

INFORMATION SCIENCE PROGRAM  
BY-LAWS

Approved May 5, 1987

Amended May 5, 1989

OBJECT: These by-laws are intended to serve as the governance procedures for the Information Science Program in accordance with the Policies of the Board of Trustees, the SUNY College at Oswego campus by-laws, and the union contract. In cases of discrepancies between the campus by-laws and the Information Science by-laws, the former takes precedence.

I. MEMBERSHIP

A. The Program Faculty Committee shall consist of the Director and one representative from each of the following:

- Information Science Faculty
- Computer Science Faculty
- Psychology Faculty
- Communication Studies Faculty
- Two at-large members from campus faculty not already represented

Each member shall be a member of the voting faculty and shall be entitled to one vote.

B. The Director of the Information Science Program shall be appointed by the Provost, in consultation with the Program Faculty Committee, and serve for a three-year term.

C. For the purposes of this document, the Information Science faculty shall be defined as those persons designated by the Computer Science Department as having their primary teaching responsibility in Information Science.

D. Program Faculty Committee members shall be selected by the faculties within their area and shall serve two-year terms. Representatives from Information Science, Psychology, and one at-large member shall begin their terms each even-numbered Fall. Representatives from Computer Science, Communication Studies and one at-large member shall begin their terms each odd-numbered Fall.

E. The at-large members shall be elected by the remaining members of the Program Faculty Committee. Nominations shall be solicited in a timely fashion.

## II. MEETINGS

- A. The Director of the Information Science Program will chair meetings of the Program Faculty Committee. In the Director's absence, the person designated by the director shall chair the meeting.
- B. Regular meetings of the Program Faculty Committee and the standing committees may be by secret ballot whenever requested.
- C. Special meetings of the Program Faculty Committee may be called at any time by the director. The Director shall be required to call a meeting when presented with a petition signed by at least 25 percent of the Program Faculty Committee. In the unusual event of an emergency meeting, when such written notice as above is impossible, attempts should be made to contact all Program Faculty Committee members by telephone. Special or emergency meetings may not be counted as regular meetings.
- D. A quorum shall be the majority of the membership.
- E. All standing committees must meet at least once a year to elect chairpersons and to set an agenda.

## III. VOTING

- A. The manner of voting of the Program Faculty Committee and the standing committees may be by secret ballot whenever requested.
- B. Voting results will be determined by a majority of members present.

## IV. STANDING COMMITTEES

- A. The Program shall have the following standing advisory committees:  
  
Admissions and Recruitment; Curriculum; Student Advisement.  
These committees shall report to the Program Faculty Committee.
- B. A term shall be for one year. Committees shall be elected by the Program Faculty Committee in September of each year and serve for the following twelve months. Each committee shall elect a chairperson at its first meeting of the academic year. The Director of the Information Science Program shall be an ex-officio member of all committees.

- C. Each member of the Program Faculty Committee is encouraged to serve on a standing committee. No one shall serve on more than two standing committees simultaneously. No one shall serve more than three consecutive terms on the same committee.
- D. Each standing committee shall consist of a minimum of three members. The chairperson of each standing committee must be a member of the Program Faculty Committee.
- E. If matters within a committee's jurisdiction arise during the summer or when college is not in session and these matters require immediate attention, the chairperson shall consult with available committee members before taking action.
- F. The Admission and Recruitment Committee shall be responsible for:
  - providing Admissions with appropriate information to use in recruiting new students
  - facilitating internal transfers
- G. The Curriculum Committee shall be responsible for:
  - developing and evaluating curricular policies for the program
  - initiating course additions and deletions for approval by the Program Faculty Committee
  - working with faculty on the development of new courses
  - evaluating and deciding the disposition of Information Science course proposals
  - consulting with the Director on the proposed course offerings each semester
  - catalog listings each year
  - continually assessing the curriculum needs of the program
- H. The Student Advisement Committee shall be responsible for:
  - coordination of advisement
  - initial review and recommendation of upper-level tracts
  - articulation agreements
  - evaluating progress of majors
  - reporting each semester to the Program Faculty Committee the profile of majors of the program

V. TIME REFERENCES

Throughout these by-laws all time references refer to regular academic days when college is in session.

VI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of the Information Science Program in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules the Program Faculty Committee may adopt.

VII. AMENDMENT

These by-laws can be amended at any meeting of the Program Faculty Committee by a two-thirds vote of the membership, provided that the amendment has been submitted to the membership in writing at the previous meeting or at least two weeks in advance. Non-substantive changes to the original amendment may be voted on in the same meeting. Substantive changes which alter the intent of the original amendment will be viewed as a separate amendment requiring procedure to be repeated.