



Attendance form - Please sign in so we can meet quorum



<https://go.umd.edu/25ej>



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INFO Assembly

December 5th, 2025

Agenda



Preliminaries

Call to order

Review and approval of minutes from September

Review and approval of this agenda

Assembly Items

Dean's Update [Doug Oard]

ADA Title II [Kevin Remmell]

Plan of Organization [Kate Iszak]

INFO Professional Doctorate [Paul T. Jaeger & Beth St. Jean]

Post-Doc Introductions [Wayne Lutters & Sheena Erete]

RST Updates [Polly O'Rourke]

Senate Election

Overview [Polly O'Rourke]

Election [Jacob Davidson]

Academic Programs [Vedat Diker]

Announcements

Maryland Day [Sarah Grun]

Open Announcements

Adjournment



Assembly Officers

- Assembly Chair - **Jacob Davidson**
- Assembly Secretary - **Jen McGovern**
- Assembly Parliamentarian - **Chris Hawley**

APT Committee

- TTK Co-Chair - **Jen Golbeck**
- PTK Co-Chair - **Kathy Weaver**

UMD Senate Representatives

- TTK - **Cody Buntain (2027)**
- TTK - **Caro William-Pierce (2028)**
- PTK - **Polly O'Rourke (2029)**



College Advisory Committee

- TTK Assistant Professor - **Katrina Fenlon**
- TTK Associate Professor - **Susannah Paletz**
- TTK Full Professor - **Jessica Vitak**
- PTK Faculty Specialist - **Emily Dacquisto**
- PTK Research - **J. Bern Jordan**
- PTK Instructional - **Scott Jackson**
- Staff (Voting) - **Tetyana Bezbabna**
- Staff (Non-Voting) - **Craig Taylor**

Graduate Council

- Graduate Council Representative - **Diana Marsh**

Dean's Update

Doug Oard



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Approval to hire 4 Lecturers

- Worked with CAC & Academic Affairs to identify areas of greatest need and opportunity.
- Our search will focus on the following two priority areas:
 - 1) Networking, cloud computing
 - 2) Interaction & Visual Design (address specific InfoDesign program gaps)
- Also broaden to include any of the following:
 - 3) Physical computing, Internet of Things, makerspaces
 - 4) Cybersecurity: technical aspects
 - 5) Cybersecurity: policy, human-centered, organizational aspects
 - 6) Experiential learning, capstones
 - 7) Programming: web, DB, ...
 - 8) Design broadly defined (UX/UI, visual, communication, product, etc.)

Broaden requirements, cast a wider net

Minimum Qualifications

- Masters degree in computer science, information science, or related areas;
- Experience in teaching or training in related fields;
- Excellent written and oral communication skills.

Preferred Qualifications

- Ph.D. or terminal degree in the areas described above;
- Prior teaching or training experience in higher education;
- Professional experience related to the college's academic programs.

“Committee of one”

- Kate Izsak (Chair)
- Joel Chan
- Vedat Diker
- Pam Duffy
- Dennis Frezzo
- Charlie Harry
- Stacy Surla
- *No student representative (but all invited to participate in process)*

ADA Title II

Kevin Remmell



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What

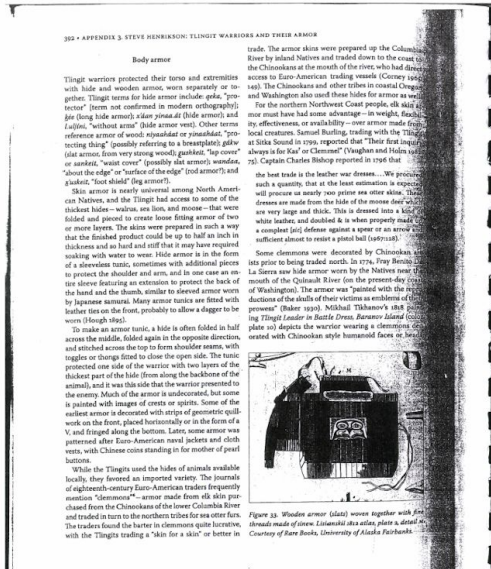
The updated American with Disabilities Act (ADA) requirements for digital accessibility mandate that all of our digital content, services, and programs are fully accessible to individuals with disabilities **by April 24, 2026**.

This includes **all public and private content** such as:

- All online instructional content (ELMS/Canvas content & outside LMS)
- Multimedia (audio, video captions and audio descriptions)
- Documents (PDFs, Word docs, presentations, spreadsheets, etc.)
- Websites
- Software and mobile apps
- Social media (as of April 24)

Simple Example 1

Low-Quality Scans



The University scanned ELMS:

- WYSIWYG documents
 - 90% avg Ally score
- Files, e.g. scanned PDF
 - 14% avg Ally score

Simple Example 2

Links

Use descriptive text.

Poor:

Click here to watch our commencement video.

Good:

Watch our commencement video.

Many screen readers include the option to read a list of links on a page to aid in navigation.

