RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF MEDIA/PRODUCTION AND CIRCULATION/
ADMINISTRATOR III
to
ASSISTANT DIRECTOR OF INSTITUTIONAL RESEARCH-PLANNER/ANALYST/
ADMINISTRATOR III

at

CENTRAL CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant Director of Media/Production and Circulation/Administrator III, at Central Connecticut State University be reclassified to Assistant Director of Institutional Research-Planner/Analyst/Administrator III, effective February 5, 1988, in accordance with the attached proposal dated December 31, 1987.

A Certified True Copy:

Dallas K. Beal
President
To reclassify the position of Assistant Director of Media/Production and Circulation - Administrator III to that of Planner/Analyst - Administrator III. (Please see attached old and new job descriptions).

($8,894)   Approx. Cost

STIFICATION: (Use Reverse Side If Additional Space Is Needed)

The TAC planning team has pointed out that currently virtually the only long term plan the University can be said to possess is the catalog. While this is not entirely true the Board through its budget request has recognized the need to beef up the institutional research office to provide planning and program assessment support. This new position will be a step in that direction. It is contingent on legislative approval. However, Central would like to be ready to fill the post as soon as possible after legislative approval is received.
Position Title: Assistant Director of Media/Production and Circulation

Rank: Administrator III

Department: Center for Instructional Media

Supervisor's Title: Director, Center for Instructional Media

POSITION SUMMARY

Assists the Director in the overall operation of the Center, primarily in the areas of media design, production and circulation.

POSITION RESPONSIBILITIES

Supervises the cataloging, storage, preview and circulation of media software.

Assists and participates in the design and production of instructional and promotional media and television programs.

 Supervises and schedules off air recording, duplication and playback; and coordinates system with Library.

Coordinates scheduling of Media Center facilities and assists faculty in the operation of multi-media facilities.

Consults with faculty on audiovisual and television education and conducts workshops in media production, selection and utilization.

Serves as an instructor for courses in the Media program.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Master's degree in Educational Media and Technology, or equivalent and two years' teaching and administrative experience appropriate to the position required. Certification or certifiability as a School Library Media Specialist preferred.

April 11, 1987
Position Title: Planner/Analyst

Rank: III

Department: Institutional Research and Planning

Supervisor's Title: Director

POSITION SUMMARY

Performs data analysis and facilitates the long range planning and program assessment processes of the University.

POSITION RESPONSIBILITIES

Performs data analysis in support of institutional research and planning efforts of the University.

Prepares Institutional studies, plans and program assessments as directed.

Provides staff support to various planning bodies of the University.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Master's degree and three years' experience in academic data analysis required. Substantial experience in a systemwide academic planning environment preferred.

December 31, 1987
SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Planner/Analyst

Central

Date 12-31-87

LEVEL 1, Day 0

Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12-31-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY

DATE OF SUOAF CAMPUS REVIEW

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARD TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt

Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE

DATE

DISPOSITION AT SUOAF LOCAL LEVEL:

( ) approve proposed rank and salary
( ) disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA

LEVEL 3, Not to exceed 10 working days after receipt

Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA's COUNCIL

1/13/88

DISPOSITION AT COUNCIL LEVEL:

( ) approve submission to PERC
( ) disapprove submission to PERC

Comments or Recommendations:

Forward to BOT

No response by date

DATE

VICE PRESIDENT FOR PERSONNEL

DATE 1/14/88

LEVEL 4

Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

( ) approved
( ) disapproved

DATE

DATE BOARD APPROVAL

DATE OF BOARD DISAPPROVAL

OVER FOR APPLICABLE POSITION DESCRIPTION
This is to confirm our conversation of a few minutes ago that the University is now prepared to pull this position out of the package Paul Wallace has rejected and to go forward with it using the vacant slot from Media that was formerly ticketed for a Coordinator of Academic Computing. The Academic Computing proposal is dead. If you want to call the position Assistant Director of Institutional Research-Planner/Analyst, OK. Since we are under the gun for the February BOT meeting, I would appreciate a speedy answer.

Mike Becker