



Attendance form - Please sign in so we can meet quorum



<https://go.umd.edu/28ge>



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INFO Assembly

March 6th, 2026

Agenda



Preliminaries

Call to order

Review and approval of minutes from February

Review and approval of this agenda

Assembly Items

Dean's Update [Doug Oard]

PhD Program Updates [Jessica Vitak]

Faculty Search Updates [Wayne Lutters & Kate Izsak]

Instructional Support [Jeff Waters]

OACES Updates [Renee Hill & Ron Padron]

Pre-Award Update [Kyran Richardson & Susan Winter]

Digital Accessibility [Vedat Diker & Kevin Remmell]

Development @ 10:50 [Kelly McCarthy]

Development Contributions @ 11:00am [Jenny Preece & Ben Shneiderman]

HCIM Award [Galina Reitz]

College Advisory Committee Updates [Scott Jackson]

Announcements

Open Announcements

Adjournment

Dean's Update

Doug Oard



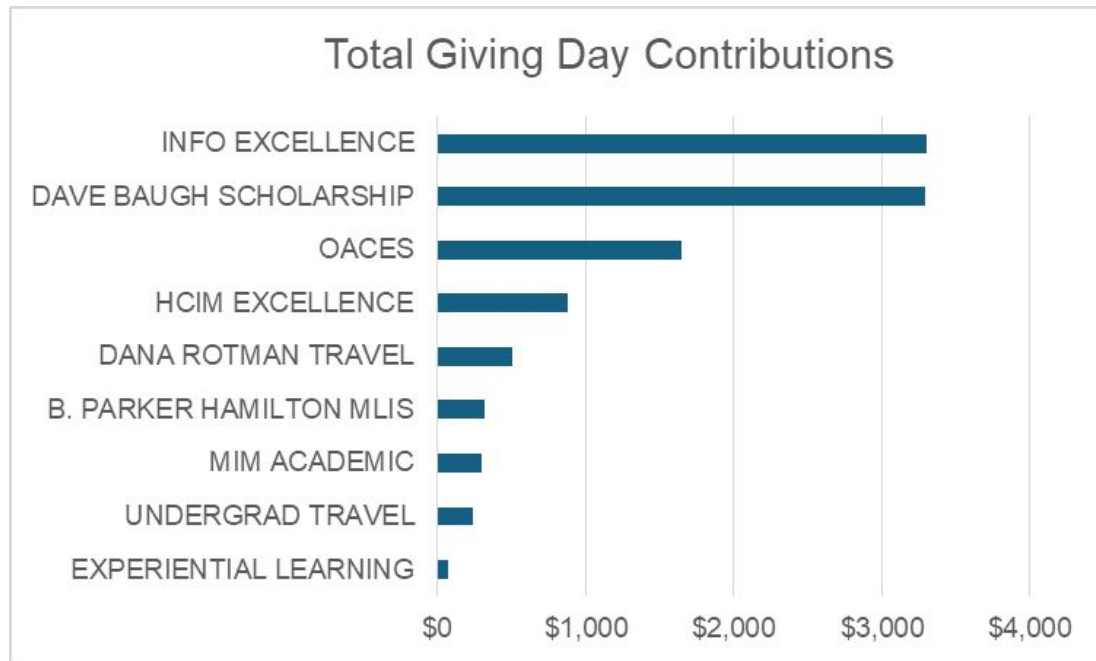
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INFO Faculty and Staff Giving to INFO Funds

\$10,566



PhD Program Updates

Jessica Vitak



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PhD Committee Updates & Reminders

First run of proseminars

- First-years (fall)
- Post-candidacy (spring)

Pre-candidacy research (PCR)

Request for feedback on dissertation-related policies (after spring break)

Admitted students open house – next week! (March 12-13)

Faculty Search Updates & More

Wayne Lutters &
Kate Iszak



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Graduate Instructional Support Updates

Jeff Waters & Chris Beatty



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Overview



- Timeline
- Process
- Recommendations
- Underperforming Staff
- Statement of Mutual Expectations