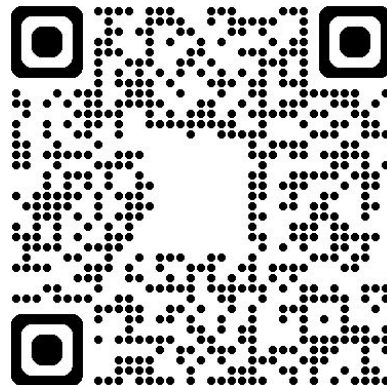
The user only hears the link text - "click here," versus "commencement video."

How - Checklists

Audience-Specific Checklists Coming Early January!

1. Instructional
2. Administrative & Staff
3. Research

You may fall into more than one category!



[https://internal.ischool.umd.edu/
technology/digital-accessibility/](https://internal.ischool.umd.edu/technology/digital-accessibility/)

How - Training and Support

You're not on your own! You'll have a INFO Digital Accessibility Committee POC:

Instructional Roles: Vedat Diker, Tetyana Bezbabna

Admin/Staff Roles: Mia Hinckle

Research Roles: Galina Reitz

Training: Ron Padrón - January onward, workshops & drop in hours!

General POC: Kevin Remmell, Paul Jaeger

Prioritize

Perfection is not expected by April 24! **Just** amazing progress.

Instructors

- First, your largest courses
- Next, courses with students with known accessibility needs
- Then, the rest...

Admin & Staff

- First, frequently used documents
- Next, documents posted on website or intranet
- Then, other digital content - training videos, presentations, etc.

Researchers

- First, lab and research group websites
- Next, project websites
- Then, social media as of April 24

Update from Paul and the University committee

Questions?

Plan of Organization

~~Kate Izsak~~ Doug Oard!



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Revising the College Plan of Operations

Kate Izsak
Associate Dean for
Strategic Initiatives

Why revise the Plan?

01

The College has grown, and grown, and grown, and grown...

02

The Plan represents a vision for the College conceived almost ten years ago

03

The lack of a functional blueprint for the organization affects **everyone**, whether you engage with governance daily or only occasionally

Why revise the Plan?

01

The beth bonsignore problem

The APT committee will elect the PTK Review Committee, usually during the Fall semester. The PTK Review Committee will consist of four members, including one full Professor, one Principal or Senior Lecturer, one Associate or full **Research Faculty** member, and one Senior or Principal Faculty Specialist. Each year the Dean shall review the make-up of the PTK Review Committee over the previous five years to ensure that a reasonable representation of faculty diversity has been achieved. If it has not, the Dean shall recommend appropriate action to the APT to rectify the situation. The PTK Review Committee conducts 1) annual progress reviews for junior PTK Faculty who are not in term-limited appointments (i.e. Lecturers, Assistant **Research Faculty**, and Faculty Specialists), 2) biennial reviews for other PTK faculty who have not yet attained the highest position title in their series, and 3) the annual merit pay review for all PTK faculty.

Committee memberships are defined by job category—but we only have 1 ½ Associate Research Professors, 1 Associate Research Engineer, 1 Principal Faculty Specialist, and 2 Senior Faculty Specialists



beth bonsignore and Susan Winter serve on ALL the committees

Why revise?

The **Nominating Committee** shall also coordinate the election of faculty representatives to the University Senate (when applicable) by soliciting nominations and facilitating elections, in accordance with Article 4.4a of the University Plan of Organization. The College's Senators will be elected on an at-large basis, and elections for the upcoming academic year shall ordinarily conclude by February 1 to ensure newly elected Senators are eligible to run for elected committees and councils. If a vacancy in the position of Senator occurs during the academic year, a special election shall be held at the next meeting of the College Assembly. The Chair will solicit nominations for the vacant position from the floor and a ballot vote will be held.

02

The Nominating Committee Problem

We have a committee whose job it is to nominate candidates for University Senate and a handful of Assembly roles



Compare this to the work of an academic program committee – a major service inequity

Why revise the Plan?

03

The Staff Problem

We are nearly half staff, but there are only 28 mentions of staff in the entire document, and **THIS** is the entirety of the section on staff

pertaining to the College's vision, mission, goals, and objectives.

staff

7 of 28

ARTICLE V – STAFF

A. Membership

The staff shall include all full-time and part-time, exempt and non-exempt, administrative personnel holding professional and support positions within the College, who do not hold teaching or research appointments. Exempt staff may hold titles such as Coordinator or Advisor, or other titles as defined by the University.

B. Duties and Responsibilities

Staff have the right to and responsibility for informed and regular participation in governance activities, especially those that impact their areas of interest. As appropriate, exempt and non-exempt staff shall be responsible for advising on and supporting educational policy and for teaching, research, creative work, and service activities of the College, as set forth in the staff member's written terms of employment and in accordance with University policies.

And many more...

04

The Plan establishes the Diversity, Equity, and Inclusion committee, which doesn't exist...

05

...and not OACES, which does exist

06

The Awards Committee is established in the Plan, but in my 8 years here, I have never seen it operate as specified

What next?

01

I will ask some of you to lend a little time to pieces of the Plan—I **will keep the workload as minimal as possible**

02

I am looking for pairs of people to tackle 4 Plan components...

