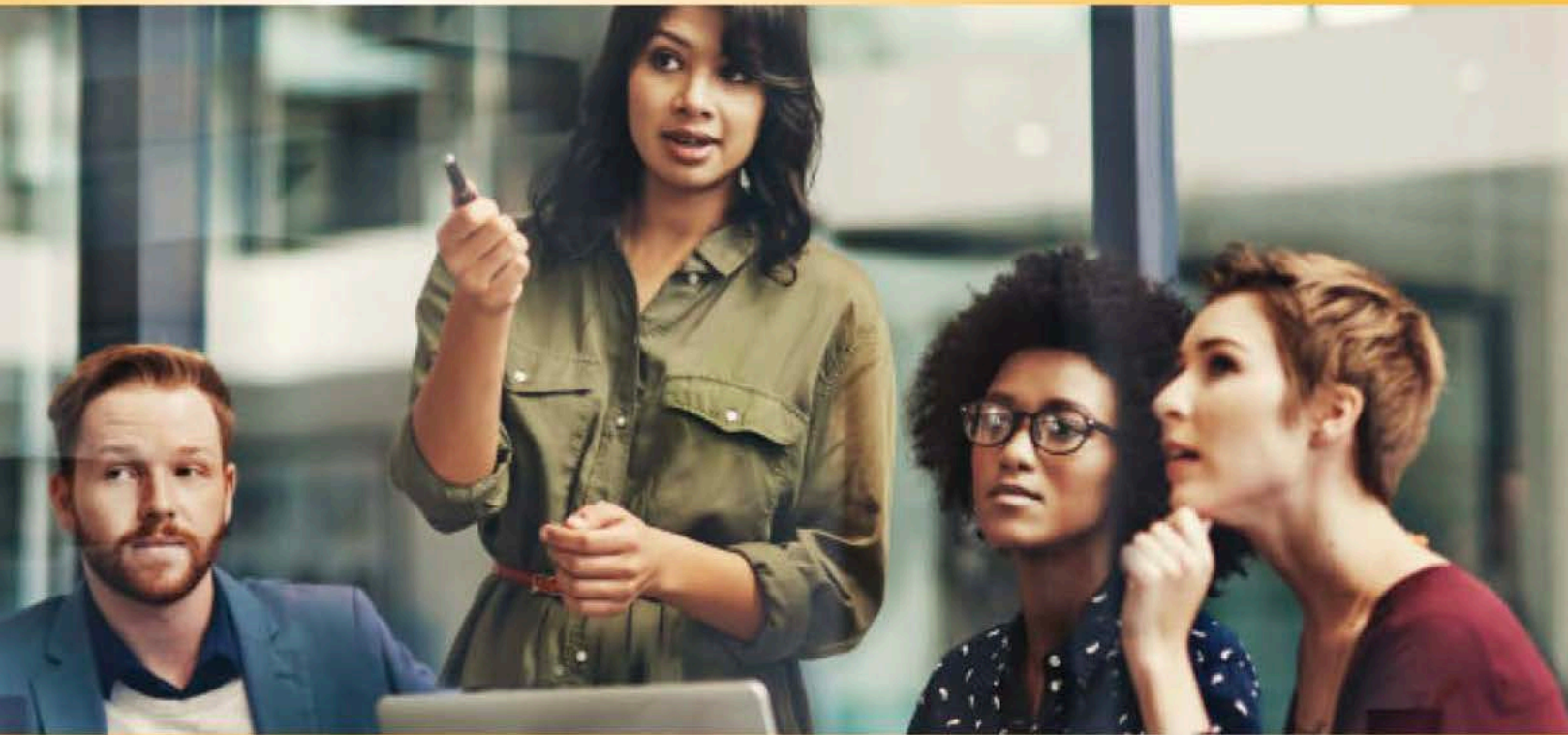# HOUSATONIC
COMMUNITY COLLEGE

1967

Faculty Resource
Information Booklet

Mission & Vision and Strategic Planning Statements

Mission

Housatonic Community College, through a collaborative, learner-centered, technology-rich, and stimulating educational environment, empowers all individuals to develop to their full potential as lifelong learners. As a knowledgeable and dedicated faculty and staff, we inspire students to contribute responsibly to our dynamic regional and global society.

Vision

Housatonic Community College, empowered by resources and public support, will be a regional leader in higher education, workforce development, and community engagement with cutting-edge programs in science, technology, engineering, arts, mathematics, and other disciplines that address the ever-changing needs of students, employers, and society.

Strategic Plan

Priority 1: Strategic Success

Students are the center of the college. Their needs must be identified and met through new and improved programming and excellent customer service from entry to exit.

Areas of Focus

1. Create new programs at HCC with pathways to associate and bachelor degrees as well as direct entrance into the workplace.
2. Develop new student services not currently provided.
3. Communicate with students through a variety of channels.
4. Create multiple pathways to enter, progress through, and go beyond HCC.
5. Enhance credit programs with new credit courses.
6. Establish a retention office staffed with retention specialists.

Priority 2: Educational Excellence

Housatonic Community College's institutional excellence depends on adhering to rigorous standards and continually assessing best practices in all areas of the college.

Areas of Focus

1. Develop college wide initiatives to address student preparedness.
2. Develop services to meet academic, career, and personal needs of students.
3. Create educational excellence throughout the campus.
4. Provide opportunities for faculty/staff to further develop levels of excellence while being mindful of the need for balance between work and release time.
5. Improve and maintain facilities to support educational excellence.

