

# Faculty Handbook

## Three Rivers Community College

Welcome to Three Rivers Community College! This handbook serves as a comprehensive guide and ready resource for you, providing a wealth of information on the workings of the College.

### *Academic Dean's Message*

A Faculty Handbook outlines essential information but can never convey the spirit, camaraderie, and sense of shared mission among teachers. I've rarely encountered a Three Rivers Community College faculty member who did not feel privileged to be a part of our college. We are dedicated and committed to our students and each other.

If you are new to Three Rivers Community College, we welcome you. If you are a veteran faculty member, may you continue to experience the joy and fulfillment that comes through noble work.

Sincerely,

Ann Branchini  
Academic Dean

## Table of Contents

|  |    |
|--|----|
| Academic Advising Policy .....   | 1  |
| Academic Division and Meetings .....   | 1  |
| Academic Integrity .....   | 2  |
| Add/Drop Forms .....   | 3  |
| Additional Responsibilities .....  | 3  |
| Administrative Notations .....   | 3  |
| Administrative Services Division .....   | 5  |
| Advisor List .....   | 5  |
| Alcohol and Drugs .....  | 5  |
| Blackboard Vista .....   | 5  |
| Bookstore .....  | 6  |
| Cafeteria .....  | 6  |
| Campus Map .....   | 6  |
| Campus Security .....  | 6  |
| Change of Address/Marital Status .....   | 7  |
| Child Development Center .....   | 7  |
| Class Cancellation by Instructor (Instructor sickness or personal emergency) ..... | 7  |
| Class Roster/Enrollment .....  | 8  |
| Closings/Delays/Early Releases .....   | 8  |
| Collective Bargaining Agreement .....  | 9  |
| Computer Logon - Net ID .....  | 9  |
| Computer Usage .....   | 10 |
| Continuing Education .....   | 10 |
| Counseling .....   | 10 |
| Desk Copies .....  | 11 |
| Directions .....   | 11 |
| Disabilities Policy .....  | 12 |
| Disability Support Services .....  | 13 |

---

|   |    |
|---|----|
| Distance Learning.....                                  | 13 |
| Early Alert Notifications .....                         | 13 |
| Early Dismissals .....                                  | 14 |
| E-mail Accounts .....                                   | 14 |
| Emergencies in the Classroom .....                      | 14 |
| Enhanced Equipment Training .....                       | 14 |
| Evaluations .....                                       | 15 |
| Evening Services .....                                  | 15 |
| Facilities Reservations .....                           | 15 |
| Family Educational Rights and Privacy Act (FERPA) ..... | 15 |
| Final Grades .....                                      | 16 |
| Governance Council .....                                | 17 |
| Grade Point Average .....                               | 17 |
| Holidays and Scheduled Closings .....                   | 17 |
| Honors Program .....                                    | 17 |
| Human Resources .....                                   | 18 |
| Incomplete Grades .....                                 | 18 |
| Information Technology .....                            | 18 |
| Intranet .....  | 20 |
| Keys/Key Cards .....                                    | 20 |
| Learning Across the Board .....                         | 20 |
| Learning Disabilities .....                             | 21 |
| Library/Learning Resource Center .....                  | 21 |
| Lost and Found .....                                    | 21 |
| Mailboxes .....   | 21 |
| Maintenance .....                                       | 22 |
| Make up testing .....                                   | 22 |
| Mission and Values .....                                | 22 |
| myCommnet .....   | 24 |

---

|  |    |
|--|----|
| Office Hours .....                             | 24 |
| Office Space for Adjunct Faculty .....         | 24 |
| Office Supplies .....                          | 24 |
| On-line Courses .....                          | 24 |
| Parking .....                                  | 25 |
| Payment Schedule .....                         | 25 |
| Payroll .....                                  | 25 |
| Phi Theta Kappa .....                          | 25 |
| Photocopying .....                             | 25 |
| Plagiarism .....                               | 25 |
| President’s Cabinet .....                      | 25 |
| Professional Development .....                 | 26 |
| Promotion .....                                | 26 |
| Public Relations.....                          | 27 |
| Purchasing Office .....                        | 27 |
| Religious Practices, Accommodation of.....     | 28 |
| Roster .....                                   | 29 |
| Security .....                                 | 29 |
| Service Learning.....                          | 29 |
| Sexual Harassment.....                         | 29 |
| Smoking.....                                   | 30 |
| Strengthening Institutions Program Grant ..... | 30 |
| Student Behavior .....                         | 30 |
| Student Clubs and Organizations.....           | 31 |
| Student Diversity.....                         | 31 |
| Student Programs .....                         | 32 |
| Student Services Division .....                | 32 |
| Syllabus .....                                 | 33 |
| Telephones.....                                | 33 |

Textbooks ..... 33

Title III Grant ..... 34

Tutoring Academic Success Centers (TASC)..... 34

Unions ..... 35

Voice Mail ..... 36

Weapons on Campus ..... 36

Weather ..... 36

Web Pages..... 36

Writing Across the Curriculum..... 36

Appendix ..... 37

**ACADEMIC ADVISING POLICY**

Jennifer DeFrance, Academic Advising Coordinator  
(860) 383-5214  
jdefrance@trcc.commnet.edu

The advising system insures each student receives individual help with educational and vocational problems, provides each student with advice from a professional with expertise in a particular subject and enables the professional staff to interact with individual students in matters not directly related to classroom performance. All students admitted to a degree or certificate program are assigned to an academic advisor early in their first semester. Students must meet with their advisor before registration and at other intervals prior to their final semester. In the student's next to last semester, the academic advisor will complete a degree or certificate audit in order to verify that degree requirements have been met for graduation. Students initially admitted as Special Non-Degree who are interested in changing their status to degree-seeking may be assigned another advisor when they submit a Change of Curriculum Request.

Advisors are members of the professional staff, usually full-time faculty members, whose backgrounds make them especially suitable to help students make academic and vocational choices. During the school year, the advisor helps the student select appropriate courses, based on the student's preference, previous records, and standardized test scores. The advisor also provides information and assistance regarding program requirements, course content, academic policies, college transfer, and career planning. The advisor also discusses with the student the course of action to be taken when the student is ready to leave Three Rivers Community College. Students may change their advisor using the Program/Advisor Change form located on the Intranet at \\trshare\academicdivision\$\Academic Forms\Program\_Advisor Change Form\_.pdf.

**ACADEMIC DIVISION MEETINGS**

Ann Branchini Academic Dean  
(860) 383-5204  
abbranchini@trcc.commnet.edu

Division meetings will be held at least monthly and chaired by a Faculty chair that shall be elected by vote of all full-time faculty and staff of the Division. The function of the division meeting will be to ensure divisional communication and discussion of issues relevant to the division. These include but need not be limited to preparation of recommendations to the Governance Committee, division planning, hiring prioritization, resource allocation and development, review and recommendations for division policy. The division meeting will serve as a steering mechanism to the Governance Committee, the Curriculum Committee and can recommend the creation of a task force. It will also serve as a vehicle for calendar recommendations to the Governance Committee. Participation is welcomed by all members of the division. All full-time faculty and divisional staff may vote. Faculty Chair will be elected in May for the following academic year. Agenda items may be contributed from any full or part

time member of the academic division. Minutes will be taken by the Administrative Assistant to the Dean and distributed within one (1) week of the meeting.

### **ACADEMIC INTEGRITY**

Ann Branchini, Academic Dean  
(860) 383-5204  
abbranchini@trcc.commnet.edu

The effective operation of any organization is dependent on the honesty and goodwill of its members. In an organization devoted to the pursuit of knowledge, acting with integrity is essential to effective teaching and learning. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. To emphasize the importance of academic integrity, Three Rivers Community College adheres to its own academic honesty policy in addition to the Student Discipline Policy, sections 2:10 and 3:1-10, as provided by the Board of Trustees of Connecticut Community Colleges. Since collaboration is central to the learning community, Three Rivers wishes to emphasize that this policy is not intended to discourage collaboration when appropriate, approved, and disclosed.

A faculty member can contact the Academic Dean's office for a copy of the policy and to find the appropriate process to follow if they suspect Academic Dishonesty.

#### *Promoting Academic Integrity at Three Rivers*

Faculty is encouraged to distribute and discuss the academic honesty policy in their classes and is encouraged to include the following statement in their syllabi:

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and in the course of your academic career, present only your own best work; clearly document the sources of the material you use from others; and act at all times with honor.

Faculty is encouraged to have students write and sign Honor Statements for assignments where they would be appropriate. For Example: "I have not given nor received any unauthorized assistance in completing this assignment." or "I assert that the work presented in this assignment is my own original effort." These assertions are intended to confirm the understanding between faculty and students that academic integrity is essential and not to imply a lack of integrity on the part of any student. Faculty should specify the consequences of failure or refusal to sign and may consider alternative means of affirming academic integrity.

**ADD/DROP FORMS**

Registrar's Office  
(860) 892-5756  
trregistrar@trcc.commnet.edu

Add/drop forms are available from the Registrar's Office, on-line or from any Student Development Office. A copy of an add/drop form can be found in the Appendix.

*Adding Courses*

Students may add courses through the date shown in the academic calendar, provided there is an opening in the desired class, the student meets all prerequisites, if any, and the academic advisor approves the change if the student does not have 6 credits recorded.