03

Governance Structure & Representation
Charges & Workload
Elections, Voting, and Procedures
Bylaws, Policy Alignment & Compliance

Pretty please...

01

If you have 10 hours to spare over the course of the entire spring semester...

02

And you have interest or expertise in the subgroups on previous slide...

03

Please contact me now!
And/ watch for emails from me...

INFO Professional Doctorate

Paul T. Jaeger
& Beth St. Jean



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New Post-Doc Introductions

Wayne Lutters
& Sheena Erete



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Research Support Team Updates

Polly O'Rourke



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Four Things!

- IRBNet -> Kual-IRB
- Research Security Training
- COI Disclosures
- Proposal Request Form

IRBNet -> Kuali-IRB

- **12/20/25** – Last day for new applications in IRBNet
- **1/5/26** – First day for new applications in Kuali-IRB
- Between 1/5/26 and **8/31/26**
 - Existing IRBNet protocols can be managed in IRBNet.
 - Any protocol that will be open after 8/31/26 must be transitioned to Kuali-IRB (**or it will be closed!**)

Research Security Training

- It is a requirement from UMD for anyone involved in federally funded research.
- It takes an hour.
- <https://research.umd.edu/rso/research-security-training>

Conflict of Interest (COI) Disclosure

- **Everyone** has to do it (faculty, staff and sometimes students).
- **As of October 1, 2025, UMD as a “disclose to propose” rule; if you have not submitted your COI disclosure, ORA will not process your proposals.**
- <https://research.umd.edu/coi>

Proposal Request Form

- If you are thinking of submitting a proposal for external research funding, please fill-out the Proposal Request Form.
- <https://forms.ischool.umd.edu/proposal-request-form/>



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Research Support Team

Thank You

Senate Election!

Polly O'Rourke
& Jacob Davidson



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Call for Nominations

Any full-time PTK Faculty would be eligible to run, if they are interested.

Election!



Jessica Grimmer won the election and is the new PTK Senator for the College of Information

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

Academic Programs

Vedat Diker



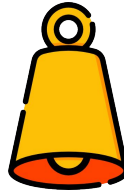
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Academic Programs Updates - December 2025

- Program Support Faculty involvement in awards and scholarships processes
- Reviewer candidate(s) for MPower Early Scholars Investment Fund applications
 - Ph.D Student applications
 - Postdoc applications
- More Cowbell!
 - Student course experience feedback survey is currently open,...
 - ... and will stay open until Saturday, Dec. 13
 - You, too, could win an award!



[<https://courseexp.umd.edu/>]

Announcements



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Maryland Day

Sarah Grun



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INFO@ Maryland Day 2026

When: Saturday, April 25, 2026 from 10am-4pm
(volunteers 8am-5:30pm in shifts)

Where: Hornbake Plaza

MARK YOUR CALENDARS NOW

Needs Now: Faculty and staff program proposals
<https://go.umd.edu/INFOMDDay2026>

Crafting Your Proposal



- Name of your proposed mini event and POC
- Description text for your event
- Will you need help coordinating volunteers for your mini event?
- Desired set-up for your event- location preference, tent, chairs, tables, power, etc. including desired quantities/size
- Supply/Giveaway needs and/or plans

<https://go.umd.edu/INFOMDDay2026>

SAMPLE INFO for Form Submission

- **Name:** Prize Wheel and Little Free Library
- **Description:** Join faculty, staff and students of the College of Information to spin the wheel to win prizes. All participants have a chance to win a book to take home from our "Little Free Library."
- **Needs:** Large tent (20x30), 20 qty 6ft tables, 10 chairs. As many volunteers as we can get!
- **Giveaways:** books from book drive, available college swag (pens, notebooks, keychains, stickers)

<https://go.umd.edu/INFOMDDay2026>

PROPOSALS DUE
1/6/26



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PROPOSALS DUE
1/6/26

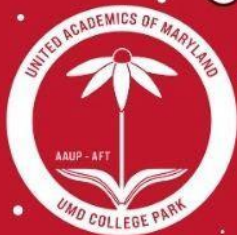
Don't Delay!
Submit Today!

go.umd.edu/INFOMDDay2026



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Thank You



GENERAL BODY MEETING & COOKIE SWAP

FRI. 12/12 2:00-4:00 PM HBK 030I

Bring cookies to
share, or just
bring yourself!

Join us for an afternoon of community and cookies. We'll hear legislative and organizing updates from UAM-UMD leaders and enjoy time with colleagues on the last day of classes. All UMD faculty are welcome!



Open Announcements



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Thank You

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Non-Voting College Population Representatives for Assembly

- Part-Time Faculty - *Vacant*
- Part-Time Staff - *Vacant* (No eligible candidates)
- PhD Students - **Sungjin Hwang**
- HCIM - *Vacant*
- MIM - *Vacant*
- MLIS - **Belane Ayelework**
- GEM - *Vacant*
- Data Journalism - *Vacant*
- Information Science at College Park- *Vacant*
- Information Science at Shady Grove - *Vacant*
- Information Design - *Vacant*
- Social Data Science - *Vacant*

Student vacancies should be filled by October 1st.