Instructional Support Updates

67 - Graduate TAs
78 - Graduate Course Aides
5 - Graduate TA & GCA (Split)
5 - Instructor of Record (GSI)
**155 - Total (Graduate
Students)**

Spring 2026 Graduate Student Instructional Support

Assignment Timelines

Fall Semester

- Begins - Early June (starting with GTA)
- Ends - Early August

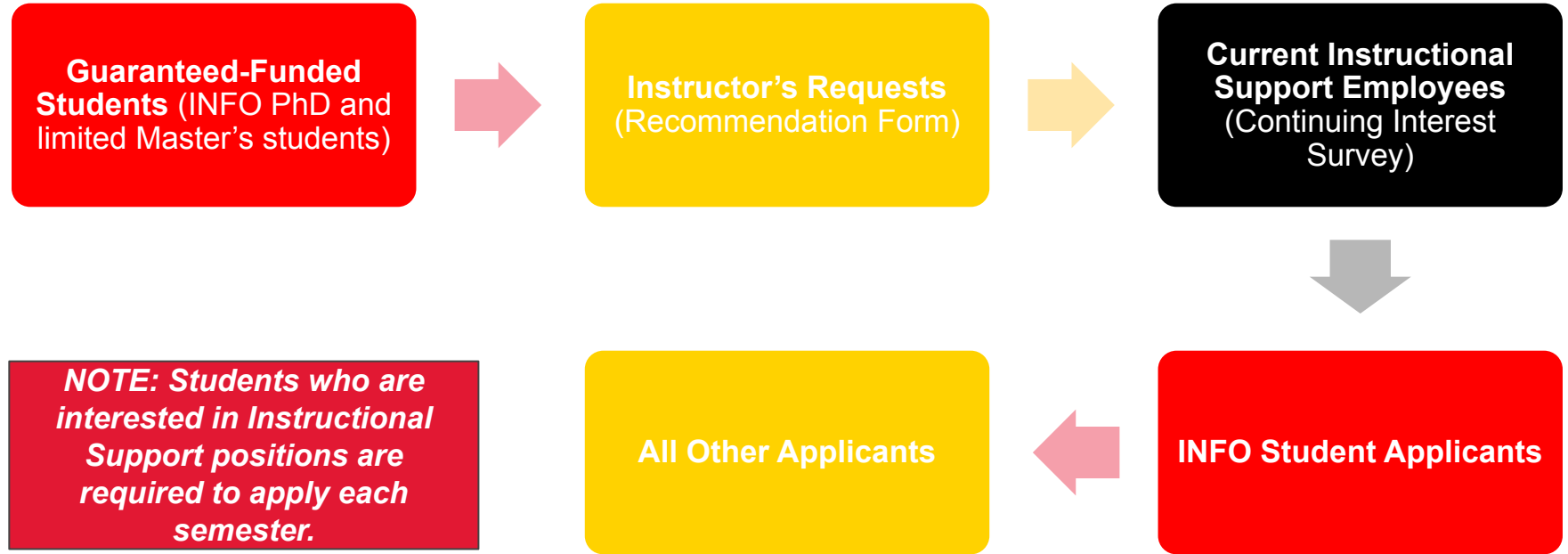
Spring Semester

- Begins – Early October (starting with GTA)
- Ends – Early January

Summer Semester

- Begins – Early April (starting with GTA)
- Ends – Early May

Process for Assigning Graduate Support (Priority)



Instructional
Support
Recommendation

How to request a
specific student to
support your course?

Instructional Support Recommendation Form included in email confirmation of teaching assignment.

- We will do our best! But we cannot guarantee:
 - Priority students (Doctoral students with guaranteed funding) must be placed first.
 - Other faculty may have requested the same person (and before you!).
 - The student has another assignment.
 - International students can't work more than 20 hours.
 - Domestic students can work over 20 hours with an overload, but must be approved.
 - The student may not be eligible (graduation, academic probation).