After the first week of add/drop period a student must, in addition to the above, obtain written permission from the instructor to start late.

*Dropping Courses*

Students may drop courses up to the final drop date as specified in the academic calendar. Courses dropped prior to or during the first two weeks off classes in a standard semester will not appear on the students transcript. Summer and winter sessions courses must be dropped prior to the beginning of the respective session.

**ADDITIONAL RESPONSIBILITIES**

Ann Branchini, Academic Dean  
(860) 383-5204  
abbranchini@trcc.commnet.edu

As professionals, each teaching faculty member is expected to extend their services to meet other institutional needs related to the mission, goals, and priorities of the college and system. Each spring, faculty members submit a proposal to the Academic Dean indicating the specific activities undertaken to meet their professional additional responsibilities (i.e. committee leadership, special project work, conference presentations). Please refer to your respective Collective Bargaining Agreement for a specific delineation of activities that fulfill the additional responsibilities commitment.

**ADMINISTRATIVE NOTATIONS***AU (Audit)*

An administrative transcript notation for students auditing a course. Students not wishing credit may audit a course. This status will allow them to participate in class activities without being required to meet the examination requirements of the course. Students may ask to have papers critiqued, but faculty members are not required to grade an auditor's course work. Full tuition and fees are charged for courses audited. A student who wishes to change from credit to audit status must request this with the first four weeks of the course, using such a forms and

procedures as the college may prescribe. Students auditing a course may not change to credit status.

#### *I (Incomplete)*

A temporary grade assigned by the faculty member when course work is missing and the student agrees to complete the requirements. The student and instructor both must sign a contract to permit an "incomplete" grade. The contract will denote what must be completed to resolve the "I" grade. The "I" must be resolved by the end of the 10th week of the next academic semester (except summer) or it automatically converts to an "F" or "F#" for remedial courses.

#### *N (No Grade)*

An administrative transcript notation for any situation where there is no grade reported at the end of the traditional semester (i.e., no grade received from a faculty member or no basis for a grade). The "N" grade can only be awarded by the Registrar.

#### *P (Pass)*

An administrative transcript notation for successful completion of courses taken on a pass/fail basis. Pass ("P") is a final grade awarded to a student who elects the P/F Option prior to the end of the 10th week of the fall or spring semester or prior to the completion of two-thirds of a summer session or module course. The "P" is not figured in the Grade Point Average, but it does count as a course attempted. The "F" is figured in the Grade Point Average. The Pass/Fail Option is not available for use on courses to be applied toward a technology degree or for courses in the Nursing Program. The P/F option is irrevocable.

#### *TR (Transfer)*

An administrative transcript notation in lieu of grade for courses accepted for credit completed at all institutions within the Connecticut state system of higher education and at all other regionally accredited collegiate institutions in accordance with policy adopted by the Board of Trustees of Community-Technical Colleges.

#### *W (Withdrawal)*

An administrative transcript notation used to indicate that a student is withdrawn from a course in accordance with the procedures prescribed by the college. Students may withdraw, in writing or verbally at the Registrar's Office, for any reason until the end of the 13th week of classes. Financial aid students withdrawing from any courses must notify the Financial Aid office to understand the consequences of withdrawing.

#### *Grades for Developmental Courses*

Developmental courses do not carry grade points, and the credits assigned to these courses do not count toward the required credits necessary for graduation. Developmental courses are graded A#, B#, C#, D#, F# which can include plus (+) and minus (-), symbols are not calculated in the Grade Point Average. Grades received and credits earned or not earned in developmental courses do not affect graduation honors in any way, positively or negatively.

**ADMINISTRATIVE SERVICES DIVISION**

Michael Lopez, Dean of Administration  
(860) 383-5202  
mlopez@trcc.commnet.edu  
Administrative Assistant to Dean of Administration  
(860) 892-5707

The administrative services division is comprised of a large variety of campus functions vital to the mission of the college. Departments under the supervision of the dean of administration include accounts receivable, the bookstore, budgeting and finance, the cashier's office, food services, human resources, maintenance, and public safety and security. Many of these areas have separate listings in this handbook. Contact information for services within the administrative division is given in the appendix.

**ADVISOR LIST**

Cathy Lewis, Placement Test Coordinator  
(860) 885-2312  
clewis@trcc.commnet.edu

Faculty can find out the names of their assigned advisees by logging onto myCommNet (<https://my.commnet.edu>). After entering their Net ID and password, select the "Faculty" tab, then click the Faculty Self Service link. Click the appropriate college (if needed) and select the "Faculty Services" tab and click the "List Advisees" link.

**ALCOHOL and DRUGS**

Three Rivers is a "dry" campus and as such all alcoholic beverages are prohibited from the campus with the exception of those events where permission to serve alcohol is granted by the College's president. The manufacture, distribution, sale, use, or possession of drug paraphernalia or illegal drugs is prohibited. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation. Students who willfully violate College policies and the law face disciplinary action as outlined in the Board of Trustees policy statement on Student Discipline. Faculty can consult the College catalog for further information.

**BLACKBOARD VISTA**

IT Help Desk (860) 885-2334 - day, (860) 885-2331 - night  
TR-DistanceLearning@trcc.commnet.edu.

Blackboard Vista is a learning management system used by the college to conduct distance learning (online) courses but all Three Rivers instructors, whether or not the course is a distance learning course, may use Blackboard Vista as a means for providing supplemental activities & materials for their courses. Access is gained by login to myCommNet. Students experiencing technical difficulties related to Blackboard Vista can contact the Educational Technology Department of the Information Technology Division.

**BOOKSTORE**

(860) 887.6842  
3rivers@bkstr.com

The TRCC Bookstore is operated by Follett Higher Education Group. Students are advised to bring their course schedule or registration form when purchasing books in person or when purchasing their textbooks online at [efollett.com](http://efollett.com). Students receiving financial aid are to check with the financial aid office for availability of bookstore credit. The Bookstore provides new and used books, school supplies, clothing, computer software as well as other College items. Hours are posted in each semester's class schedule booklet.

**CAFETERIA**

Tina Kozlowski, Food Services Manager  
(860) 383-5266

Services include hot meals, sandwiches, salads and a wide variety of fruit and desserts. Vending machines are also available. Faculty and staff can also contact the manager regarding catering for on-campus events. Hours of service are posted in the cafeteria.

**CAMPUS MAP**

<http://www.trcc.commnet.edu/President/about/PDF/trccmap.pdf>

**CAMPUS SAFETY**

Administrative Services Division 860-383-5202

There is campus security present at the college while classes are in session. In order to assist the College in its efforts to maintain a safe environment, the College relies on the awareness and involvement of the faculty, staff, and student body. Staff and students alike must assume responsibility for their own personal safety and the security of personal property. This can be done by applying simple, common sense rules.

- Lock vehicles when leaving them unattended.
- Do not leave valuable items in vehicles in plain view. Lock them in the trunk.
- When walking to a vehicle, walk with others.
- Have keys ready when returning to vehicle.
- Do not leave belongings unattended.
- Do not give personal information to strangers.
- If a crime is committed, report it to the College immediately.

A Coordinator of Public Safety and Environmental Health is also on staff to manage the College's contracted Campus Security Guard force and the internal security systems which protect students, staff, and faculty. In addition, the coordinator is responsible for the administration of all College services related to: campus safety and security; parking and traffic

control; environmental health and safety; protection of College property; and enforcement of all related College policies.

### **CHANGE OF ADDRESS/MARITAL STATUS**

Personnel Department – Faculty changes

(860) 892-5798

loldfield@trcc.commnet.edu

Registrar's Office – Student changes

(860) 892-5756

trregistrar@trcc.commnet.edu

Faculty may change their address and/or marital status by contacting the Personnel Department. Students may obtain the necessary paperwork to change their address or marital status at the Registrar's Office or online.

### **CHILD DEVELOPMENT CENTER**

The Three Rivers Child Development Center is currently open and being run by Pooh Corner, a local child care company. For further information please call 860-892-5708.

### **CLASS CANCELLATION BY INSTRUCTOR (INSTRUCTOR SICKNESS OR PERSONAL EMERGENCY)**

During the hours of 9:00 a.m. to 5:00 p.m. please contact:

Carole Lee, Academic Division Administrative Assistant (860) 383-5288

Tia D'Alessandro, Academic Division Educational Assistant (860) 383-5230

*Same Day notification for class scheduled prior to 9:00 a.m., please contact:*

*Diane Jewett, Administrative Division (860) 383-5280*

*Same day notification for Saturday class, please contact:*

*Welcome Center, Student Services Division (860) 892-5728*

In the event that you must cancel class due to sickness or personal emergency, please contact the Academic Dean's Office so that we can post the cancellation and discuss how you intend to make up the class time. Most instructors choose to add time to the beginning or end of class; others plan a make-up class. Whichever method you choose, it must meet the needs of everyone in your class.

The Academic Division Office does not contact your students when you cancel class. A helpful method to provide early warning for a cancellation is to e-mail the class and/or to establish an optional telephone tree.

*Class Make-ups*

You are responsible for making arrangements with your students to schedule make-up classes due to inclement weather or individual student circumstances. If the arrangements involve additional room use, you must make arrangements to ensure room availability.