Priority 3: Enrollment

Streamline enrollment by simplifying the process, alleviating student confusion and anxiety; highlight HCC as a welcoming place where advisement fosters retention and matches student needs to academic and non-academic program options.

Areas of Focus

1. Base an advising model on best practices.
2. Base a customer service model on best practices.
3. Conduct an assessment of internal/external needs for new programs.
4. Base a retention model on best practices.
5. Examine trends to connect programs and careers.
6. Develop a multi-faceted and integrated communication approach.
7. Promote recruitment through a variety of external groups.

Priority 4: Programs

Develop a comprehensive, sustainable plan in which the needs of students and the workplace match the demands and where pathways for cutting-edge non-credit and credit programs flow to careers/employment/transfer.

Areas of Focus

1. Develop programs based on community needs and sustainability.
2. Develop and expand new and existing partnerships and programs including linkage between non-credit programs that feed into credit programs.
3. Base a retention model on best practices.
4. Develop and expand existing and new partnerships.
5. Adjust faculty/staff workload to accommodate program development.

The HCC Strategic Plan: **http://www.housatonic.edu/about-us/strategic-plan**

NECHE Accreditation

Housatonic is accredited by the Connecticut Board of Regents for Higher Education and by the **New England Commission on Higher Education (NECHE)**, a national, non-governmental organization whose affiliated institutions include elementary schools through institutions offering post-graduate instruction. Accreditation by the New England Association indicates that an institution meets or exceeds criteria for quality, institutional integrity, and continuity. The college is authorized to award the Associate in Arts and Associate in Science degrees. Please visit the NECHE website for information: **https://www.neche.org/**

Welcome New and Returning Faculty

Dear Colleagues,

It is our wish for you to have a happy and successful semester. We are all on the same team, and are here to offer you support in any way we can, to ensure the college experience for our students fosters growth in learning, knowledge, and experiencing college life to its fullest.

New students will be attending college for the first time. They will be arriving filled with nervousness, learning how to navigate the campus buildings, forming new friendships, and building relationships with their professors. Returning students will be coming back with excitement to see their friends and professors again. Many will be rested, eager to get their books and study again.

Faculty are an important part of our students' college experience. You are often their first interaction and support. Your personal interest in their educational success, offers our students the opportunity to grow, to believe in themselves, and achieve goals they may have dreamed of but never believed they would ever reach. We are deeply grateful to each of you for your contributions and extraordinary dedication to our students.

We offer you this Faculty Resource Information Booklet (a general version with no semester dates) as an effort to provide the support you will need for your teaching and classroom experience. We look forward to seeing you again, getting to know you and assisting you.

Please visit the HCC website for information: **http://www.housatonic.edu/**

- o HCC Faculty and Staff (Directory, Resources, Center for Teaching, and more): **http://www.housatonic.edu/facutly-staff/faculty-and-staff-homepage**

- o HCC Programs (Degree and Certificates): **http://www.housatonic.edu/degrees-and-certificates**

- o CSCU Common Calendar & Campus Calendars: **http://www.ct.edu/academics/calendar**

- o HCC Registration Dates: **http://www.housatonic.edu/registration-dates**

- o HCC Student Conduct Policies: **http://www.housatonic.edu/student-life/student-conduct**

- o HCC Student Services Area: **http://www.housatonic.edu/student-services**

COVID-19 GUIDELINES

Dear CSCU Community,

As we start the Fall 2022 semester, I am providing an update on our ongoing response to COVID-19. The changes we have made in our responses to the virus would not be possible without everyone's commitment to our broader community, and I thank you for taking the virus seriously and doing your part.

During Fall 2021 and Spring 2022 semesters the state of Connecticut, and by extension our institutions, operated under a public health state of emergency declaration. These requirements included mandatory vaccination for all state employees, and the Board of Regents (BOR) passed a policy requiring vaccines for students.

In response to the success of the mitigation efforts, the CT General Assembly lifted the remaining executive orders during Spring 2022, including the end of mask requirements, social distancing protocols and mandatory vaccination for state employees. Today, the BOR Executive Committee suspended its June 24, 2021 policy requiring students to be vaccinated and restated its charge to the CSCU President, with input from the institution and campus leaders, to enact mitigation strategies to address the needs and circumstances impacting the CSCU campuses.

As CSCU strives to foster a more vibrant, fully populated, educational experience for students, employees, and the communities we serve, the following protocols are effective immediately:

MITIGATION ACTIONS

- **Vaccine distribution:** CSCU will work with the Department of Public Health (DPH) to make vaccines, including updated booster shots, available on all campuses throughout the semester.
- **Vaccine education:** The vaccines currently approved for use by the FDA remain the safest, most effective means of protecting yourself from serious illness and hospitalization. While vaccine requirements have been suspended for students and employees, CSCU is strongly advising everyone to be vaccinated and boosted and will continue to provide up to date information to the community.
- **Supplies available:** Antigen tests and masks are available on campus for employees and students who don't have ready access to these supplies.
- **Monitoring symptoms:** Employees and students should continue to monitor their health and stay home whenever they have COVID-like symptoms. See information from the CDC on what to watch for.
  - [Symptoms of COVID-19 (CDC.gov)](#)
- **Quarantine and isolation**: Employees and students are required to follow current CDC guidance on quarantine and isolation.
  - [Quarantine and isolation (CDC.gov)](#)
- **Track and adjust to local conditions**: CSCU will follow guidelines set forth for state facilities by the Department of Administrative Services (DAS), which are developed utilizing CDC's guidance on community risk levels. COVID-19 Community Levels are a new tool to help communities

decide what prevention steps to take based on the latest data. Levels can be low, medium, or high and are determined by looking at hospital beds being used, hospital admissions, and the total number of new COVID-19 cases in an area. When conditions meet the "high" level, campus leaders will strongly encourage masking in indoor public places.

