**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

# Space Task Force

AY 2024-2025



COLLEGE OF  
INFORMATION



# 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
- Evaluate and prioritize INFO's use of 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 and policies



# Task Force Members

1. Carol Boston, Community Engagement Faculty Assistant
2. Amelia Gibson, Associate Professor and Co-Director MLIS
3. Donal Heidenblad, Senior Lecturer
4. Wayne Lutters, Professor and Associate Dean
5. Kevin Nesline, Task Force Chair and Assistant Dean
6. Beth St. Jean, Associate Professor
7. Jessica Vitak, Professor and Director, PhD Program and HCIL



# The Challenge - Space by Constituency

	<75 SF	75-99 SF	100-124 SF	125-149 SF	150+ SF	Total	# of Constitu ents	Total Square Footage	Campus Standard	Deficit
<b>Faculty Offices, Individual (100% FTE)</b>	6	4	31	22	15	<b>78</b>	84	10,007	12,600	<b>-2,593</b>
<b>Faculty Offices, Hoteling (Adjuncts)</b>	0	0	1	0	3	<b>4</b>	48	694	3,600	<b>-2,906</b>
<b>Staff Offices</b>	3	16	8	16	10	<b>53</b>	65	6,712	8,795	<b>-2,083</b>
<b>GA Offices</b>	0	2	1	2	10	<b>15</b>	129	4,194	6,450	<b>-2,256</b>
<b>Totals</b>	<b>9</b>	<b>22</b>	<b>41</b>	<b>40</b>	<b>38</b>	<b>150</b>	<b>326</b>	<b>21,607</b>	<b>31,445</b>	<b>-9,838</b>



# Our Goals

- Involve all stakeholders.
- Think radically.
- Think big, but actionable.
  - A new building is not realistic in the next decade
  - Large swath of new, *usable* space is not realistic in the next three to five years





# First Step – Survey

Take our  
ten-minute survey!

<https://go.umd.edu/tfsurvey>



# Questions? Thoughts?

I will send a list of committee members via email.

Contact any member of the Task Force individually,  
or email us at [infospacetaskforce@umd.edu](mailto:infospacetaskforce@umd.edu).



# ADVANCE Professor Overview for 2024-2025

Jessica Vitak

# ADVANCE Program: <https://advance.umd.edu>



ADVANCE PROGRAM  
FOR INCLUSIVE EXCELLENCE

Home About ▼ Project Activities ▼ Resources  
Research

## Mission & Goals



**The mission of the ADVANCE Program is to support the recruitment, retention, advancement, and professional growth of a diverse faculty.**

Our goals are to:

- **Enhance transparency** to ensure that faculty members have access to information on the policies, practices, and resources they can leverage to advance their careers.
- **Strengthen faculty networks** so that faculty members have access to the information, mentorship, collaboration, and support needed to advance their careers.
- **Support the uptake of policies, practices, and resources** that enhance inclusivity and equity within units, colleges, and the University.
- **Build the capacity** of faculty members to advocate for diversity, equity, and inclusion within their local and cross-campus context(s).
- **Understand and contribute to research and best practice** on faculty diversity, equity, and inclusion policy, practice, and resources.
- **Improve the academic work environment** to ensure that UMD is a place where all faculty members can thrive.

To achieve these goals, ADVANCE Program activities are concentrated in four areas:

- **Peer Networks:** Faculty learning communities for faculty members of different identities, appointment types, and career stages that meet regularly to discuss issues of career advancement.
- **Education and Training:** Evidence-based workshops and trainings about diversity, equity, and inclusion issues such as bias, bystander intervention, inclusive hiring and workload.
- **Advocacy and Advising:** Strategic advice to campus policymaking bodies and membership on campus committees related to faculty diversity, equity, and inclusion.
- **Research and Evaluation:** Disseminate best practices and lessons learned to internal and external stakeholders.

# My goals as your ADVANCE professor

1. Help faculty access information on the policies, practices, and resources they can leverage to advance their careers.
2. Provide feedback to INFO leadership on barriers/challenges to faculty success.
3. Support the uptake of policies, practices, and resources that enhance inclusivity and equity within INFO.

Mega and I will also identify INFO College-specific goals for this year.

# Upcoming ADVANCE events



ADVANCE PROGRAM  
FOR INCLUSIVE EXCELLENCE



SCHOOL OF  
ARCHITECTURE,  
PLANNING & PRESERVATION



PHILIP MERRILL  
COLLEGE OF JOURNALISM



SCHOOL OF  
PUBLIC POLICY



SCHOOL OF  
PUBLIC HEALTH



COLLEGE OF  
INFORMATION  
STUDIES

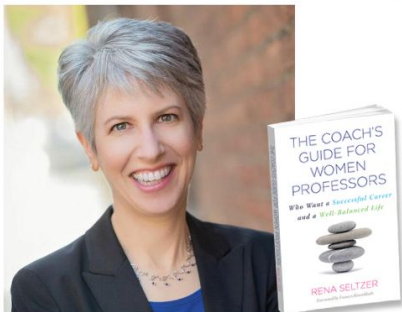
## Negotiation Skills for Academics

Join faculty from JOUR, INFO, SPP, ARCH, and SPHL colleges for an interactive negotiation workshop. You'll learn how negotiation impacts academic life, from service roles to author order and teaching responsibilities; discover effective strategies used by successful negotiators to achieve your goals while fostering positive relationships; discuss gender biases in negotiations; and learn practical techniques to prepare both strategically and emotionally for successful outcomes.