**CLASS ROSTER/ENROLLMENT**

Faculty can access their class rosters/enrollments at any time by going to [www.my.comnet.edu](http://www.my.comnet.edu) by following these instructions:

- select Search for Courses (right-hand side of screen)
- select the appropriate term/semester
- select Three Rivers Community College
- select credit level
- select get courses

**CLOSING/DELAYS/EARLY RELEASES**

(860) 886-0177

[www.trcc.comnet.edu](http://www.trcc.comnet.edu)

*College Closing*

Notification of cancellation due to inclement weather, whether on-campus or at off-campus locations, will be available by telephone by 6:00am for daytime classes and by 2:30pm for evening classes by calling the College's main telephone at 886-0177, pressing 1, and listening to the taped announcement. In addition, delays or further information will be announced on the following:

## Radio Stations:

WBMW - 106.5 FM - Ledyard  
 WDRC - 1360 AM – Hartford  
 WERI – 1230 AM - Westerly  
 WICH - 1310 AM/WCTY 97.7FM – Norwich  
 WINY - 1350 AM – Putnam  
 WLIS – 1420 AM - Old Saybrook  
 WNLC - 1510 AM/WTYD - 100.9 FM - New London  
 WQGN - 105.5 – Groton  
 WSUB - 980 AM - New London  
 WVVE – 102.3 - Stonington

## Television Stations:

Channel 3 - WSFB - Hartford  
 Channel 4 - WVIT 30 - Hartford - New Britain  
 Channel 8 - WTNH - New Haven

If the location of an off-campus class is closed the TRCC class will not be held.

When the president directs that the college will be closed, employees are not expected to report to work, except when the president may require the attendance of employees in critical service positions such as maintenance and security and their supervisors. Employees who are not expected to report to work need not charge the time off to accrued leave balances. If the president authorizes cancellation of classes and scheduled educational activities for an entire day, the college will be closed.

#### *Delayed Openings*

Delayed openings are similar to college closings in that, with the exception of employees in critical service positions and their supervisors who may be required to report, staff members are not expected to report to work until the specified opening time and need not charge the time off to accrued leave balances. Employees who do not report to work by the specified opening time who are covered by a collective bargaining agreement that excuses late arrivals under specified conditions are entitled to the benefit of such provision. However, provisions for late arrival are to be measured from the beginning of the employee's shift. Employees who do not report to work at all on a day when the college opening has been delayed will charge the entire shift to an appropriate leave balance.

#### *Early Release*

If the president directs an early release, the president shall indicate the time when the college will be closed for the day. Employees who are at work and who leave when the college closes need not charge the time remaining in their shift to an accrued leave balance. Employees whose scheduled work shifts have not begun when the president announces early release need not report to work; however, any time between the scheduled commencement of a shift and the time of college closing shall be charged to an accrued leave balance. Employees whose work shifts would not begin before the time of college closing need not charge the time to an accrued leave balance. Employees in critical service positions (e.g., snow and ice removal, facility security) and their supervisors may not be subject to the early release provisions of this policy.

### **COLLECTIVE BARGAINING AGREEMENT**

See entry for "unions"

### **COMPUTER LOGON – NET ID**

IT Help Desk (860) 885-2334 -day, 885-2331 - night  
TR-DistanceLearning@trcc.commnet.edu.

For a faculty member to log onto computers at the college, they need to follow the following procedure:

- User ID = Banner ID (Please be careful to follow the 01234567@trcc.commnet.edu format when logging in).

- Original Password = First 3 letters of birth month (first letter capitalized) + & + last 4 digits of SSN (ex: \*Oct&6789\*)
- Log on to: STARS

If you have been locked out, contact the IT Help Desk to reset your password.

## **COMPUTER USAGE**

IT Help

(860) 885-2334 (Days)

(860) 885-2331 (Nights)

IThelp@trcc.commnet.edu

All classrooms have been equipped with new technology. If you need individual training, contact the IT Help Desk to make arrangements.

All computer related resources and facilities at Three Rivers are under the jurisdiction of the Information Technology (IT) Department. Computers are to be used solely for legitimate and authorized academic and/or administrative purposes required in the performance of assigned duties/academic endeavors at TRCC. Computers are not to be used for personal (private or non-profit) work that is not specifically authorized by the written approval of the Dean of Information Technology or higher. Any unauthorized or illegitimate use of the computer system resources and/or facilities may necessitate disciplinary and/or legal action against the violators. More detailed information regarding the Conduct and Ethics for Use of Computer Resources is located in the Three Rivers Community College Catalog at [www.trcc.commnet.edu](http://www.trcc.commnet.edu).

## **CONTINUING EDUCATION**

Marjorie Valentin, Associate Dean of Continuing Education

(860) 885-2319

mvalentin@trcc.commnet.edu

Linda Mathieu, Administrative Assistant

(860) 885-2358

lmathieu@trcc.commnet.edu

The College's Continuing Education Department provides timely programs relevant to the changing community needs and promotes the College as a focus of lifelong learning. Continuing Education coordinates noncredit courses for individuals, business and industry and also provides custom training for a variety of community clients. Continuing Education programs are self-supporting: each year more than 3,000 residents become involved in noncredit courses, seminars, and workshops, as well as the many cultural activities and special educational services offered through the Department.

**COUNSELING**

Judy Ames, Secretary, Student Services

(860) 383-5217

james@trcc.commnet.edu

[http://www.trcc.commnet.edu/Div\\_StudentServices/Counseling/counseling.shtml](http://www.trcc.commnet.edu/Div_StudentServices/Counseling/counseling.shtml)

The College's staff of professional counselors provides comprehensive and confidential services in the areas of academic, career, personal and special needs issues. Counselors are available to meet with enrolled students on a drop-in or appointment basis in the Student Development Center in Student Services.

**DESK COPIES**

See entry for "textbooks"

**DIRECTIONS**

Three Rivers Community College

574 New London Turnpike

Norwich, CT 06360-6598

(860) 886-0177

*Norwich Campus*

From New London:

Follow Route 32 to I-395. Take Exit 80 east.\* (travel time approximately 15 minutes)

From Groton/Mystic:

Follow I-95 south to Route 32 – Norwich. Take I-395 north to Exit 80 east.\* (travel time approximately 25 minutes)

From Colchester and points West:

Follow Route 2 east until it merges with Route 32 south. Take Exit 28S onto I-395 south to Exit 80. Take a left at the end of the Exit ramp (Route 82 West Main Street).\* (travel time approximately 23 minutes)

From Jewett City and points North:

Take I-395 south to Exit 80. Take a left at the end of the Exit ramp (Route 82 West Main Street).\* (travel time approximately 20 minutes)

From Ledyard/Navy Sub-base area:

Follow Route 12 to the junction of route 2A. Take Route 2A (Mohegan Pequot Bridge) to I-395 north. Take Exit 80 east.\* (travel time approximately 25 minutes)

\*From All Points Above: Five lights down is New London Turnpike. Turn right, the Campus is about .2 miles on left.

*Off-Campus Centers/Locations*

East Lyme High School

30 Chesterfield Road  
East Lyme, CT 06333  
860-739-6946

From 395 South: Take exit 75 toward Flanders/Waterford. Turn right onto CT-161 Chesterfield Road.

Ella T. Grasso/Southeastern Regional Vocational Technical High School  
189 Fort Hill Road  
Groton, CT 06340  
860/448-0220

From I-95 north or south. Take exit 88. Go south on Route 117 for 1.0 mile. Turn left on Fort Hill Road, Route 1 and go east for 0.3 miles to 189 Fort Hill Road.

Naval Submarine Base  
Building 83  
Groton, CT 06349  
860/445-5575

From I-95 north or south:

Take exit marked Route 12.

Proceed on Route 12 until Crystal Lake Road.

Make left onto Crystal Lake Road.

Base Main gate 3/10 of a mile on right.

From the main gate, proceed straight-ahead (Grayling Avenue) until the end.

Make a right and then another right into the parking lot.

The front of Bldg.83 faces Dealy Center. Please use PSD entrance in front of the Dealy Center and the Library.

## **DISABILITIES POLICY**

Board of Trustees

[http://www.commnet.edu/Board-Docs/BPM\\_COMPLETE\\_MASTER.pdf](http://www.commnet.edu/Board-Docs/BPM_COMPLETE_MASTER.pdf)

The Board of Trustees of Community-Technical Colleges and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for people with disabilities in the Community Colleges. To that end, this statement of policy is put forth to reaffirm our commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a Community College Campus or in the Central Office of the Board of Trustees.

The Board recognizes that a physical or functional impairment is a disability only to the extent that it contributes to cutting the person off from some valued experience, activity, or role.

Higher education is therefore especially important to people with disabilities, since it aims to increase every student's access to valued experiences, activities, and roles. Improving access for students and employees means removing existing barriers that are physical, programmatic, and attitudinal; it also means taking care not to erect new barriers along the way.

The efforts of the Community Colleges to accommodate people with disabilities should be measured against the goals of full participation and integration. Services and programs best promote full participation and integration of people with disabilities when they complement and support, but do not duplicate, the regular services and programs of the college.