- o Community risk levels (CDC.gov)
- **HVAC operations**: Per guidance from DAS, each campus continues to review operation of HVAC systems and implement enhanced air-filtration using highest filtration level possible and ensure that building HVAC systems are operating consistent with all relevant guidelines for fresh air delivery and filtration based on building occupancy and person-density inside occupied spaces.

FALL 2022 PROTOCOLS
- **Masks optional**: CSCU has shifted to a "mask-optional" protocol. However, mask wearing remains an effective prevention strategy against the spread of the virus and other respiratory diseases, and we fully support and expect all employees and students to respect those who choose to continue wearing masks. Please note: no employee has the authority to require the use of masks by others.
- **Physical distancing** restrictions have been removed.
- **In-person events** are now welcome on campus for both internal and external audiences. A full schedule of in-person courses, meetings, convenings, etc. is planned for this fall.
- **Vaccine requirements** are suspended for students and employees. Note: students in clinical or other practicum/internship sites may be required to be vaccinated or submit to weekly testing based on the rules of those employers. Complying with these requirements is the responsibility of the student and should be discussed with the program directors on campus.

We look forward to a good academic year ahead and will continue to monitor the public health of our campus communities and act whenever necessary to promote safety and wellness.

Sincerely,

Terrence Cheng
President, CSCU

Map (Campus)

www.housatonic.edu/maps

Lafayette Hall (LH)

All room numbers in Lafayette Hall are preceded by a letter (A, B, C or L) indicating the wing of the building. Floor locations are indicated by the numeral 1 for the 1st floor, 2 for the 2nd, 3 for the 3rd (in the new Lafayette Hall extension) and 4 for the 4th floor (Lafayette Hall extension). For example: C276 is located on the 2nd floor in the "C" wing.

- LH 1st Floor Map
- LH 2nd Floor Map

Beacon Hall (BH)

Room numbers in Beacon Hall are indicated simply by a number. The first number of the room indicates the floor it is on. For example: 317 is located on the third floor.

- BH First Floor Map (Offices 100-199)
- BH 2nd Floor Map (Offices 200-299)
- BH 3rd Floor Map (Offices 300-399)

Unisex Bathrooms: Beacon Hall T18 (1st floor) & T36 (3rd floor), by the elevators.

Emergency Services
Department of Public Safety (Security)

The HCC **Department of Public Safety** has both security and police officers. 1) **Security Officers** are part of a law enforcement/public safety agency responsible for the enforcement of campus rules and regulations and local, state and federal laws; 2) **Police Officers** are trained at the Connecticut Police Academy and derive their powers of arrest from the Commissioner of Public Safety. The department also consists of state Building and Grounds Patrol Officers and well-trained contract security associates. The **Mission of the Department of Public Safety:** to provide the campus community with proactive, professional security services. As an integral link in the learning environment, the Department of Public Safety responds to the changing needs of the college by creating a safe learning and working environment for students and staff.

Call Security for an **Emergency**:   At any time in an emergency, contact the Dept. of Public Safety (Security). **Dial **** on your classroom or office phone to connect with Security for an immediate (emergency) response.

Call Security for **Non-emergency**:   **Lafayette Hall** A105, 203-332-5025, **(x25025)**
Beacon Hall 110, 203-332-5040, **(x25040)**

IN CASE OF EMERGENCY:

The best way to manage an emergency is to be prepared. This means being aware of your surroundings and noticing the layout of your classroom.

At the start of each semester, take note of the emergency information posted in every classroom and know where the closest exits are. During any emergency, it is important to remain calm and quiet.

Fire Emergency
If the fire/emergency alarm sounds, you **must** exit the building as quickly as possible and stay with your instructor. Do not remain in classrooms, restrooms, or any other part of the college campus.

Evacuation of Building
The same instructions as above apply if another building emergency is identified, i.e., gas leak, bomb threat.

Active Shooter Situation
In the unlikely event that there is an active shooting event in the building, be prepared by following instructions from public safety.

If you have any questions, ask your instructor, and/or you may contact the Security and Safety Office at (203) 332-5025.

Critical Incident Response Team (CIRT)

Members of the Department of Public Safety participate in the CIRT. This team provides policies, procedures and training to ensure the college is working to prevent critical incidents and to remediate any incidents that may arise.

Emergency Lockdown

Lockdown is very important to follow! The College may 'lockdown' for safety reasons:

1. **"Lock Down"** is announced over the college's intercom system.
2. **Strobe Lights** may also flash to alert people
3. **Alert Emails and Text Messages** will be sent to the HCC Community. (To those signed up to receive these alerts)

Follow Emergency Procedures:
   o Lock the door
   o Shut off lights
   o SILENCE Cell Phones *(take note that phones on vibrate may still be heard)*
   o Stay away from doors and windows

These are just a few of the procedures that should be followed in a "lock down" emergency. For other procedures and any questions regarding lock down, please direct them to the HCC Security Officers.

