

Interdisciplinary Unit in Data Science and Analytics (IUDSA) By-laws
(Approved by members 1/14/2022)

SUNY Buffalo State College

1. Preamble:
The statements that follow are intended to serve as guidelines for governing the Interdisciplinary Unit in Data Science and Analytics (hereafter IUDSA) consistent with the legal requirements of SUNY Buffalo State and the policies of the board of Trustees of the State University of New York.
2. Description of Interdisciplinary Unit in Data Science and Analytics (IUDSA):
 - 2.1. Mission:
IUDSA mission is to promote research and teaching across disciplines in Data Science and Analytics.
 - 2.2. Goals and Objectives of IUDSA:
 - 2.2.1. Support and stimulate interdisciplinary studies among different disciplines in close collaboration with the private sector, non-profit and government agencies.
 - 2.2.2. Organize and support Data Science and Analytics (hereafter DSA) activities on campus and in the professional community.
 - 2.2.3. Create DSA undergraduate/graduate programs, minor programs, certificates, and special projects.
 - 2.2.3.1. Undergraduate and graduate programs created by IUDSA will have a Chair, nominated by IUDSA members to be approved by the president for a renewable term for up to 3-year term, and an Associate Chair appointed by the Chair.
 - 2.2.4. Support and stimulate DSA research and development activities including submission of external grant proposals.
3. Organization and membership of the IUDSA consists of:
 - 3.1. Unit Coordinator, who reports to a Dean determined by the Provost, will be a full-time faculty member or professional staff member with appropriate academic qualifications to head an academic unit. Preferred qualifications for the Coordinator include having served as an active member of the IUDSA or a similar program at another institution for at least one year. The Unit Coordinator will:
 - 3.1.1. Be elected by a majority of Voting Members, approved by the Dean, and serve for a three-year term which is renewable.
 - 3.1.2. Convene, set agenda, and facilitate meetings of the IUDSA.
 - 3.1.3. Act as spokesperson for the Unit with SUNY administration and acting as a liaison to the wider community.
 - 3.1.4. Manage IUDSA budget, adjunct faculty, and staff.
 - 3.1.5. Maintain a list of IUDSA members and coordinate recruitment of new IUDSA members.
 - 3.1.6. Facilitate the work of the standing committees.
 - 3.1.7. Represent (or designate a representative for) the IUDSA on college committees.
 - 3.1.8. Perform tasks related to supervision of personnel and education programs as designated by Administration.
4. Membership:
 - 4.1. Members of IUDSA will be faculty (called Faculty Associates) and staff (called Staff Associates) recommended by members in IUDSA and approved by the candidate's supervisor, IUDSA's Dean and the Vice President for Academic Affairs.
 - 4.2. Members will:
 - 4.2.1. Regularly attend IUDSA meetings or engage in alternative participation in IUDSA functioning. Members are expected to make every effort to attend IUDSA meetings at which votes will be taken.
 - 4.2.2. Actively serve on at least one IUDSA subcommittee each academic year.
 - 4.2.3. Promote teaching, scholarship, and awareness of the opportunities in DSA.
 - 4.2.4. Serve as meeting secretary on a rotating basis as appointed by the Coordinator.
 - 4.3. Voting members:
 - 4.3.1. Voting members are described below (after a classification of F/S Associates):
 - 4.3.1.1. *A Department Chair Associate* is the chair of a department with any Teaching members.