Achieving the goal of full participation and integration of people with disabilities requires cooperative efforts within and among institutions of higher education. Students attending Continuing Education classes need to meet "Technical Standards" for admission into a particular course. All applicants, including those with disabilities are required to meet the minimal technical standards in order to be admitted. This would be a fair and legal way to ensure that only qualified students are accepted.

#### **DISABILITY SUPPORT SERVICES**

Chris Scarborough, Learning Disabilities Specialist (Students with learning disabilities or ADHD)  
(860) 892-5751

cscarborough@trcc.commnet.edu

Kathleen Gray (Students with physical, medical or psychiatric disabilities)  
(860) 885-2328

kgray@trcc.commnet.edu.

Students with a documented disability are provided supportive service and accommodations to assist them with their academic objectives. Services are strictly confidential. Disability services may include individualized accommodations, advising, advocacy, counseling, technical assistant and referral information.

For Online Interactive Disability Awareness Training for TRCC Faculty and Staff, which is provided by the TRCC Center for Teaching, please go to [www.aa.psu.edu/intheirshoes](http://www.aa.psu.edu/intheirshoes)

#### **DISTANCE LEARNING**

Director of Distance Learning

(860) 383-5215

kbarfield@trcc.commnet.edu.

See entry for "information technology".

#### **EARLY ALERT NOTIFICATIONS**

Registrar's Office

(860) 892-5756

TR-Registrar@trcc.commnet.edu

\\trshare\academicdivision\$\Academic Forms\Early Alert Notification Form.doc

Through the Early Alert program, Student Services contacts students throughout the semester as they exhibit signs of academic difficulty. Faculty members are encouraged to refer these students to Student Services on a continuing basis so they can be contacted in a timely basis to maximize student success. Notification can be made by e-mail, notes on the class roster or by submitting the early alert form. Required information to include is the specific course and section as well as the student's name and what the difficulty is.

The objective is to have the student pay attention to early warning signs and to introduce them to strategies they can use to help themselves succeed. These strategies include talking to the instructor, reducing their credit load, learning time management skills, getting tutoring, using the math and writing labs, and contacting their advisor. Students who have stopped attending will be advised to formally withdraw. This effort does not take the place of the instructor's intervention but is in addition to it.

The student's assigned advisor is also notified for additional follow up. Counselors follow up on an individual basis if there is any indication of a more serious problem. We are hoping Early Alert contributes to fostering student connectedness with the college as well as promoting student success.

### **EARLY DISMISSALS**

See entry for "closings/delays/early dismissals"

### **E-MAIL ACCOUNTS**

IT Help

(860) 885-2334 (Days)

(860) 885-2331 (Nights)

IThelp@trcc.commnet.edu

Every faculty and staff member will have an e-mail account created for them by the IT Division. This e-mail account should be used for all work-related correspondence and checked regularly for campus wide announcements.

### **EMERGENCIES IN THE CLASSROOM**

In the event of a medical or other emergency in your classroom, please contact the security office at x5555 and assistance will be given according to the College Emergency Plan.

### **ENHANCED EQUIPMENT TRAINING**

IT Help

(860) 885-2334 (Days)

(860) 885-2331 (Nights)

IThelp@trcc.commnet.edu

Enhanced Equipment training is offered each semester as part of the Information Technology Department's scheduled workshops. You can contact the IT Department Help Desk at 860-885-2334 to obtain the schedule. If you prefer to work independently, you may access Enhanced Equipment tutorials via the College's intranet. Simply launch the Internet from any networked, campus-based computer, type in <http://www.trcc.commnet.edu/eLearn/DLFaculty.html> and go to the Tutorials and Animations section.

## **EVALUATIONS**

### *Administrative Evaluations of Faculty*

Academic Dean's Office

(860) 383-5204

All faculty members are evaluated by the Academic Dean, the Department Chair or their designee on a regular basis. Each faculty member receives specific information regarding evaluations when scheduled to be evaluated in a particular semester.

Adjunct faculty members are evaluated by appropriate personnel on a regularly scheduled basis. Full-time faculty may be asked to assist in the evaluation. Full-time faculty members are evaluated according to the terms in the collective bargaining agreement (union contract).

### *Student Evaluations of Faculty*

Academic Dean's Office

(860) 383-5204

Student rating of instructors are conducted each semester. Faculty members are encouraged to utilize student evaluations as helpful feedback for continuous improvement of their instruction.

## **EVENING SERVICES**

(860) 892-5728

Students can obtain general assistance in the evening when classes are in session in the Student Services Center. Staff can assist students with general information about the college as well as collect paperwork for college departments.

## **FACILITIES RESERVATIONS**

See Facilities Reservation form in appendix

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Registrar's Office

(860) 892-5756

TR-Registrar@trcc.commnet.edu

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. The rights reside with the student (not the parent), regardless of age, once he or she enrolls at an institution of higher education.

Only directory information can be released without a signed release from the student.

Directory information includes; names & addresses, dates of attendance at the college, full vs. part-time status, awards and honors, and graduation date. For military recruiters only, telephone number, age, level of education and major can be released. The student has the right to decline to have even directory information disclosed to third parties by filling out an OPT\_OUT form. This has some negative consequences so it should be discussed with the registrar.

If a student wants to give permission to talk to a third party (i.e. parent), they must file a disclosure document. A disclosure is a signed and dated document provided by the student to authorize release of personally identifiable information (other than directory information). The release must specify the records to be disclosed, the purpose of the disclosure and to whom the information can be given to. This is kept on file in the registrar's office. There is a sample in the appendix.

For details and more information, please contact the Registrar's Office.

## **FINAL GRADES**

[www.my.commnet.edu](http://www.my.commnet.edu)

### **GRADE ENTRY PROCEDURES**

- Web Site: [www.my.commnet.edu](http://www.my.commnet.edu). There is a link on the College's main web page.
- Enter your NET ID (12345678@trcc.commnet.edu) and password
- Click on the faculty tab then click on faculty and advisor self service
- Select TRCC if more than one college is listed
- Click on faculty Services
- Click on final grades
- Select a term

Please note the following when entering grades:

- If you assign an "incomplete" grade, you must submit the incomplete form that is attached and available in the academic division. Submit the form to the Dean.
- Do not enter anything in the Last Attend Date or the Attendance Hours fields.
- If a student has not officially withdrawn you must assign a grade.
- The N grade is an administrative transcript notation. If you wish to assign the N grade (no basis for a grade) to students who have never shown up, please e-mail the student's name and the course number to the Registrar, Christine Languth. This must be done even if you submitted the student's name through Early Alert.
- There is a 30-minute time out. If you have not submitted grades within this time limit, you will need to re-enter all the grades. It is a good suggestion to hit the submit grade button every 20 minutes. This will save the grades you have already entered.

- Enter a grade for all students listed on the grade screen. Please do not leave blanks unless you are requesting the N grade.
- If you have more than 25 students in your class, save your grades before you press the link at the top or bottom of the screen indicating #26 through the last student. This will bring you to the second page.
- Final grades are recorded when you press the SUBMIT key. Failure to press the SUBMIT key will cause all grades to be lost. Students will be able to view their grades when they are rolled to academic history at the end of each day. GPA's are not updated until all grades in all courses are submitted.

End of term processing requires that **ALL** grades from **ALL** courses be submitted and student transcripts cannot be released until end of term processing is completed.

### **GOVERNANCE COUNCIL (GC)**

Governance Chair, elected yearly

This Council addresses major institutional planning and policy issues and provides a forum for discussion of other important college issues. This body will meet twice a month and include representatives from all major college constituencies. The Governance Council serves as the forum of the entire college community.

### **GRADE POINT AVERAGE (GPA)**

The GPA is used to determine a student's standing in his or her class and in the College generally. Total grade points for a semester are calculated by multiplying the grade points allocated to each letter grade times the number of credits (in semester hours) assigned to each course attempted. The GPA is calculated by dividing the total number of grade points by the total number of credits earned, either in one semester or over the student's entire college career. For example:

|          |   |    |   |     |   |      |
|----------|---|----|---|-----|---|------|
| MAT K109 | B | 3  | X | 3.0 | = | 9.0  |
| ENG K111 | A | 3  | X | 3.7 | = | 11.1 |
| PSY K111 | C | 3  | X | 2.0 | = | 6.0  |
| BIO K111 | A | 4  | X | 4.0 | = | 16.0 |
|          |   | 13 |   |     | = | 42.1 |

This student's GPA would be 3.24 (42.1 divided by 13).

### **HOLIDAYS AND SCHEDULED CLOSINGS**

See the campus web site at <http://www.trcc.commnet.edu/> for the most current version of the academic calendar

### **HONORS PROGRAM**

Dov Kugelmass, Honors Program advisor  
(860) 892-5791

dkugelmass@trcc.commnet.edu

The TRCC honors program is designed to provide academically talented and motivated students an opportunity to develop their intellectual skills through challenging work that emphasizes critical and analytical thinking. In addition to developing advanced academic skills, students enrolled in the honors program benefit from the following:

- Early course registration
- Honors designation on transcripts
- Honors seminars and colloquia
- Invitation to special events and programs
- Personal letters of recommendation

### **HUMAN RESOURCES**

See appendix for a table of current HR contacts and functions

### **INCOMPLETE GRADES**

Academic Division Office  
(860) 383-5288

A temporary grade assigned by the faculty member when course work is missing and the student agrees to complete the requirements. The student and instructor both *must sign a contract* to permit an "incomplete" grade. The Incomplete Contract can be found on the Intranet, \\trshare\academicdivision\$\Academic Forms. The contract will denote what must be completed to resolve the "I" grade. The "I" must be resolved by the end of the 10th week of the next academic semester (except summer) or it automatically converts to an "F" or "F#" for remedial courses.