Evacuation of the Building

Everyone must leave the building immediately by the most direct route when the alarm is sounded, the strobe lights go off, and/or an announcement is made. DO NOT use the elevator. Please use your best judgment and only when it is safe to do so!

Evacuation Route: Evacuation route signs are placed inside the classrooms, near the door.

Personal Belongings go with YOU: Take your personal belongings and instruct your students to take their personal belongings as well.

Elevators: Do not use the elevator during any emergency.

Cannot use the stairs: There are designated areas marked in Beacon Hall and Lafayette Hall: In Beacon Hall, they are clearly marked on the second and third floors. There is a blue light intercom in the area. In Lafayette Hall, it is the landing of the stairwells and there is a dedicated intercom available.

Move Away from ALL Campus Buildings (including the Courtyard)
Move your class across the street on Lafayette Boulevard, State Street, or Broad Street
Do not stand on the walkway from Beacon Hall or Lafayette Hall to the garage
Do not remain in the garage or in your car
Do not stand in the Courtyard

Returning to the Building: Campus security staff will direct you to reenter when the building is cleared.

College Closing, Delay and Early Dismissal
www.housatonic.edu

With the potential for emergencies and inclement weather delayed starts, early dismissals and closings are a possibility. It is best to assume that there will be classes unless you hear a specific announcement that the College is closed or delayed. Occasionally, classes have to be cancelled because of extreme weather conditions or other emergencies. Below are different options to find out about delays and/or closings:

/ **HCC website:** Closings or delays will be posted on the top of our home page.
/ **MyCommNet Alerts:** Alerts for college delays, closing, and emergencies, may be sent to your attention via email, phone call, or text message. Sign up to receive alerts: **https://ssb-prod.ec.commnet.edu/luminis/login.html**
/ **Call 203-332-5000 and select #3** for closing, delays, and early dismissals.
/ **Listen to local radio stations** or check the radio station's website: WICC-AM 660, WEZN-FM 99.9, WELI-AM 960, and/or WEBE-FM 107.9.
/ **Watch your local television news stations** and/or check their website - WTNH Channel 8 and WSFB Channel 3.

Jonathan Law High School (JLHS) Off Site Campus

Class Cancellations

/ When classes are cancelled by the college, they are also cancelled at the offsite campus, JLHS.
/ If Milford Public School System decides to cancel classes due to weather conditions (either having an early dismissal or closed completely), HCC **will not** have classes that evening at JLHS.   This means that even if classes are still being held at the main campus in Bridgeport, HCC classes being held at JLHS will be cancelled. For detailed information, refer to the college's website. Please be advised that local radio and TV stations do not currently allow us to put separate messages for the main campus and JLHS.

Notify Your Students about school closings and early dismissals: Students will need to monitor announcements from the Milford Public School System for their closings and early dismissals.

Questions? Send an email to the Retention Associate, Debbie Kuchmas at **dkuchmas@housatonic.edu**.

Ideas to Help Students Stay Active During Course Cancellations

/ Do a research project.
/ Complete an At-Home assignment or quiz.
/ Read a chapter and answer questions
/ Watch videos and animations.
/ Design a flowchart.
/ Write a reflective or creative paper.
/ Student meet on the Discussion Board through Blackboard. Discuss a topic in their readings.
/ Create a Word document with Practice Test questions for their final exam
/ Work on their class assignments and/or projects.
/ Study when there are cancellations, delays, or closings.
/ Review their notes and make index cards to study for a test.
/ Meet with their classmates on Blackboard to review for a test together.
/ Review their class syllabus to stay up-to-date, mark their calendar with action steps.
/ Re-read their chapters and go over questions again.
/ If the class has software built-in, the students can access schoolwork from home.
/ Refer students to the Blackboard PowerPoint slides and/or lecture videos.

Professional and Administrative Support for Faculty

Behavioral & Social Science

Chairperson: *(203)332-5174*	Tonya Rondinone trondinone@housatonic.edu Office: BH257	**Anthropology, Geography, Psychology, History, Political, Science, Sociology, Criminal Justice, Early Childhood Inclusive Education, Human Services**
Support Staff: *(203)332-8501*	Cynthia A. Gabris cgabris@housatonic.edu Office: BH262	

Business Administration

Chairperson: *(203)332-5138*	Ed Becker ebecker@housatonic.edu Office: BH345	**Accounting, Business Administration, Computer Science, Economics,**
Support Staff:		**Computer Information Systems, *Business Office Technology, Business Administration Online***
Chairperson: *(203)332-5153*	Rebecca Samberg rsamberg@housatonic.edu Office: BH215e	***Freshman Seminar, First Year Studies English, English as a Second Language, First Year Studies Mathematics, First Year Studies, Reading/Writing, Supplemental Instruction***
Support Staff: *(203)332-5202*	China R. Byrd (Temporary) cbyrd@housatonic.edu Office: BH277	

Humanities

Chairperson: *(203)332-5065*	Steve Mark smark@hcc.commnet.edu Office: BH230	**Art, Communications , Foreign Language, Music, Graphic Design, English, Journalism, Philosophy, Theater**
Support Staff: *(203)332-5093*	Patria Spignolio pspignolio@housatonic.edu Office: BH228	

Math/Science

Chairperson: *(203)332-5131*	Michael LaBarbera mlabarbera@hcc.commnet.edu Office: LHB258	**Biology, Engineering Science, Mathematics, Physics, Chemistry, Allied Health, Other Sciences, Advanced Manufacturing Technology**
Support Staff: *(203)332-8525*	Rosalee Creighton-Fuller rcreighton-gordon@housatonic.edu Office: LHC267	

