ADJUNCT FACULTY RESOURCES

KEY RESOURCES

ADJUNCT FACULTY OFFICE D-205E
The adjunct faculty office is equipped with workstations, which include computers and desks to meet with students. The space is communal, so we ask that adjunct faculty share the space and do not leave personal belongings in drawers or on shelves. There is also a printer available in the suite.

COPY CENTER & MAIL ROOM D-207
Student workers are available to assist with large copy jobs and a smaller copier to use for quick copy jobs. Faculty Mailboxes are also located here.

CLASSROOMS
Traditional classrooms and computer labs are all equipped with teaching stations that have a computer and allow for use of a projector and PowerPoint presentations. Keys to classrooms should be requested through the Academic Division Office (C-213) via Carole Lee.

CLASS CANCELLATIONS
If you must cancel class due to personal reasons, please contact Carole Lee (clee@threerivers.edu) or Ronda Charette (rcharette@threerivers.edu) to have a sign put on the classroom door. We also ask that you email your students to notify them in advance. If your class begins before 9 am, please notify Diane Jewett at 860.215.9254 or (djewett@threerivers.edu).

PARKING
There are designated faculty/staff parking areas which require a staff parking sticker. Please see Christine Marceau in the Administrative Services Office (C-241) to get a sticker. If you are using an alternative vehicle you will also want to get a temporary pass.

INSTRUCTIONAL LEADERSHIP
Academic Dean
Dr. Ann Branchini, C-213, 860.215.9004
academicdean@threerivers.edu

Director of Learning Initiatives
Jodi Calvert, D-111G 860.215.9220
jcalvert@threerivers.edu

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<th>Department</th>
<th>Chair/Director</th>
<th>Phone</th>
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<td>Business</td>
<td>Ed Muenzner</td>
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<td><a href="mailto:emuenzner@threerivers.edu">emuenzner@threerivers.edu</a></td>
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<tr>
<td>English</td>
<td>Marcel Burch</td>
<td>860.215.9410</td>
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<td></td>
<td><a href="mailto:mburch@threerivers.edu">mburch@threerivers.edu</a></td>
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<tr>
<td>Humanities</td>
<td>Terrance Delaney</td>
<td>860.215.9422</td>
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<td><a href="mailto:tdelaney@threerivers.edu">tdelaney@threerivers.edu</a></td>
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<tr>
<td>Math</td>
<td>Larisa Alikhanova</td>
<td>860.215.9401</td>
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<td><a href="mailto:lalikhanova@threerivers.edu">lalikhanova@threerivers.edu</a></td>
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<tr>
<td>Nursing</td>
<td>Edith Ouellet</td>
<td>860.215.9460</td>
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<tr>
<td>Science</td>
<td>Leslie Samuelson</td>
<td>860.215.9467</td>
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<td><a href="mailto:lsamuelson@threerivers.edu">lsamuelson@threerivers.edu</a></td>
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<tr>
<td>Social</td>
<td>Dov Kugelmass</td>
<td>860.215.9446</td>
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<tr>
<td>Science</td>
<td><a href="mailto:dkugelmass@threerivers.edu">dkugelmass@threerivers.edu</a></td>
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<tr>
<td>Technologies</td>
<td>Allan Anderson</td>
<td>860.215.9403</td>
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<td><a href="mailto:aanderson@threerivers.edu">aanderson@threerivers.edu</a></td>
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2015-2016

KEY CONTACTS

Academic Division Office
Ronda Charette, 860.215.9228 - D-111
rcharette@threerivers.edu
Carole Lee, 860.215.9262 - C-213
clee@threerivers.edu

Student Services 860.215.9016, A-113
Registrar’s Office – 860.215.9064, A-113

Tutoring and Academic Success Center (TASC)
860.215.9082, C-117
Matt Burbine – Tutoring Center
860.215.9219, mburbine@threerivers.edu
Jon Brammer – Writing Center Coordinator
860.215.9214, jbrammer@threerivers.edu

Innovative Design in Educational Advancement (IDEA) Center
Amanda Caffary, 860.215.9295, D-201
acaffary@threerivers.edu

IT-Help Desk 860.215.9049
tr-servicedesk@threerivers.edu (New as of 3/2013)

DONALD R WELTER LIBRARY
Opening Hours:
Monday – Thursday: 8.30 am – 6.00 pm
Friday: 8.30 am – 3.00 pm
Saturday & Sunday: closed

TUTORING AND ACADEMIC SUCCESS CENTER (TASC) – C-117
TASC provides individual academic assistance to TRCC students. TASC sponsors 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 and staff, provide free one-on-one or group tutoring to students on an appointment or walk-in basis.

INNOVATIVE DESIGN IN EDUCATIONAL ADVANCEMENT (IDEA) Center – D-201
The IDEA Center is a space accessible to all TRCC employees that maintains and supports well-qualified committed faculty and staff who utilize both proven traditional and progressive student-centered learning approaches.