



March 11, 2019 *Updated membership*

Suzanne Sutton, Assistant Dean of Finance & Administration, College of Chemistry (co-chair) Chris Yetter, Senior Advisor to the Executive Vice Chancellor and Provost (co-chair)  
Jenny Collins, Assistant Dean and CAO, School of Information  
Jules Freedman, Divisional Finance Coordinator, Office of the Executive Vice Chancellor and Provost  
Heidi Hoffman, Interim Chief Administrative Officer, Division of Data Sciences  
Phyllis Hoffman, Associate Executive Vice Chancellor, *Ex Officio*  
Dat Le, Executive Assistant Dean of Administration, College of Engineering  
David Mongeau, Executive Director, Berkeley Institute for Data Science  
Wanda Nieters, Budget Officer, Division of Math and Physical Sciences, College of L&S

**Re: Division of Data Science and Information Transition Operations Working Group (OWG)**

Dear Colleagues:

As you may know, Chancellor Christ and I [announced](#) in November 2018 plans to establish a new and innovative interdisciplinary structure, provisionally called the Division of Data Science and Information (DDSI), to enable Berkeley faculty and students to work together across boundaries to better explore the foundations, applications, and implications of data science, information, and computation, in a way that serves the interests of the public, the campus, and its academic community through a new teaching and discovery environment. A [search](#) is underway for an Associate Provost and Dean to lead this new division with the hope of a start date of July 1, 2019.

Efforts are now being initiated to propose academic and administrative governance, organizational structure and processes, and operating and guiding principles for the new Division. I have [charged](#) a group of academic leaders, co-led by Vice Provost Lisa Alvarez-Cohen and Academic Senate Chair Barbara Spackman, to advise me on key academic matters and to weigh in on operational issues related to the transition. To ensure that efforts to establish the new Division are successful, I am asking you to serve on the DDSI Transition Operations Working Group (OWG) which will operate in parallel with the Administrative Transition Working Group (ATWG). The OWG will be co-chaired by Chris Yetter, Senior Advisor to the EVCP, and Suzanne Sutton, Assistant Dean for Finance and Administration in the College of Chemistry who is on a special assignment to assist my office with this part of the transition.

The OWG is charged with advising me -- in consultation with interim Dean of Data Sciences, Dean of the I School, and other members of the ATWG -- on operational matters of organizational structure and staffing, shared infrastructure, space, budget structure and mechanisms, and related change management and communications issues related to the transition. As key stakeholders and senior staff with deep administrative and financial expertise and experience for your units and on campus, your input will be essential to provide reflection and foresight to any proposed recommendations.

I hope you will accept this invitation to work on this important endeavor. Meeting frequency and logistics will be worked out between yourselves and the OWG co-chairs.

Thank you in advance for your service to the Campus and your willingness to serve on this important initiative.



A. Paul Alivisatos  
Executive Vice Chancellor and Provost

cc: Lisa Alvarez-Cohen, Vice Provost for Academic Planning  
Barbara Spackman, Chair, Berkeley Division of the Academic Senate  
Andrea Lambert, Chief of Staff to the EVCP  
Members of the ATWG