Academic Affairs/Dean of Academic Affairs	Beacon Hall Suite 274
Academic Support Center	Lafayette Hall B152
Accessibilities	Lafayette Hall L115
Admissions	Lafayette Hall L111E
Guided Pathways Advising	Lafayette Hall L112
Follett Bookstore	Beacon Hall 137
Business Office/Bursar	Lafayette Hall L123B
Center for Academic Progress (CAP - English)	Lafayette Hall B151
Center for Academic Progress (CAP - Math)	Lafayette Hall B146
Career Services & Internships	Lafayette Hall B145
Center for Teaching (CFT)	Beacon Hall 272
Computer Services	Lafayette Hall A133
Continuing Education	Beacon Hall 116
Counseling & Wellness (Reception)	Lafayette Hall A242
Institutional Effectiveness	Lafayette Hall A211L
Student Affairs	Lafayette Hall A214
Early Childhood Lab School	Lafayette Hall B159
Educational Technology	Beacon Hall 270 & 268
Financial Aid	Lafayette Hall L111A
Foundation/Alumni/Scholarships	Beacon Hall 279 & 281
Human Resources	Lafayette Hall A218
IT Tech Support	Lafayette Hall B114
Library	Lafayette Hall B144
Marketing	Lafayette Hall A211
Media Services	Lafayette Hall A238
Placement Testing	Lafayette Hall L103
CEO's Reception Area	Lafayette Hall A211
Public Safety/Security for Beacon Hall	Beacon Hall, Room 110
Public Safety/Security for Lafayette Hall	Lafayette Hall, Room A105
Registrar	Lafayette Hall, Room L113C
Student Life, Student Senate & Student Clubs	Beacon Hall, Room 317
Welcome Center	Lafayette Hall, Room L111K
Writing Center	Lafayette Hall, Room B152D

Workrooms

The following rooms have been set aside for part-time faculty to work and meet with students. See your appointed department chairs/department support person for the most recently updated workrooms.

Academic Affairs	Beacon Hall 276
Behavioral and Social Sciences	Beacon Hall 255
Business	Beacon Hall 352
First Year Studies	Beacon Hall 276
Humanities	Beacon Hall 231
Math/Science	Lafayette Hall C275

Resources

ADDITIONAL RESOURCES FOUND AT LINK BELOW OR SCAN QR CODE:
https://www.housatonic.edu/resources-and-offices

Classrooms

Your Assigned Classroom(s): Your assigned classroom is assigned to you for the duration of the semester. Classrooms are scheduled by the scheduler in the office of Academic Affairs. Please be aware of the classroom seat counts, the college CANNOT exceed these limits due to fire code regulations. Please plan accordingly. Also, if seats in a classroom are rearranged, they must be returned to the original setup before the event concludes.

Changing Your Classroom(s): Do not move your class into another classroom without prior approval. To seek another classroom, contact the scheduler or your department support person.

Problems with Your Classroom(s): Contact your department support person for assistance.

Reserving Rooms: Rooms can be booked for internal non-course meetings, workshops, extra test day, etc. HCC has a self- serve Events Management System (EMS).

1. Log in to: **https://ems.commnet.edu/VirtualEMS/Login.aspx.** Your NetID and password are your college log in credentials.
2. Under "reservations" choose the HO Academic Affairs Room Request Form.
3. To book the Events Center or the Courtyard, choose the HO Events Facility Request Form. The Office of the Dean of Administration will respond to those requests.
4. Choose the event date by clicking on the calendar icon.
5. Choose the start time and end time by clicking on the clock icons. For a recurring event, click on the recurrence button and follow the directions.

6. Choose the facility by clicking on the drop-down list arrow: Beacon Hall or Lafayette Hall.
7. Enter the number of people who will be in attendance.
8. **Click on "Find Space" to show all rooms in the building.** They are displayed with the room number and type of room, scroll down to display more rooms. For a special room such as a computer room or conference room, click on the feature in the availability filters box. To select a room that is available, click on the green + to the left of a room number that does not have a blue block during the event times. Event start and end times chosen are viewed inside the room/time grid within red borders for easy room selection.
9. Once you choose a room that is available, it will prompt a summary on the top of the screen with the request date, start and end times, building, room, and setup count. You can now continue to the last page by clicking on the "continue" button on the bottom of the screen.
10. Enter the event name. Choose the event type from the drop down box, such as lecture or meeting.
11. The group that you are identified with based on your log in credentials will be displayed. Choose your name under the 1st contact drop down box. Your phone number and e-mail address will automatically populate.
12. Under "other information" clarify whether dignitaries and/or press will be attending your event from the drop down box.
13. Click "submit".
14. You will receive a confirmation of your event via campus e-mail.

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Computer Labs & Printers

Computer labs for all registered students, faculty and staff: These labs are equipped with state-of-the-art computers and laser printers. A variety of software is installed to assist students taking computer science, office technology, and general courses. Internet access is available for academic purposes only and is limited to one hour at a time. Students should bring their own headphones when audio is required.

Computer & Printer Use Policy: The Board of Trustees Acceptable Use Policy governs the use of state-owned computers, peripheral equipment as well as the State provided infrastructure and internet connectivity. The computer lab equipment may not be used for personal or commercial purposes. A copy of the Computer Lab Operating Guide is available. Failure to follow the rules included in this guide may result in a loss of computer privileges.