- 4.3.1.2. *A Teaching Associate* is a faculty that has at any point developed or taught a course for IUDSA and is an Active member in IUDSA.
- 4.3.1.3. *A Subcommittee Associate* is an Active member who is part of a Standing Subcommittee in IUDSA.
- 4.3.1.4. *An Active Associate* is a member who participates regularly in all IUDSA meetings and activities.
- 4.3.1.5. *Voting Associates* are the Teaching, Department Chair and Subcommittee *Associate* only. *Voting Associates* are members allowed to vote on elections of the by-laws, the IUDSA coordinator, and other full committee decisions.
- 4.4. Length of appointment:
 - 4.4.1. There is no set length of appointment to the IUDSA; however, to be considered an active member, individuals need to fulfill the expectations for membership described in the previous section.
 - 4.4.2. If the IUDSA Coordinator believes that an individual is not fulfilling the expectations for membership, she or he will meet with that individual to discuss those concerns and determine whether the individual should remain an active member.
- 5. Meetings:
 - 5.1. The IUDSA members set the policy for the Unit and meet at least once a year. Meetings will be held with sufficient frequency to effectively and collaboratively conduct necessary IUDSA business. Meetings are the responsibility of the Coordinator. However, in cases of special need, a meeting can be called by a majority of IUDSA Voting members without the approval of the Coordinator. An agenda for all regular meetings shall be prepared and distributed by the Unit Coordinator two days in advance of the announced meeting. Any member of the Unit may submit an item for the agenda by informing the Unit Coordinator three days before the scheduled meeting. All agenda for the regular meetings shall make provision for items of new business.
 - 5.2. Voting and Quorum:
 - 5.2.1. A quorum will consist of a simple majority of current Voting IUDSA members.
 - 5.2.2. Whenever possible, members will be notified in advance that an issue of substance will be voted upon at an upcoming meeting, so they may be informed and can make arrangements to the best of their ability to attend the meeting. The results of all elections shall be recorded in the minutes.
 - 5.2.3. Hand vote. Balloting on matters other than elections shall be by hand vote unless a written ballot is requested by anyone voting faculty member. A motion will pass with a simple majority of the votes that are cast at the meeting at which the issue is called upon for a vote.
 - 5.2.4. Votes are allowed by paper ballot or email in the case of a member being away from campus or otherwise unable to attend a meeting. Members unable to attend an IUDSA meeting at which a vote will take place may submit absentee ballots to the Coordinator in advance of the meeting.
 - 5.2.5. Absentee votes may not be accepted by IUDSA members present at that meeting. The present members may vote not to accept absentee ballots if they believe that an amendment to the question or the importance of debate at the meeting makes absentee voting inadvisable. In this case, the question would be decided based on the majority of the votes of IUDSA members present at the meeting, so long as a quorum is achieved.
 - 5.2.6. Electronic polling may be used to gather information about preferences, preliminary positions on issues, and other input from IUDSA members.
 - 5.2.7. Subcommittees may use in-person or electronic voting as their members see fit.
 - 5.3. Subcommittees
 - 5.3.1. Standing Subcommittees: The standing subcommittees for the IUDSA are:
 - 5.3.1.1. Curriculum Committee: This committee will oversee curricular matters pertaining to all DSA courses and related Professional Science Master's (PSM) courses.
 - 5.3.1.2. Student Issues Committee: This committee will assist with student organizations, administer student awards, and handle student grievances.
 - 5.3.1.3. Faculty-Staff Issues Committee: This committee will facilitate activities that support the mission of the unit and promote continued growth and development among the faculty and staff members of the IUDSA as well as the broader SUNY community.

- 5.3.1.4. Programming Committee: This committee will plan and organize campus programs related to the IUDSA mission.
- 5.3.2. Ad-hoc Subcommittees: The IUDSA can create ad-hoc subcommittees as needed at any time.
- 5.3.3. Subcommittee Membership: Subcommittee membership will be determined by IUDSA Active member interest and approved by vote by the IUDSA Voting members.
- 5.3.4. Subcommittee Chairs: Subcommittee chairs will be selected by vote of the members of each subcommittee.
- 5.3.5. Subcommittee Procedures: The chair and members of each subcommittee will determine meeting and other procedures for that subcommittee.
- 5.4. Amendments and repeal of By-laws:
 - 5.4.1. The by-laws of the Unit must be ratified by two-thirds of voting members in order to amend or revise these Bylaws.
 - 5.4.2. Any IUDSA member seeking to amend the by-laws should submit her/his proposed change(s) to the Coordinator, who will put the proposed change on the agenda for discussion and possible vote for the next appropriate meeting.
- 5.5. Advisory Board: The Unit will have an active advisory board consisting of members of industry, non-profit, government and other which will meet at least once per year, and as needed. The membership of the Advisory Board will reflect the unique needs of the program and diversity of practice. Based upon member interest and Unit needs, the Coordinator may appoint an active member of the Advisory Board to serve as Advisory Board chair, on an annual rotation, to help accomplish IUDSA objectives.