### **INFORMATION TECHNOLOGY (IT)**

Dean of Information Technology  
(860) 885-2324  
sgoetchius@trcc.commnet.edu  
IT Help Desk  
TR-ITHelpDesk@trcc.commnet.edu  
Days/Nights: (860) 885-2334

For computing questions, you may access the College's intranet (when on campus) at <http://trccweb> and click on the IT Services link. The Information Technology Department is happy to help you enhance your pedagogy via technological tools.

### *Blackboard Vista/Community College Self Help*

Each course section (on campus and distance learning) identified with an instructor in Banner has an associated Blackboard Vista shell. Entry to all course shells is via the myCommNet portal (<http://my.commnet.edu>). The faculty member's username is the Banner ID# followed by @trcc.commnet.edu. The faculty member's default password is the first three letters of the birth month with a capital first letter, the @ symbol and the last four digits of the social security

number. An example would be Dec@1234. Faculty members can reset passwords using the NetID web page (<http://www.commnet.edu/netid/>). Faculty members can also change passwords within myCommNet (<http://my.commnet.edu>) using the password reset icon. Questions regarding WebCT Vista system can be addressed to IT Help Desk.

#### *Faculty using classroom technology and/or Blackboard Vista*

As more educators choose to use technology in classes, you are encouraged to consider "plan B" when dealing with a technology component to your class. Particularly if this is the first time you're using a new technology option, you are encouraged to give some thought to how you will handle potential issues so that you're not solely dependent on any one technology. Some examples of "Plan B" in various circumstances include:

- Being prepared to use the document camera with printouts or your textbook instead of using the computer should there be a problem with your PowerPoint file or the instructor station computer;
- Being prepared to reschedule an online quiz or assignment due date to the next day if the WebCT server is unexpectedly unavailable around your cutoff time;
- Having 2 methods of accessing critical course files in case you have trouble getting to them from the instructor station computer (from your floppy disk, CD, e-mail, WebCT site, or fileserver);
- Having an alternative lesson plan in mind that you can use should something fail to work properly;
- Giving your students several methods to contact you in case of problems (e-mail, phone, WebCT).

The Community Colleges Distance Learning Council has prepared a full Contingency Plan that may help you with your own "plan B". It is available at <http://www.trcc.commnet.edu/eLearn/DLFaculty.html>. If you encounter any problems with classroom technology, please report the issue to the IT Help Desk immediately so it can be addressed.

#### *Enhanced Equipment Training*

Enhanced equipment and distance learning training are offered each semester as part of the Information Technology Department's scheduled workshops. To obtain the schedule, login to the Community Colleges Course Cart at <http://www.commnet.edu/academics//iitt/coursecart.asp>. In the Course Cart you will find technology workshops offered by all twelve community colleges and you may sign up for any unless you see a prerequisite or restriction on the enrollment. If you prefer to work independently, you may access Enhanced Equipment tutorials via the College's intranet. Simply launch the Internet browser from any networked, campus-based computer and click below or type in <http://trccweb/Information%20Technology/SmartRooms/index.htm>. You may also access tutorials from the Internet the Distance Learning Faculty Resources page (<http://www.trcc.commnet.edu/eLearn/DLFaculty.html>).

#### *Web Pages and On-line Courses*

If you would like assistance with designing a web page you can contact the Director of Distance Learning or the Dean of Information Technology. If you would like assistance in developing an on-line course, contact the Director of Distance Learning.

#### *Club, Development, and Collaboration Rooms in Blackboard Vista*

Sanctioned college clubs can have a virtual meeting space inside Blackboard Vista. The shell can provide all the tools that are normally available to an online course but usually content, discussion and chat features are used.

Development rooms provide a way for faculty members to design courses in advance of the course being scheduled.

Collaboration rooms allow faculty, staff or faculty/staff teams to meet and share information virtually. These rooms aid in cross-curricula instructional design, program coordination, department meetings, and project coordination.

#### **INTRANET**

<http://trccweb>

The intranet is a wonderful tool to utilize for all sorts of college information. Information about everything from college reports, minutes from various meetings, forms to use, a facilities usage schedule, and located in the archives folder are older plans of studies to use when meeting with students. Please take a moment to explore the wealth of information located at this site. Please note that you must be on one of the Colleges' computers to enter this site.

#### **KEYS/KEY CARDS**

Requests for new or replacement keys should be made on the Key Request Form available on our College intranet, \\trshare\TRCC Forms \keyrequestform.doc and forwarded to Carole Lee in the Academic Division office. Keys and swipe cards for assigned offices, classrooms, and conference rooms for all faculty, including adjunct faculty, will be prepared and ready for pick-up 7-10 days after request. You will receive notification via email when keys are ready and will need to see Sandy Dean (860-383-5225) in the Central Utility Plant building to pick up.

#### **LEARNING ACROSS THE BOARD (LAB)**

LAB Committee chair

Learning Across the Board (LAB) grew out of a faculty committee charged with developing a vision of where the college should go. One of the areas discussed was learning communities within the context of a liberal education. After a semester of research and discussion, it was recognized that the concept of a learning community at Three Rivers was too large for one small committee to take on. The group decided to focus on a small part: the promotion and enhancement of cross-disciplinary approaches to teaching and learning. LAB works on two congruent paths: faculty-to-faculty and faculty-to-student. To facilitate the cross-disciplinary learning, LAB sponsors the academic theme each year, organizing events that promote it such as guest lecturers, teach-ins, academic conferences, and brown-bag discussions. LAB is an open committee and welcomes anyone who wants to be involved in the learning process. The LAB Chair is changed periodically.

**LEARNING DISABILITIES**

See entry for “Disability Services”

**LIBRARY/LEARNING RESOURCE CENTER**

Mildred Hodge, Director of Library Services

(860) 885-2346

[http://www.trcc.commnet.edu/Div\\_IT/Library/Library.shtml](http://www.trcc.commnet.edu/Div_IT/Library/Library.shtml)

The library provides resources and services to students, staff, faculty & the general public. The library provides a variety of services included but not limited to Orientation/Instruction on how to use online resources at the library, interlibrary loans and reserves. Books may be checked out for 30 days and can be renewed in person or by telephone. CDs/DVDs can be checked out for 7 days; the library will send overdue notices for materials that are not returned on the due date. The library web page provides a directory, links to databases & web resources, and on-line request forms. Library hours are posted at the beginning of each semester.

*Placing Materials on Reserve*

To place books or other materials on reserve, use the Reserve Request Form use the online form at [http://www.trcc.commnet.edu/Div\\_IT/Library/Library.shtml](http://www.trcc.commnet.edu/Div_IT/Library/Library.shtml). A list of local libraries and the services they provide can be found there as well.

*Off-Campus Library Services*

Instructors teaching courses at off-campus locations are encouraged to bring their classes to the library for formal library instruction. For faculty teaching at the Sub-base, the college has made special arrangements with the Groton Public Library to provide comprehensive library services, formal library instruction, and in-depth assistance with research papers. The Sub-base Library is a resource but cannot provide comprehensive services. Students may use their hometown library cards at any public library in Connecticut, but not at private colleges. The campus library can also obtain most materials through interlibrary loan. Allow 1 to 3 weeks lead time for interlibrary loan requests.

**LOST AND FOUND**

From on campus telephone – ext. 2222

From off campus telephone – (860) 886-0177, ext. 2222

If an item is lost or found, college community members should contact the security office at the numbers listed above or deliver the found item to the security office located next to the campus bookstore.

**MAILBOXES**

Jim Kelly, Purchasing Services Officer

(860) 383-5223

[jkelly@trcc.commnet.edu](mailto:jkelly@trcc.commnet.edu)

Mailboxes are located in room D207 and are fully accessible during college hours. A mailbox is established for all instructors teaching on campus and upon request for off-site instructors.

### **MAINTENANCE**

Arnie DeLaRosa, Director of Facilities  
(860) 383-5232  
adelarosa@trcc.commnet.edu

The maintenance department is part of the administrative division; maintenance staff members are responsible for the upkeep of the physical campus plant. Custodial services, heating and cooling issues, classroom furniture needs, key access control, and restroom supply are all jobs the maintenance department handles. Maintenance personnel also assist in event set-up/break-down and perform all seasonal landscaping tasks including snow removal and mowing.

### **MAKE-UP TESTING**

Cathy Lewis, Placement Test Coordinator  
(860) 885-2312  
clewis@trcc.commnet.edu

Make-up testing services are offered through the Three Rivers Testing Office. Faculty may forward any exam, which requires a proctored environment, to the Testing Office. Conditions for the exam (i.e. time limits, use of supplemental materials, etc.) as well as the tester's name and ID# must be identified. Completed exams can be picked up by the faculty member or returned via interoffice mail. A copy of the make-up test request form can be found in the appendix of this handbook and at the following web location:

[http://www.trcc.commnet.edu/Div\\_StudentServices/admissions/PlacementTesting.shtml](http://www.trcc.commnet.edu/Div_StudentServices/admissions/PlacementTesting.shtml)

### **MISSION, VISION AND VALUES**

#### *Connecticut Community Colleges Mission Statement*

Connecticut's Community Colleges are statewide leaders and partners in the academic, economic, and cultural lives of our communities, providing comprehensive, accessible, innovative, and affordable learning opportunities to diverse populations.