Computer Lab Rooms: Beacon Hall 111 and 114.

Hours: The current hours are posted at the computer lab rooms and on the HCC website:

Copy Centers (Campus)

There is a copy center in Lafayette Hall A129 and Beacon Hall 146. You will need to log in to the copier with your banner id.

Hours: Please visit the Copy Center for their current hours. If the copier is needed outside of these hours, please ask Security to access the copy room.

Mail Box & Keys

Full-time Instructors:

Mailbox: Contact Thomas Wiencko to check the available mailboxes and assign one for you.
Location: Lafayette Hall A129   **Phone:** 203-332-5026
Hours: 8:00 am – 4:00 pm   **Email:** twiencko@housatonic.edu
Hours are subject to change

Keys: The Security Office (in the building where your mailbox is located) will provide you with keys for your mailbox, office and faculty/staff restrooms.
Bulk mail or packages: If bulk mail or packages do not fit in your mailbox, they will be placed on the shelves in the Copy Room in the building where your mailbox is located. A courtesy slip will be placed in your mailbox to notify you there are packages waiting for pick-up.

Part-time Instructors: Please see your department support person regarding mail, packages and keys.

Check and clear out your mailbox regularly: All faculty should check their mailbox daily to avoid missing important information and/or important documents.

IT Policies

IT Policies include the following: Security for Mobile Computing and Storage Device, Remote Access, Password, Data Storage and Retention, Security Incident Response, and Vulnerability Management. There are separate IT policies for CCC and CSU. These policies are still in effect until a CSCU policy or standard supersedes it:

CCC IT Policy: https://supportcenter.ct.edu/ccc_policies.asp

Acceptable and Responsible Use Policy: http://www.ct.edu/files/it/BOR_IT-001.pdf

Phones (HCC) – Making Calls

Internal calls: Please add 2 in front of the extension number. For example: if the extension is 5234, you'll need to dial 25234.

Local outside calls: Please add 8 before the phone number. Please obtain students contact information at the beginning of the semester.

If you are using you home phone or cell, you have the option of blocking your number from appearing, enter *67 before you enter the cell number.

E-MAIL

New Faculty: An email account will be created for you. You will need to be 'on campus' and use your computer at the college in order to access your email the first time. You will need to change your password and can from home.

Returning Faculty/Taught at HCC Last Semester: Your same e-mail account will continue.

Returning Faculty/Did NOT Teach at HCC Last Semester: Your email account will need to be re-activated. This will be automatic once your faculty contract has been finalized and processed.

All Faculty: Communication with faculty will be via HCC e-mail only. It is your responsibility to check your HCC e-mail regularly. It is best to check your email daily as often as possible.

Below are a variety of ways to communicate faculty to faculty, faculty to staff, faculty to students:

- Email
- Teams
- WebEx
- Blackboard Collaborate

If you need additional support, contact Media Services, Educational Technology or IT.

Steps to Access Your HCC Email from Campus

Step #1: Type in your User Name & Password
1. Turn on your computer, Control Alt Delete, and click OK.
2. Type in your USER NAME (Banner ID Number@housatonic.edu)
   For example: 03210800@housatonic.edu. Do NOT use the @ symbol before your banner ID number.
3. Type your PASSWORD (see password section below)
4. Click 'Log On'

Your Password (HCC Email)

Returning Faculty: If your password has expired or if you have forgotten it, **please contact the IT Department or you can re-set your own password.**

Reset your own password: **https://supportcenter.ct.edu/NetID/pswdmenu.asp**
A temporary password will be sent to your HCC email. Log in with the temporary password first. You'll then be prompted to change your password to a more personalized password.

New Faculty: Your initial password will be a temporary password, with a combination of personal information (see below). Log in with this password first, and then you'll be prompted to change your password to a more personal password.
1. 1st three characters of birth month with first letter CAPITALIZED

   Ampersand character (&) Last 4 digits of your Social Security Number

   An Example: A user with a birth date of 10/24/79 and SSN of 123-45-6789, the initial password would be: Oct&6789
2. Password has expired: When you log-in for the first time, you will need to create a new secure password. A secure personal password contains uppercase and lowercase letters, numbers and/or characters. Your password must be composed of at least three of these four items. It must contain eight (8) characters and cannot include any part of your log-in name.
3. Write down your new password for future reference. Save passwords in your cell phone or hide it in a secret place.

Step #2: Accessing your Email (HCC & Home)
From your computer desktop click on Internet Explorer and type **www.mail.commnet.edu** in the address box and hit enter or click on "go." You can also go to the HCC webpage (**www.housatonic.edu**) and click the MYCOMMNET tab on the right side.

Step #3: Log In to MyCommNet
- Click the orange box "LOG IN".
- Type in your NetID: Your HCC e-mail address which is your banner ID number @housatonic.edu. For example**: 03210800@hcc.commnet.edu**. (Do not use the @ sign before your banner number.)
- Type in your NetID Password: This is your new personalized password
- Click the blue box "Sign In."

Step #4 (Last Step): Log Out
After you have completed your session, always "log out". DO NOT SHUT DOWN THE COMPUTER! This is for security purposes.

How to Change your Password (HCC Email)

- Go to https://my.commnet.edu/
- Type in your e-mail address and password
- Select options
- Scroll down and select Change Password
- A Change Password box will appear prompting you to enter your old password, type a new password, and type the new password again to confirm it.

