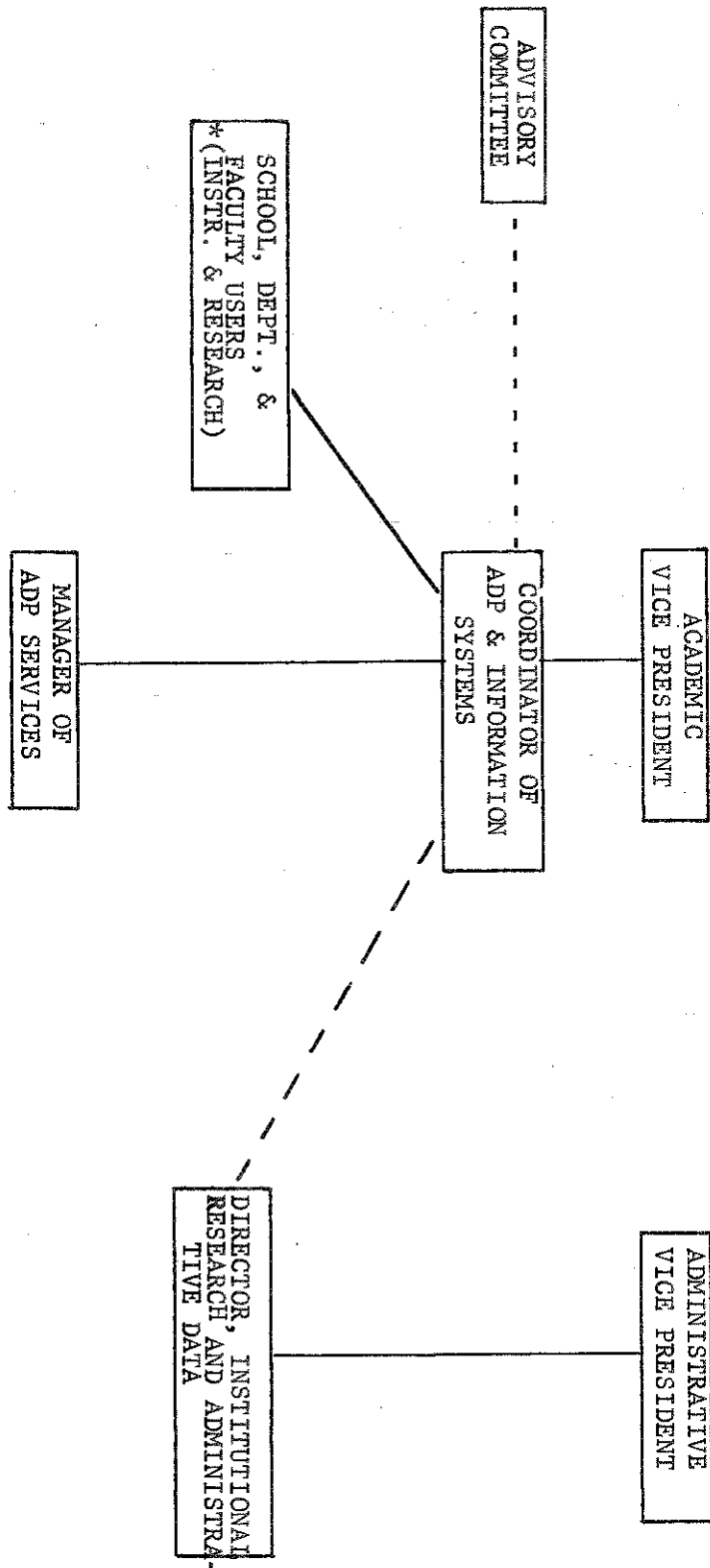


POLICY STATEMENT APPROVED

AS-70-12

PLAN FOR ORGANIZATION OF ADP AND INFORMATION SYSTEMS, CSCLE

*Note: Schools have the option to create a School Computer Coordinator or to encourage department programs under responsible leadership.

The Coordinator of ADP and Informations Systems (College level) will work directly with either the School Coordinator or the responsible person nominated by departments where School Coordinators do not exist.

Continued

PLAN FOR ORGANIZATION OF ADP AND INFORMATION SYSTEMS, CSCLEB (Continued)Job Description--Coordinator of ADP and Informations Systems

1. To work under the direction of the Academic Vice President.
2. To work with the College Advisory Committee in the formulation of general policy in this area.
3. To exercise supervision over the Manager of ADP services.
4. To represent the College at the Chancellor's Office and at other State or regional meetings involving ADP and Information Systems issues.
5. To draft the budget and integrate into a single budget package all equipment, personnel, and other needs.
6. To exercise leadership in the development and coordination of ADP capacity and Information Systems for the College: to advise all potential users on how best to proceed and to stimulate optimum use.
7. To coordinate and oversee the priorities involved in educational computer services, faculty research use, and administrative use of ADP services.
8. To bring together the needs and plans of all potential users into a total College plan.

NOTE:

The College Organization Committee is convinced that the following qualifications should be sought in the person who will fill this office:

- a. He should hold a faculty appointment in a department with full retreat rights as a member of the College faculty. (Ideally, he should be involved with some teaching along with his coordinating responsibilities.)
- b. He should have a wide range of experience in the general area of ADP and Information Systems.
- c. On the basis of experience or research and other activities, he should bring to the office considerable prestige as an expert in his field.
- d. He must have the ability to work well with people and the freedom to work with a wide variety of users on the campus.

ADVISORY COMMITTEE:A. Membership

1. *Coordinator of ADP and Information Systems.
2. *Academic Vice President or designee.
3. *Administrative Vice President or designee.
4. *The Director of Institutional Research and Data Processing.
5. Two faculty from the School of Letters and Science and one faculty from each of the other Schools.

B. Charge

1. To be the chief advisory body to the Coordinator of ADP and Informations Systems in the exercise of his general responsibilities.
2. To work with the Coordinator of ADP and Information Systems in the formulation of policy.
3. To hear and make recommendations with respect to complaints arising over policy and use matters of the information systems.

*Does not hold office on this committee.

PLAN FOR ORGANIZATION OF ADP AND INFORMATION SYSTEMS, CSCLE (Continued)DIRECTOR OF INSTITUTIONAL RESEARCH AND ADMINISTRATIVE DATA

1. To work under the direction of the Administrative Vice President.
2. To be responsible for the planning and direction of programs of institutional research, analytical studies, and management systems development at the College.
3. To develop plans for organized and systematized administrative information systems.
4. To maintain continuous appraisal of the administrative needs of the College for studies and analyses.
5. To be aware of problems encountered in administrative programs and for suggesting to members of such program areas ideas for exploration and analysis which can be done by or coordinated through his office.
6. To be responsible for responding to requests of administrators for advice regarding possible studies or research needed or methods of analysis and research design which can be accomplished by his office.

MANAGER OF ADP SERVICES

1. To work under the direction of Coordinator of ADP and Information Systems.
2. To be responsible for:
 - (a) the planning, organization, direction, and coordination of campus automatic data processing services which are provided for the instruction of students;
 - (b) faculty and student research; and
 - (c) administrative activities in the College.

Distributed to the Academic Senate from the Organization of the College Committee
for First Reading 2/13/70.

Approved by the Academic Senate 2/27/70.

Approved by the President of the College 4/10/70.