To realize this distinctive mission, the Community Colleges, including Three Rivers: provide a broad range of credit and non-credit liberal arts and sciences, career, and technical, associate degree and certificate programs leading to: transfer, employment, and lifelong learning;

- promote learner success and inclusion through a stimulating, nurturing learning environment, high quality instruction, support services, and co-curricular activities;

- support economic development through partnerships with labor, business, industry, government and our communities, providing workforce development, business development, technology transfer;
- build community through the sponsorship of intellectual, cultural, social and recreational events and activities;
- engage students and community members to become active and responsible leaders in their communities.

#### *Three Rivers Community College Mission Statement*

Three Rivers is an accessible, affordable, and culturally diverse community college that meets varied educational needs by creating an environment that stimulates learning.

To accomplish its mission, Three Rivers Community College:

- Offers post-secondary educational opportunities;
- Encourages lifelong learning;
- Provides a well-rounded and rewarding educational experience with an emphasis on critical thinking, effective communication, and the College's institutional values;
- Fosters an appreciation of the natural and social sciences, humanities, technology and the arts;
- Helps students achieve their goals;
- Serves as a community resource for people and institutions within its service area;
- Delivers its services efficiently and measurably; and
- Contributes to economic development of this region and the state.

#### *Three Rivers Vision Statement*

The Vision Statement: Three Rivers Community College will be a college of choice with a reputation for innovation, quality, and accessibility, serving a dynamic student population.

#### *TRCC Values Statement*

Three Rivers Community College values:

- Teaching and Learning
- Integrity and Service
- Community and Diversity

#### *TRCC's Values in Action*

*Teaching and Learning* – Instruction that stresses close consideration, critical analysis, and careful design; collaborative, nurturing, learning communities that foster student success;

active, innovative teaching strategies, including a commitment to learning through service; learning for lifelong achievement, growth, development and satisfaction;

*Integrity and Service* – Responsibility to oneself, one’s peers, one’s colleagues and one’s community; trust and confidence in our academic programs; an atmosphere of collegiality across the academy;

*Community and Diversity* – Access for all regardless of age, race, ethnicity, culture, gender, orientation, or disability; civic engagement within and outside the college; academic, social and technical resources for citizens within our service area.

### **myCommNet**

my.commnet.edu

IT Help

(860) 885-2334 (Days)

(860) 885-2331 (Nights)

IThelp@trcc.commnet.edu

myCommNet is a source of information for all students, faculty and staff of the Connecticut Community Colleges, and provides access to a broad array of personal, academic, and work-related services. Faculty uses this site to:

- submit grades
- view class lists
- provide course materials
- register to receive emergency text messages via myCommNet Alert
- reset password
- e-mail students
- and more!

### **OFFICE HOURS**

Full-time faculty members are required by contract to hold a minimum of three office hours per week in no less than half-hour periods. These hours should be posted on your office door and a copy of hours turned into the Academic Division Office at the beginning of each semester.

Adjunct faculty are encouraged to make time available for students before or after class periods and should identify for students how they can be reached outside of class time. An office in the Academic staff/faculty area is reserved as an office for adjunct faculty.

### **OFFICE SPACE FOR ADJUNCT FACULTY**

Office space for adjunct faculty is located in D205E. See Keys/KeyCards section to follow key requisition procedure.

### **OFFICE SUPPLIES**

See entry for “purchasing office”

**ON-LINE COURSES**

See entry for “distance learning”

**PARKING**

Restricted areas for faculty and staff parking have been set aside on campus. Three Rivers clearly designates & differentiates student parking, visitor, handicapped parking and staff/faculty parking areas for the convenience and safety of all. Violators who disregard parking instructions will receive an orange violation sticker from Security each time a violation occurs. Anyone who illegally parks in State mandated handicapped spaces or in fire lanes will be immediately reported to the Norwich Police Department.

**PAYMENT SCHEDULE**

Please see the appendices for the current state calendar of pay periods and pay days.

**PAYROLL**

Anthony Mitta  
(860) 383-5210  
amitta@trcc.commnet.edu

New instructors are required to visit the Human Resources office to complete various forms that require personal information. Please make an appointment to speak with Human Resources as early as possible to ensure that your first paycheck is not delayed. All full-time and adjunct faculty and staff members may choose from several options regarding paychecks: pick-up, mailing, direct deposit, etc..

**PHI THETA KAPPA**

Joan Graham, Phi Theta Kappa Advisor  
(860) 383-5228  
jgraham@trcc.commnet.edu

Phi Theta Kappa, founded in 1918, is recognized as the official honor society for two-year colleges by the American Association of Community Colleges. Members benefit from scholarships and transfer resources, recognition of academic achievement, career resources, and discounts on a wide range of valuable resources. Membership is based on superior academic achievement and is conferred only by invitation of the TRCC chapter.

**PHOTOCOPYING**

Photocopiers for faculty are located in the lounges of the first and second floors of the C wing. There is a copy center located in D-207. Student workers in the copy center and Purchasing Dept. are available to help with any assistance needed with photocopiers.

**PLAGIARISM**

See entry for “Academic Integrity”

**PRESIDENT'S CABINET**

The President's Cabinet provides for interdivisional review and dialogue by management staff and at least one elected representative of the faculty and staff on all policy matters and all issues of major institutional importance. The Cabinet also coordinates policy and implementation as required, advises the President, and serves as the vehicle through which all final planning and policy decisions flow.

The President's Cabinet meets weekly at a time in concert with the Governance Council's schedule determined at the beginning of each semester. Membership includes the president, deans, associate dean, director of human resources, director of institutional advancement, director of institutional research, executive assistant to the president, and the chair of GC (or designee). Minutes are taken by the President's designee and distributed within a week of the meeting to the college community. The president's cabinet serves in the following roles: review, discuss and advise the President relative to institutional policy matters and any other decisions of significant institutional importance and interest, policy implementation coordination and problem solving, general information sharing among the President and members.

Cabinet members are expected to share information in the initiation of projects, planning of policy development which will/may have interdivisional impact, on emerging internal or external issues, problems, or on events of institutional interest or concern. All final Presidential decisions and approvals that relate to the institutional plan, policies, or other decisions of general interest which have undergone appropriate review by the governance system are announced by the President at cabinet meetings and documented in the minutes.

**PROFESSIONAL DEVELOPMENT**

Louise Summa, Director of Human Resources  
(860) 892-5734  
lsumma@trcc.commnet.edu

Professional development monies are made available through the contract for faculty use. Each union has its own guidelines for the amount of professional development funds available each year and how they are distributed. Every year, the Professional Development /Sabbatical Committees for the two unions develop guidelines for the application and distribution of these monies. For the most up to date information on how and when to apply for these funds, you should contact your campus union representative or the human resources office.

**PROMOTION**

Louise Summa, Director of Human Resources  
(860) 892-5734  
lsumma@trcc.commnet.edu

Please refer to your respective collective bargaining agreements (American Federation of Teachers or Congress of Connecticut Community Colleges) for information on eligibility and the process of promotion.

### **PUBLIC RELATIONS**

Christina Levere, Public Relations Associate  
(860) 885-2603  
clevere@trcc.commnet.edu

The public relations office supports the College's marketing and public relations activities. The office is responsible for graphic arts design, layout and production including desk top publishing, copy writing and editing, photography, preparation and production of publications such as the college catalog, class schedules, handbooks, brochures, newsletters and promotional posters and flyers, and press relations. The Public Relations office publicizes the College to its external and internal audiences to facilitate the flow of useful information and to contribute to a positive image for the College. Further, the office enjoys cooperative and collaborative relationships with College administration, staff, faculty and alumni, as well as with members of the press. Requests for publications are completed using the form on the Intranet located at \\trshare\TRCC Forms\Project Request Form.doc.

### **PURCHASING OFFICE**

Jim Kelly, Fiscal Administrative Officer  
(860) 383-5223  
jkelly@trcc.commnet.edu

The Purchasing Office is responsible for a number of functions, including dispensing standard office supplies, handling mailings, overseeing/troubleshooting photocopying equipment, and purchasing other materials that are needed for office space. Anything that the college needs to pay for goes through this office. They also handle the initial paperwork for mileage reimbursements and professional development funds.

If you need to submit a purchase request, you can fill out a Purchase Requisition form, which is available outside the Purchasing Office or on the Intranet at \\trshare\TRCC Forms. Orders placed by Tuesday of each week will be filled on Wednesday and may be picked up in the Purchasing Office.

All purchases must be approved by the Chairperson and the appropriate Dean and then the purchase requisition is forwarded to Purchasing for the review of the Purchasing Services Officer. At that time, the PSO will review the request and make a determination on the choice of Vendor to receive the best possible price and or service for that request.