Instructional Support **Underperforming Staff**

What to do if your
support team is
underperforming?

By underperforming, we mean:

1. Not meeting their hourly expectations
 2. Consistently making mistakes that are highly consequential (i.e. bad grading)
 3. Stops supporting your course altogether without your pre-approval
- Statement of Mutual Expectations (mandatory for TA's) with agreed-upon hours. **Submit via Workday.**
 - Have the hard conversation with the support staff for how to do better.
 - If they have been given room to improve, and continue to underperform, discuss with us about possible termination.
- Instructors must notify us if someone is underperforming!**

The Statement of Mutual Expectations (SME) process has transitioned to the new Workday HR system. Starting Fall 2025, all graduate assistants (GAs) will complete the SME process via Workday. This update allows programs and The Graduate School to monitor SME form completion each semester.

Statement of Mutual Expectations

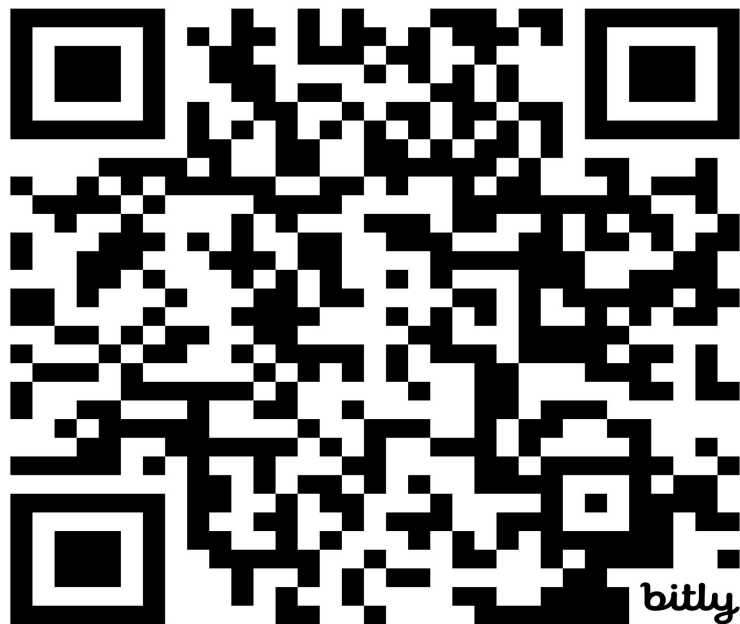
We are LINE

- Submit instructional support requests early. (Recommendation Form)
- Communicate with us if your instructional support is underperforming.
- Refrain from promising students a Graduate TA position without confirming if (1) your course is eligible for Graduate TA support and (2) confirming if the slot is open.

Due to the ongoing budget constraints, there has been a significant decrease in course support (specifically Graduate TAs) across the college. Unfortunately, we are no longer using the old support model for the foreseeable future.



Reduction of Support



Fall 2026 Teaching Interest Survey



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Thank You

OACES Spring 2026 Updates

Ron Padron



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**OACES
Digital
Accessibility
Training**

Scheduled Appointments:

Mondays 11:00am – 1:00pm

Wednesdays 2:00 – 5:00pm

Fridays 2:00 -5:00pm

Default is virtual appointment via Google Meet. In-person in PTX available Monday/Friday by request.

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

OACES Weekly Drop-In Hour

Thursday 11:00am – 12:00pm

PTX 2nd Floor

**OACES
Digital
Accessibility
Zoom Training**

Upcoming Zoom Trainings

Wed, March 11
10:00-11:30am

Fri, March 13
1:30pm-3:00pm

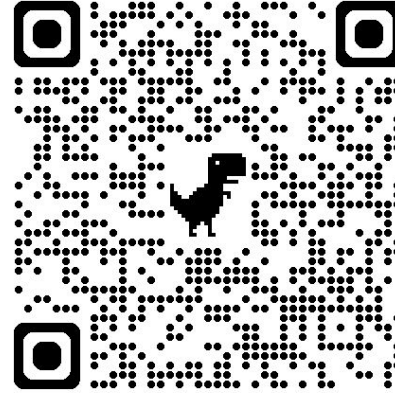
INFO
**Culturally-Responsive
and Inclusive
Teaching**