10 am–12pm

**THURSDAY, SEPTEMBER 26TH, 2024**

*Location: 3301 Thurgood Marshall Hall*



### WORKSHOP FACILITATOR: RENA SELTZER

Rena Seltzer, author of *The Coach's Guide for Women Professors: Who Want a Successful Career and a Well-Balanced Life*, has expansive experience as a coach and trainer for academics. Rena's coaching and workshops are deeply influenced by her interest in supporting diversity, equity, and inclusion and by research in the field of positive organizational scholarship.

The ADVANCE Program and the ADVANCE Professors from JOUR, INFO, SPP, ARCH, and SPHL Colleges sponsor this workshop.

REGISTRATION  
REQUIRED

([HTTPS://GO.UMD.EDU/1P3P](https://go.umd.edu/1P3P))



For more information and or to request accommodations, please contact Jasmine Stephens at [jstephe7@umd.edu](mailto:jstephe7@umd.edu)

# Join a faculty peer network



ADVANCE PROGRAM  
FOR INCLUSIVE EXCELLENCE

## Pathways for PTK Women

Enhancing leadership and professional development for mid-career (5-10 years at UMD) PTK women.

**Application deadline: 9/13**



## Advancing Faculty Diversity

Building communities of support and collaboration for racially minoritized faculty and postdocs.

**Two writing retreats in fall.**



## Advancing PTK Faculty

Enabling professional success for early-career (1-4 years at UMD) PTK faculty.

**Application deadline: 9/20**

Learn more and register:



**Questions about ADVANCE or any of its programs?**

Email me at [jvitak@umd.edu](mailto:jvitak@umd.edu)



# Embedded Counselor

Monique McIntyre



DIVISION OF  
STUDENT AFFAIRS

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COUNSELING CENTER

# Services

- Embedded Counselor for the College of Information
  - Provides free and confidential clinical services to students
    - Brief Assessment
    - Single Session
  - Consults with faculty, staff, and students
  - Engages in outreach presentations and programming tailored to INFO students
- Serves: Undergraduate, Graduate, PhD Students
- Located in **Patuxent Building**, Second Floor, 2106E



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COUNSELING CENTER

# Assessing Level Of Care

- 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*
- Non-emergent/urgent mental health concern
  - Referral to Embedded Counselor
  - Consult with Embedded Counselor

# Referring Students

- Standard Referral
  - Schedule an initial assessment by contacting the Counseling Center at (301) 314-7651
    - To schedule your brief assessment with Monique, **ask the front desk to schedule with the Embedded Counselor for INFO**
- “Warm” Hand Off
  - With student’s permission:
    - Email me their information (name, UID, email)
    - Email me and cc student
- No “Cold” Contacts



# Consultation

- Available to talk through:
  - Specific student concerns
  - General student mental health concerns
  - Ideas for improving mental health culture in INFO
- Scheduling a Consultation
  - Email
  - Call office phone
- Counseling Center Warmline
  - (301) 314-7651



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COUNSELING CENTER

# Outreach

- Student Focused
- Includes:
  - Tabling
  - Presentations
  - Workshops
  - Wellbeing events
  - Trainings
- Request an Outreach
  - Email
  - May be staffed by another Counseling Center clinician



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COUNSELING CENTER

# Questions

Contact Info:

Email: [mmcinty2@umd.edu](mailto:mmcinty2@umd.edu)

Office Phone: 301-405-3279

\*Final note that this program will  
continue to evolve based on collected  
feedback from all key stakeholders



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COUNSELING CENTER

# College Advisory Committee PTK Lecturer Vacancy

Polly O'Rourke



# College Advisory Committee (CAC)

- What is CAC?
  - A representative group of INFO faculty and staff that advises the Dean.
  - CAC 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
- Why am I talking about it?
  - We have a vacancy! We need to elect a representative for PTK instructional faculty!

Headline

# Election!

Scan the QR Code  
and submit your  
ballot!



# Introducing Assembly Representatives

Jacob Davidson

# We are INFORM

- Membership within the College Assembly
  - “The voting members of the College Assembly shall include all full-time faculty and full-time exempt and non-exempt staff. The Dean shall be an ex-officio, voting member of the Assembly.”
  - ~ Article VII.A of the 2020 iSchool Plan of Organization

In addition to the primary voting population, non-voting populations within the college are also supposed to be represented.

- Who are the representatives?
  - One Part-Time Faculty Member
  - One Part-Time Staff Member
  - One Student from each Undergraduate and Graduate program

# We are LINEO

- Part-Time Faculty (Adjuncts) - **Abbie Basile**
- Part-Time Staff - *Vacant* (No eligible candidates)
- PhD Students - **Sam DiBella**
- HCIM - *Vacant*
- MIM - *Vacant*
- MLIS - **Katya Castro**
- GEM - *Vacant*
- Data Journalism - *Vacant*
- Information Science at College Park- *Vacant*
- Information Science at Shady Grove - *Vacant?*
- Information Design - *Vacant*
- Social Data Science - *Vacant?*

Vacancies should be filled by October 1st.

# For Your Consideration

The previous slide's roles should be filled in order for the College to be in line with our Plan of Organization.

I would also propose two additional representatives that grants no further privileges beyond the scope of the Plan of Organization.

## **Full-Time Faculty Representative**

## **Full-Time Staff Representative**

The purpose of these two roles would be similar to the representatives previously discussed.

They would have no additional voting privileges, but would serve as a voice for their respective populations on sensitive issues.

This would allow those who want to raise an issue, but are not otherwise comfortable doing so in a public forum, a means of doing so.

# Open Announcements



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**Thank You**



**Connecting people,**

**information**

**and technology**

**for good.**