Do not make any purchases without a purchase order that has been prepared and approved through the current system and signed by the PSO. Any purchase made without the above is not a valid contract by the State of Connecticut and therefore the State is not obligated to make

any payments. If you do this, you and only you are responsible for any debt incurred.

Do not place any orders via phone, fax or e-mail. They are not valid purchase orders and will not be recognized by the Purchasing and Accounts Payable Department.

## **RELIGIOUS PRACTICES**

In accordance with provisions of state and federal law, Board and College policies prohibit discrimination on the basis of religious belief or practice. This includes the obligation to consider requests for accommodation of such practices.

### *Faculty*

Faculty members are required to make prior arrangements with their immediate supervisor for the coverage of any classes that will be missed on account of the faculty member's absence for religious observance. Arrangements may be made for a substitute teacher, a guest speaker or an alternative assignment that does not require the faculty member to be present. Procedures on class coverage found at Article X, Section 6H of the Congress contract should be followed where applicable. Typically, it will not be feasible to reschedule a class on account of a faculty member's religious observance.

### *Staff*

Non-teaching employees must notify their supervisor in advance of their need for time off on account of a religious holiday. The supervisor will grant the request so long as it is timely made and in accordance with procedures that may have been adopted by the College. When a request is granted, it is generally expected that the employee will use personal leave or vacation time to cover the absence from work. Alternatively, an arrangement may be made to make up the missed work or the employee's work schedule may be modified.

### *Students*

Students have an obligation to notify their instructors in a timely manner regarding anticipated absences for religious observances. Based on procedures adopted by the College, students may be required to request accommodations during the first week of an academic semester or within a prescribed period of time before the anticipated absence. Requests should be made in writing stating the reason for the request, i.e., conflict with scheduled quiz, test, exam, assignment or activity, the religious observance that poses the conflict and the date or dates of such holiday. If an instructor is unfamiliar with a particular religious holiday, he/she may ask the student for a calendar or other documentation of the religious observance or holiday.

Questions concerning the above should be addressed to the Human Resource Director (faculty and staff) or to the Academic Dean (students).

## **ROSTER**

See entry on "Class Roster"

## **SECURITY**

See entry on “Campus Safety”

### **SERVICE LEARNING**

Janet Hagen or Chantal Krcmar, Service Learning Committee  
(860) 892-5738 or (860) 892-5788  
jhagan@trcc.commnet.edu or ckrcmar@trcc.commnet.edu

The TRCC service learning committee is dedicated to working with faculty in all disciplines to create courses that engage students in service learning through active participation with partnering organizations in the community. Areas of responsibility include faculty support, working as liaisons with community sources, and the creation of a sustainable program that gives students a variety of options while meeting the requirements of their educational degree program. As part of Campus Compact, a national nonprofit organization dedicated to promoting service-learning in higher education, the committee members are involved in conferences and workshops and have access to training, advocacy, and the resources needed to develop service-learning programs that promote civic engagement.

### **SEXUAL HARASSMENT**

George Rezendes, Affirmative Action Officer  
(860) 892-5774  
grezendes@trcc.commnet.edu  
[http://www.commnet.edu/Board-Docs/BPM\\_COMPLETE\\_MASTER.pdf](http://www.commnet.edu/Board-Docs/BPM_COMPLETE_MASTER.pdf)

Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the Board of Trustees’ Nondiscrimination Policy. The Board’s policy recognizes that sexual harassment undermines the integrity of employer-employee and student-faculty-staff relationships and interferes with the right of all members of the College community to work and learn in an environment free from harassment. Such conduct will not be tolerated. A full description of the policy can be found in the current version of the college catalog.

### **SMOKING**

Michael Lopez, Dean of Administration  
(860) 383-5202  
mlopez@trcc.commnet.edu

Smoking is permitted on Three Rivers Campuses only in specifically designated locations. These locations may change from time to time. Smokers may call the number listed above for information about current locations or refer to signage posted at the college.

Since the success of this program is largely dependent on the support of the entire college community, everyone, including smokers and non-smokers are asked to comply or assist with the following new rules:

- Do not smoke or use tobacco products in front of either main campus nor within 100 feet of any entrances or windows (unless in a specifically designated smoking area).
- To the fullest extent possible, try to extinguish smoking materials before leaving your vehicle.
- Only light up and use tobacco products within the designated areas, not en-route to these locations.
- Dispose of used tobacco products only in the trash receptacles provided, not on the ground.
- If violations are noted, please remind students, staff or visitors involved about these new rules and about the location of authorized smoking areas.
- Please report any habitual or flagrant violations to any of the Three Rivers' management staff.

### **STRENGTHENING INSTITUTIONS PROGRAM GRANT (TITLE III)**

David Ferreira, Director of Learning Initiatives and Coordinator of Title III Activities  
(860) 383-5229  
dferreira@trcc.commnet.edu

Title III awards federal grant funds from the US Department of Education under the "Strengthening Institutions" program. Three Rivers' project, Strengthening Learning Initiatives for Student Success, is a \$300,000 per year, five-year project that was awarded in 2007. The funds provide us with resources to work synergistically to improve student persistence and success. Each of the five years has a distinct theme. How we approach the theme is guided by a set of goals that carry over year-to-year. Faculty and staff interested in Title III grant awards should contact the Director of Learning Initiatives.

### **STUDENT BEHAVIOR**

Norma Johnson, Administrative Assistant to the Dean of Student Services  
(860) 892-5762  
njohnson@trcc.commnet.edu  
[http://www.commnet.edu/Board-Docs/BPM\\_COMPLETE\\_MASTER.pdf](http://www.commnet.edu/Board-Docs/BPM_COMPLETE_MASTER.pdf) (see Policy 5.2.1)

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. The Student Discipline Policy is intended to ensure that members of the College community are able to pursue their goals in an atmosphere free from unreasonable interference or threat of interference. This Policy is also intended to foster the development of important values, including accountability, responsibility, fairness, respect for self and others, appreciation of personal freedoms and a recognition of the importance of physical safety in the College community.

The Policy sets forth a number of expectations for student conduct and prescribes procedures for enforcement. Since students are assumed to be at various stages of moral and social development, sanctions imposed should attempt to assist students in their growth and

development, wherever possible. However, the paramount consideration must always be to protect members of the College community and the educational process from harm.

Students are expected to:

Demonstrate respect for the College community by acting in accordance with published Board policies and College rules and regulations, demonstrate respect for the property of the College, demonstrate academic integrity, demonstrate respect for others, be truthful in all matters, comply with the directions of College staff members, refrain from the unauthorized possession or use of weapons or dangerous instruments, refrain from knowingly possessing, using, transferring, selling or being under the influence of any controlled substance, refrain from any unauthorized use of electronic or other devices to make an audio or video record of any person, and to conduct oneself in a civil and respectful manner, both within and outside the College.

### **STUDENT CLUBS AND ORGANIZATIONS**

[http://www.trcc.commnet.edu/Div\\_StudentServices/StudentPrograms/eOrientation/OrgFlyer.pdf](http://www.trcc.commnet.edu/Div_StudentServices/StudentPrograms/eOrientation/OrgFlyer.pdf)

See entry for “student programs”

### **STUDENT DIVERSITY**

Norma Johnson, Administrative Assistant to the Dean of Student Services

(860) 892-5762

[njohnson@trcc.commnet.edu](mailto:njohnson@trcc.commnet.edu)

The student body is academically, sociologically, psychologically, and economically diverse. This diversity represents both a challenge and a resource in the classroom. As a faculty or staff member, you need to be able to communicate effectively to a diverse audience. You may have a high school student participating in a high school partnership program, a displaced worker from the defense industry who is looking for a new career but is uncertain whether he or she can succeed in college, a senior citizen attending college for the first time, a single mother on welfare trying to make a better life for herself and her family, a young black male working several jobs just to get by, a student with dyslexia who needs note taking and test taking accommodations, a student whose second language is English, and a member of the Mashantucket-Pequot or Mohegan Tribe preparing for a position in Casino Management, all in the same class.

The challenge for community college teachers is to create an environment in which a diverse student population can succeed. Diversity in the classroom means that you can draw on a wide range of experience, ideas, values, beliefs, and feelings. It also means that you must work with your students to promote tolerance of opposing points of view. Tolerance requires hard work and is gained through critical thinking about the complex issues of our day.

### **STUDENT PROGRAMS**

(860) 885.2301

[http://www.trcc.commnet.edu/Div\\_StudentServices/StudentPrograms/index.shtml](http://www.trcc.commnet.edu/Div_StudentServices/StudentPrograms/index.shtml)

studentprograms@trcc.commnet.edu

Students can enhance their experiences at Three Rivers by participating in student activities and events that will foster an exciting campus life, help them develop leadership skills and create friendships. Student Programs coordinates the STARS (Student Activities Reward System) program, as well as student outings, the student lounge and game room, and also sells tickets for college sponsored events. Student Programs advertises upcoming activities on their Facebook page (TRCC Student Programs Office) and with flyers around campus.

Students are strongly encouraged to participate to join or participate in one of our student organizations. From architects to vets, baseball to ska music, there is something for everyone. All student organizations have a seat on Student Government. Student organizations must have a staff or faculty advisor who serves as the official TRCC liaison between the organization and Student Programs. To learn more details about a specific student organization or to assist in starting a new one, contact the Student Programs Office.