INFO CRIT

- **Successor to ARTS**
- **Summer 2025 Training**
 - OACES
 - TLTC
 - InDi Hub
 - DivIT
- **Training topics include:**
 - Inclusive Pedagogy
 - Anti-Racism in the Classroom
 - Digital Accessibility for Teaching and Learning
 - Navigating Difficult Conversations

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Summer 2026
Survey



CHANGES:

- **Two Summer Cohorts**
- **One- or Two-Day Training**
- **Variable Modality**

Rapid Response Immigrant Support Toolkit



Updates, trainings, best practices, and policies for on- and off-campus immigrant support. This list is maintained by the College of Information's i3r and OACES teams.

Pre-Award Update

Kyran Richardson &
Susan Winter



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Funded Research Support Changes - Pre Award is Moving!

Pre Award = B4 a Grant is Awarded

- Proposal Development Support
 - Project Management (What docs needed when?)
 - Abstract, Narrative
 - Budget and Budget Justification
 - Other Documents
- Proposal Submission
 - Routing to ORA
 - Documents in Sponsor Systems (i.e. research.gov)



Research Support Team

Still Collab Dev, Online Guides, College Funding, IRB, etc.

+ Pre Award Proposal Development & Submission

- Susan Winter - Assoc. Dean of Res
- Polly O'Rourke - Dir of Res Development
- Luis Cortes - Res Support Manager
- Paris Lane - Res Coordinator

Sponsored Projects

Still Post Award (Reporting, Financial Analysis, Hiring etc.)

- Kyran Richardson - Director
- Myriam Paul - Asst Dir of Sponsored Projects
- Jackie Armstrong - Business Manager
- Maura Matvey - Business Manager



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FEARLESSLY
FORWARD



**Anticipated
Transition -
mid-April?**



Development @ 10:50

Kelly McCarthy



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Development Contributions @ 11:00am

Jenny Preece &
Ben Shneiderman



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Digital Accessibility

Vedat Diker &
Kevin Remmell



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ADA Title II

Deadline: **49 days!** (April 24, 2026)

Academics

Urvi
infoelmsaccs@umd.edu

Staff/Admin

Mia
mhinckle@umd.edu

Everything Else

Kevin
remmell@umd.edu

What support do you most need? Catch Kevin at lunch!

Internal-Facing Documents

Late-breaking from UMD Legal/IT Council:

DOJ Title II rules do NOT apply to internal, employee-facing content (that is neither student or public facing).

e.g. payroll forms, contracts, etc.

However, UMD must meet requirements and obligations when employees request specific accommodations.

OACES Training Sessions

Digital accessibility best practices, and project-specific accessibility questions.

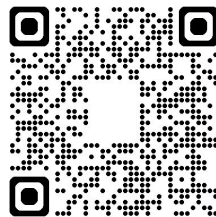
Training, Best Practices

Wed, March 11
10:30am-12pm



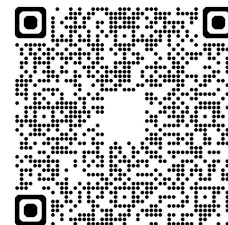
Training, Best Practices

Fri March 13
1:30-3pm



One-on-One

Thursdays 11am-12pm
PTX 2116
Or by appointment



HCIM Award

Galina Reitz



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College Advisory Committee Updates

Scott Jackson



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CAC Updates

Members: Tetyana Bezbabna, Emily Dacquisto, Katrina Fenlon, Scott Jackson, Bern Jordan, Susannah Paletz, Craig Taylor, Jessica Vitak

- What's this committee again?
- Update 1: Hiring (Scott)
- Update 2: Staff functions (Craig)
- Update 3: College organizational structure (Susannah)



Announcements



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Open Announcements



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