



THE CONNECTICUT STATE UNIVERSITY

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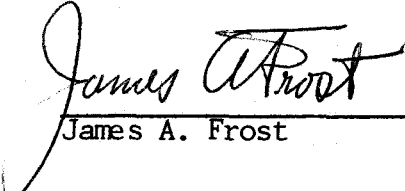
AUTHORIZING RESOLUTION
CONCERNING
ESTABLISHMENT OF A POSITION (GENERAL FUND)

AT
EASTERN CONNECTICUT STATE UNIVERSITY
DIRECTOR OF THE LEARNING CENTER

APRIL 12, 1985

RESOLVED, That the position Director of the Learning Center/Administrator 5 be established at Eastern Connecticut State University effective April 12, 1985 in accordance with all provisions and expectations set forth in the attached addendum to this resolution.

A Certified True Copy:



James A. Frost

EASTERN CONNECTICUT STATE COLLEGE
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Director of the Learning Center (Administrator 5)

FUND: General

POSITION TYPE: PERMANENT XX TEMPORARY _____
FULL-TIME XX PART-TIME _____

EFFECTIVE DATE: 4/12/85 BARGAINING UNIT SUOAF

COST: \$27,225.00

PROPOSAL: To establish a new (12) twelve month administrator position to direct the operation of all university Learning Support/Development Services for students who qualify for special learning assistance.

SUMMARY: Please see attached job description.

DATE: 3/19/85

BY: Robert Hannasch
Dean of Personnel Administration

MP/emb

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF THE LEARNING CENTER

ADMINISTRATIVE RANK: 5

Under the general supervision of the Vice-President for Academic Affairs, the Director of the Learning Center is responsible for the operation of all University learning support/development services which includes the supervision and evaluation of all staff and center activities. Responsibilities also include:

1. Oversees the federally funded Special Services Program. This responsibility includes operating the program in compliance with the applicable federal regulations and coordinating program activities with Learning Center operations to ensure that optimum services are derived from available resources.
2. Directs the University peer tutor/counselor program. This responsibility includes the screening and hiring of tutors, the matching of clients to tutors, the provision of necessary follow-up services and the establishment and maintenance of appropriate records.
3. Recommends and coordinates the offering of GST courses. This responsibility includes the hiring of GST faculty in consultation with the Department of Education and academic deans; the appropriate scheduling of classes to meet student needs; the evaluation of GST faculty and the modification of GST content as appropriate; identifying and placing students in GST courses.
4. Oversees the Contract Admissions Program (CAP). This responsibility includes working with the appropriate screening group(s) and Admissions Office staff to identify prospective CAP students; administering entrance tests and placing CAP admits in appropriate courses; establishing and maintaining a system to monitor progress of CAP students and to assist students as appropriate.
5. Oversees the Summer Transition Program (STEP). This responsibility includes developing and administering the program budget; scheduling appropriate classes and orientation activities; hiring staff; coordinating the placement of students in STEP classes with the Admissions and Records Office.
6. Serves as institutional liaison to CESL program to ensure that Learning Center and CESL activities are appropriately coordinated.
7. Develops annual Learning Center budget request and administers funding allocated to the Center.
8. Recommends policies and procedures to ensure that Learning Center activities keep pace with changes in the field.
9. Regularly serves as liaison to faculty by communicating the breadth of services available to students at the Learning Center.
10. Teach one special skill course as appropriate.

Job Description
Director of the Learning Center
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11. Develops grant proposals to obtain outside funding assistance in support of Learning Center.
12. Performs duties related to those enumerated above which do not alter the overall responsibility level of the position.

Qualifications

At least four years experience in the administration of developmental learning/educational assistance programs and the supervision of staff in an institution of higher education. Previous experience in teaching and in grant development desired. A master's degree is required.

These qualifications may be waived for individuals with appropriate alternate experience.

Signature for the University Date

Signature for AFSCME Date

RNH/emb
3/15/85

STATE OF CONNECTICUT

★ Thank You for Sharing Your Idea. ★

Please send your ideas to: *Employees' Suggestion Awards Program, 165 Capitol Ave., Hartford, 06106.*

Interdepartment Message

SAVE TIME: *Handwritten messages are acceptable.*

Use carbon if you really need a copy. If typewritten, ignore faint lines.

STO-201 REV. 11/81 STATE OF CONNECTICUT
(Stock No. 6938-051-01)

To	NAME Dr. H.B. Jestin	TITLE	DATE 3/20/85
	AGENCY	ADDRESS RECEIVED	
From	NAME Robert N. Horrocks <i>RH</i>	TITLE MAR 21 1985	TELEPHONE 456-2231, X215
	AGENCY	ADDRESS THE CONNECTICUT STATE UNIVERSITY	
SUBJECT			

I am writing to further clarify my request to establish an administrative position: Director of the Learning Center (Administrator 5).

This position shall be established in lieu of the administrative position: Media Center. The later was one of the seven new positions granted Eastern for the 1984-85 academic year.

The establishment of this new twelve (12) month administrative position would prove to be a great asset in the supervision of what has become a dynamic educational support system for certain of our students.

Our Learning Center serves approximately 210 students who qualify for special learning assistance either under Public Law 96-374 and TITLE IV "Student Assistance of the Higher Education Act" or are otherwise referred through our faculty advisement process. Services provided by the center include:

- 1) Instruction in reading, writing, study skills, mathematics, and other areas of competency necessary for success in higher education.
- 2) Personal counseling.
- 3) Academic advisement and assistance in course selection.
- 4) Tutorial services.
- 5) Career awareness as it relates to academic preparation.
- 6) Workshop and tutorial services in support of students of limited proficiency in English.

A large part of the financing of the Learning Center activities is provided through a federal grant. Such financing shall continue but under the leadership of the proposed director.

I have included the following to assist in understanding the acronym included on the position description.

GST General Studies courses. A series of eight (8) courses which may be elected for the purposes of increasing basic study and reading skills.

Dr. H.B. Jestin

3/20/85

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CAP Contract Admissions Program. A first-year academic support program in which specific courses are taken in order to strengthen academic weaknesses.

STEP Summer Transition Program. A series of mini-workshops conducted in the summer designed to assist "special needs" student preliminary to their first semester of academic work.

CESL Center for English as a Second Language. Support Center for bilingual students designed to assist them in reading, writing, and speaking skills.

Establishing an administrative director position would assure the continuity of programs within the Learning Center, particularly in the "STEP" and "CAP" programs which require twelve (12) month supervision.

Thank you for considering this request. I would appreciate your thoughts regarding the establishment of this position.

RNH/dd