### **STUDENT SERVICES DIVISION**

Norma Johnson, Administrative Assistant to the Dean of Student Services

(860) 892-5762

njohnson@trcc.commnet.edu

Student Services staff work collaboratively with faculty and all departments of the college to facilitate and support student success.

With the faculty, student services staff serve on college committees and task forces, teach interdisciplinary and student development courses such as the First Year Experience, design and facilitate workshops, advise and counsel students and provide student engagement opportunities outside of the classroom. The Student Services division welcomes faculty involvement in our programs and services. Opportunities for faculty include serving as club advisors, participating in prospective student events and new student orientation, developing transfer articulations, participating in specified career information workshops, etc.

The Student Services Division includes the following departments and services: admissions, financial aid, registrar's office, student counseling and advising, career development, transfer counseling, veterans services, student activities, placement testing, international and ESL student advising and support, and the student services welcome center. Faculty are invited to visit anytime by stopping by our offices on the 1<sup>st</sup> floor of A-Wing or the student activities office on the 2<sup>nd</sup> floor of X-Wing.

Student Services hours are Monday – Friday from 8:30am-5pm with extended hours weekly on Wednesday evenings until 6:30pm, Saturdays from 9am-12noon and during late registration and add/drop periods each semester.

### **SYLLABUS**

## Department Chairs

Tia D'Alessandro, Educational Assistant  
(860) 383-5230  
tdalessandro@trcc.commnet.edu  
\\trshare\academicdivision\$\Syllabi

All courses are required to have a syllabus that is filed electronically with the educational assistant in the academic division. A sample syllabus is located on the intranet, located at \\trshare\academicdivision\$\Academic Forms\Syllabus\_sample.pdf. Department chairs also can provide sample syllabi for the courses you teach. The electronic archive is available on the intranet at the address indicated above. The exact order and scope of topics to include is up to individual departments and instructors, but these topics should be included:

1. Course title and number
2. Class meeting times and location
3. Instructor contact information and office hours
4. General course description
5. Learning outcomes or objectives
6. Required texts or other materials
7. Methods of evaluation
8. Grading, attendance, and classroom policies
9. Calendar of readings or topics
10. Academic integrity policy/statement
11. Student disabilities policy/statement

If you are uncertain of what is expected in your syllabus, contact your program coordinator or department chair for guidance and/or relevant samples.

## TELEPHONES

IT Help

(860) 885-2334 - Days

ldavenport@trcc.commnet.edu

Instructions for operating desktop telephones are found in the appendices.

## TEXTBOOKS

TRCC Bookstore

(860) 887-6842

3rivers@bkstr.com

If you have questions regarding the textbook for your course, please contact your Department Chair/Program Coordinator. Each department has its own policy regarding the selection of textbooks. Some departments encourage Faculty members to choose their own textbooks, while others select the texts for their courses. Departments may also have requirements or guidelines concerning the textbook material to be covered in specific courses. Desk copies can

be obtained direct from the publisher. The bookstore can be contacted for general questions regarding their services and current phone numbers for most major publishers. See appendices for the most recent list of publisher contacts.

### **TITLE III GRANT**

See entry for “Strengthening Institutions Program Grant”

### **TUTORING ACADEMIC SUCCESS CENTERS (TASC)**

David Ferreira, Director of Learning Initiatives

(860) 383-5229

dferreira@trcc.commnet.edu

Matt Burbine, Educational Assistant

(860) 892-5745

mbrubine@trcc.comment.edu

Jon Brammer, Writing Center Coordinator

(860) 892-5769

jbrammer@trcc.commnet.edu

TRWritingCenter@trcc.commnet.edu

[http://www.trcc.commnet.edu/Div\\_academics/TASC/TASC.shtml](http://www.trcc.commnet.edu/Div_academics/TASC/TASC.shtml)

The Tutoring and Academic Success Centers (TASC) are located in Rm. C-117, next to the Learning Resource Center. TASC provides individual academic assistance to students in a comfortable environment. Also, TASC sponsors seminars and workshops on topics such as study skills, calculator use, test taking, writing skills, and basic English and mathematics skills. Skilled professional and peer tutors, as well as faculty volunteers and staff members, provide free one-to-one or group tutoring to Three Rivers students in many subject areas on an appointment or walk-in basis. A wealth of information about TASC and its goal of helping students to succeed academically, includes online workshops, online tutor training, tutor schedules, hours of operation, and numerous useful links can be found at the link above. For an appointment or for more information, contact TASC by phone at 860 892-5713 or by e-mail.

TASC consists of a Tutoring Center, a Writing Center, a Math Lab, and a Language Arts Lab. All tutoring is available both in a walk-in and by appointment basis. The specific functions of each area are outlined below

#### **The Tutoring Center**

The Tutoring Center provides one-to-one tutoring for most courses taught at Three Rivers. Group tutoring sessions can be arranged as well. The Tutoring Center also coordinates in-class tutoring programs, which supply supplemental instructional support to a variety of career programs. In addition, the Tutoring Center also offers a variety of Adaptive Technology services and equipment for special needs students, for example, spellcheckers, text-scanners, tape recorders, and specialized tutorial support.

#### **The Writing Center**

The Writing Center staff provides writing support for all students at all levels of writing ability. The staff also works in subjects across the curriculum, ranging from English to history to nursing. The Writing Center staff members can help students with research paper development in ways such as exploring topics, finding a thesis, drafting, revising, MLA or APA documenting, etc... Walk-in appointments are available and students can also reserve appointment times up to a month in advance to get feedback on their papers. In addition to the face-to-face services, papers are also accepted via e-mail. Students can take advantage of computer workstations that are fully networked with the rest of the campus, a local printer, copies of the most recent writing handbooks, and up-to-date references on citation and documentation for research.

### **The Math Lab**

The Math Lab has tutoring available for ALL mathematics courses and has a computer lab with software support for the various math course taught at Three Rivers and also provides automated tutorials and videos for some courses. The Math Lab also has textbooks, handouts, worksheets, and practice tests available for student use.

### **Language Arts Lab**

The Language Arts Lab has computer stations and specialized software both for ESL students and for students learning a foreign language.

## **UNIONS**

American Federation of State, County and Municipal Employees (AFSCME)

<http://www.afscme.org/index.cfm>

American Federation of Teachers (AFT)

<http://www.aft.org/>

Connecticut Employees Union Independent (CEUI)

<http://www.ceui.org/>

Congress of Connecticut Community Colleges (4Cs)

<http://www.the4cs.org/>

A union is a group of individuals who join together to form an organization which represents them regarding work and employment issues. Unions are also known as collective bargaining units. There are four active unions on the TRCC campus: the American Federation of State, County and Municipal Employees (AFSCME), American Federation of Teachers (AFT), Connecticut Employees Union Independent (CEUI), and the Congress of Connecticut Community Colleges (4Cs). When faculty members are hired by the college, they will be assigned to either the 4Cs or the AFT. Staff members may be placed in any of the unions depending on their job classification within the state system. Decisions are made as to where to place a new employee based on a formula of proportional representation (i.e. members are added to the AFT or the 4Cs to keep the proportions of members the same as they were when the campus merged in 1992).

Union members vote for officers and contracts, serve on contract committees on campus, attend chapter meetings, and have the opportunity to participate in state-wide initiatives. To obtain copies of your union contract or to find out more about how to get involved in union activities, contact your local union representative.

**VOICE MAIL**

See entry for “telephones”

**WEAPONS ON CAMPUS**

See entry for “campus safety”

**WEATHER**

See entry for “closings/delays/early dismissals”

**WEB PAGES**

Kem Barfield, Director of Distance Learning

(860) 383-5215

kbarfield@trcc.commnet.edu

<http://www.trcc.commnet.edu>

The campus web page is an invaluable resource for the most current information about events and activities going on at TRCC. Special presentations, weather closing information, job postings, and other useful items are updated regularly. Those faculty or staff interested in creating web pages for offices or projects can contact the director of distance learning for assistance in designing and publishing web resources.

**WRITING ACROSS THE CURRICULUM**

Jon Brammer, Writing Center Coordinator

(860) 892-5769

TRWritingCenter@trcc.commnet.edu

There are many holistic skills that are vital to college success. One of them is writing; most academic fields require students to produce written work of some kind. Here are a few suggestions for all instructors that encourage writing across the curriculum:

- Assign at least two writing assignments where students must do more than merely "give back" information; pose a question or problem that requires them to think critically.
- Be clear about your standards and expectations for writing; provide a rubric or written assignment sheet whenever possible.
- Demonstrate what a good piece of writing in your class looks like by providing models from your discipline.
- Give feedback on student writing. Talk about what has been effective in a given assignment and what has not been effective.
- When asking an "essay" question on an exam, be sure the question is direct and well-focused and leads the student to a specific pattern of organization. Do not assume that

students can organize material on their own without some clue or signpost such as "compare" or "analyze the causes of" or "trace."

- Make students aware of any specific writing styles or formats expected in your discipline; do not assume that what you expect is universally expected.
- Make students aware of the kinds of sentence-level editing errors that will or will not be tolerated; do not expect that all grammatical errors will disappear after ENG 101 and ENG 102.
- Recognize that good writing skills need to be reinforced and developed throughout a college education in all subject areas.