Remember your Password (HCC Email)

Keep your password in a safe place where only you know and can access it. If you cannot locate your password, then you will need to have IT reset your password.

Password Expiration Date (HCC Email)

All passwords expire in **90 days** and must be reset. Faculty and Staff using *Outlook Web Access (OWA)* are notified via a message from OWA, when their password is expiring. The message appears in the upper right corner of the OWA window. Once your password expires, you will not be able to logon and must contact the IT department to reset your password. If you have any questions, please contact **https://supportcenter.ct.edu/NetID/pswdmenu.asp**.

Network ID (Username)

A Network ID (NetID) is a Windows Active Directory account that is uniquely assigned to each Connecticut Community College (CCC) student, faculty and staff. It serves as your (NetID: Username) login for CCC computers and network services using the CCC Login Portal.

NetID Login Support: http://supportcenter.ct.edu/Service/LoginPortal.asp

NetID FAQs: https://supportcenter.ct.edu/NetID/netid-faq.asp

NetID (Username): Your NetID (Username) is your Banner ID # (without the "@") and @hcc.commnet.edu
For example: 00123456@hcc.commnet.edu

Look up your NetID: https://supportcenter.ct.edu/NetID/lookupnetid.asp

Part-time faculty NetID (Username): Your NetID is for a limited time only. The timeframe is according to the agreed upon course assignment start and end dates, stated in your Part-time Lecturer (PTL) Contract.

Requirements when creating your NetID password:
Password must be complex, difficult to guess, and contain characters from three of the four categories below:
1. Uppercase characters (A through Z)
2. Lowercase characters (a through z)
3. Numeric digits (0 through 9)
4. Special characters (for example: %, $, #, @) Password must not contain all or part of the user's NetID account name.

- Every 90 days, you will be prompted to change your password.
- You cannot reuse any of your previous passwords.
- Combine three and four character words with at least one digit between them. This will create passwords that can be easily remembered but difficult to crack (e.g., Egg#123Salad).
- Randomly pick a book, poem, song, verse, pet's nick name, or phrase. Add in at least one digit, some letters capitalized, some letters not capitalized, with numbers and special characters. For example, the phrase "Four score and seven years ago our forefathers..." might become this password: 4s&7yaof. You can use the date your pet first came to your home with its name, and color. For example: A cat named Annie, grey with white specks.050210Annie@GWS.

If the password you select does not meet the requirements, you will get an error message and be asked to try again.

NetID IT Support: Call the IT Help Desk at x25031.

Refer Students to the Syllabus Supplement for their Net ID: This explains how students get their Net ID and what their initial password will be. Students should test their Net ID and reset their default password in the Computer Lab. This avoids wasting classroom time assisting students logging on. Student's Net ID is as follows: BannerID@student.commnet.edu

Forgot NetID password: Refer to the Reset Net ID Password page for self-service

Set and/or Change my Net ID Security Questions and Answers:
Security Questions must be set up in advance. New faculty will be prompted to do this when logging in to MyCommNet.

Your Security Email Address: Your Security Email Address is your personal email address that you specify as being the primary email location at which you want to receive helpful information (password) if you ever forget your Net ID password. The first time you log in to MyCommNet, you are prompted to provide this address.

How to Change your Security Email Address: Use the Change Security Email Address.

Missing or Incorrect Identity Information: A web utility has been created to allow users to reset lost or forgotten Net ID Passwords.

Services I Can Access with my NetID: The NetID will be used to access a variety of Community College services over time. Services that will be immediately accessible using your NetID include:
- PC workstations throughout the Community College system
- Office 365
- WebEx
- Windows File Shares
- Access to the following services via MyCommNet: Blackboard Learn, Banner Self-Service (Students, Faculty, Finance and Library Electronic Information Databases

Blackboard - Educational Technology

Blackboard Training: The College's Educational Technology Dept. provides training sessions for faculty, staff, and students. Visit the website for support:
https://www.housatonic.edu/academics/educational-technology/blackboard-support-for-faculty?highlight=WyJibGGFja2JvYXJkIiwidHJhaW5pbmciLCJibGFja2JvYXJkIHRyYWluaW5nIl0=

Faculty & Staff Blackboard Support: Email **hc-edtech@housatonic.edu** or call 860-723-0221. Faculty and staff can also review FAQs on the website: **https://www.housatonic.edu/student-services/educational-technology/blackboard-support-for-faculty**

Student Blackboard Support: Students should first call 203-332-5206, if office does not answer, students can call the CSCU Online Help Desk at 860-723-0221. The Online Help desk provides support for Blackboard, MyCommNet, Banner Self Service, Office 365, password resets, wireless connection issues, WebEx, and Library Support Resources. Students can also review FAQs on the website: **https://www.housatonic.edu/student-services/educational-technology/blackboard-support-for-students**

Blackboard Online Help Desk: The CSCU Online Help Desk is available 24 hours. Call 860-723-0221 or visit the Blackboard Online Help Desk at **http://www.ct.edu/it/support#support**. This support includes assistance with using Blackboard, technical issues, and password resets.

Media Services

The Media Services staff maintain and administer the college's integrated media-rich classrooms and provide media support to faculty, staff, and students. Support is provided in regards to educational technology with-in teaching and learning. The support provided includes media equipment technical assistance and advice when putting together instructional media materials. Below are some support examples:

- One-on-One training how to use the Hitachi Star Board on the instructor's desk. Here's a Hitachi Star Board **video tutorial** and how to use the college's media audio-visual equipment.
- Assistance with making duplicate CDs or DVDs.
- Assistance with creating a presentation (video)

Media Services Hours:

Mon. - Thurs.: 9:00 am to 7:30 pm	Fri.: 9:00 am to 4:00 pm
Sat.: 9:00 am to 1:00 pm	Sun.: CLOSED
Hours are subject to change	

Contact Media Services: **mediaservices@hcc.commnet.edu**   Phone: 203-332-5180
Location: Lafayette Hall A238

Center for Teaching (CFT)

Mission: To create opportunities for educators to become effective teachers, strong leaders, and dedicated professionals. Our initiative is to promote teaching that supports diverse learning situations, encourages leadership, advances the mission of the community college, and nurtures the talents that make each educator unique.

Location: Beacon Hall, Room 272
Contact: Laura Turiano at **LTuriano@housatonic.edu**

The Center: Is a valuable resource offering programs throughout the year. Prior to each semester. notification will be sent to all faculty (fulltime & part-time) with dates, times, and topics.

CFT offers the following to all faculty:
- Free on-campus workshops, presentations, and discussion groups on a range of topics about teaching and learning.
- A Blackboard Learn site with resources available for faculty. This includes on-demand professional development opportunities, faculty discussion, and the opportunity to exchange information and resources about teaching and learning.
- Confidential one-on-one assistance for faculty. This may involve referrals to other campus departments and resources.
- Access to other teaching and learning resources.
- System-wide workshops & Seminars

Faculty Absence - Cancelling Class

1. **First Priority:** Communicate with your students as soon as possible through all available means: Blackboard (required), email, and MyCommNet include course assignments to students via Blackboard and in your email to students.
2. **Second Priority:** Send an email to **HC_facultyabsent@housatonic.edu** and cc your Department Chair and Support Staff. Please include the Course Information: CRN#, Course Title, Date of the class being cancelled, time of the class, and Building and Room. This prompts your department support staff to post a class cancellation sign on the classroom door, as soon as possible. Weekend instructors should email **HC_facultyabsent@housatonic.edu** and call security to have signs posted.

3. **Third Priority:** Federal law governs the credit hours. NECHE (New England Commission of Higher Education formerly NEASC) accreditation standards, mandates that missed instructional time to be fulfilled. If a faculty is sick or cancel a class, the instruction time must be made up. Here are ways to make up instructional time: make-up assignments, online work, adding time to class, make-up days, utilizing the Reading days, etc.

Office Hours (Posting)

Full-time Faculty:

Updating and Posting Office Hours: Per contractual obligations, every semester, faculty must update and post office hours to office doors, on blackboard and HCC's website. The deadline is two weeks after the semester begins. Please visit the website for How to Update Office Hours:
http://www.housatonic.edu/facutly-staff/how-to-update-office-hours- video
Questions regarding HCC website posting: Contact Richard Hubbard
RHubbard@housatonic.edu.

Cell Phones & Electronic Devices in the Classroom

Each faculty may set their own cell phone & electronic policy. It is important to make sure your class policy is simple, clear, and understandable.

Example of a Classroom Cell Phone Policy: All phones will be on silent or vibrate for every class. If you must take a phone call, please step outside so you do not disturb the rest of the class. When returning to class, please try your best to do so quietly. Electronic devices are to be used in class for class-related activities only at the discretion of the instructor. When there are extenuating circumstances, the student should inform the instructor prior to class to ask if the device may be turned on and used for this class period.

Syllabus

Syllabus

The syllabus provides a written record of what will be taught in a course during the semester. Each course syllabus should be in MS Word. They syllabus must include but not limited to CRN number, course name and number, your contact information, HCC email, office hours, class time and dates, classroom number, text book used, due dates of assignments, readings, projects, quizzes and test, course description, course objectives, prerequisites, etc. (see below)

The Master Course Outline (MCO): All courses have a Master Course Outline (MCO), which can be found on the college website under course descriptions in the catalog.

Student Handbook:
A separate document called Student Handbook a great resource that is required to be added to your syllabus and must be posted in Blackboard. This is great resource for students to refer to during the semester. Please ask you department's support person how to locate this document and current policies.

Electronic Copy of Course Syllabus – due two weeks after course begins. Faculty who do not submit course syllabi by the due date will be in violation of the college's faculty contract. Email an electronic copy of your syllabi to Department Chair and your department's support person. Every semester all syllabus will be reviewed by the department chair and/or Academic Dean.

How to Name your Electronic Syllabus Document:

An Example: UnderwoodC_Syllabus_3004_Bio101_IntoToBiology_Fall19

Syllabus Preparation - Template

The following is an outline to help you prepare your course syllabi:

COURSE OUTLINE/SYLLABUS: A course outline/syllabus should contain (at a minimum) the following information:
- College Name, Address, City, State, Zip, Phone Number
- College Website **(www.housatonic.edu)**
- Course Subject, CRN Number, Course Title (ENG E101- Composition – CRN #_____)
- Instructor's First and Last name, HCC Email Address
- Semester Office Hours: when, where and how you may be reached
- Classroom Location, Days and Times
- Course Description as written in the official department course description and outline
- Master course outline (MCO) including both general education and specific course objectives as listed in the official departmental course description and outline
- Name and author of text required with ISBN number and any supplies needed

COURSE OUTLINE:
- Topics to be covered based upon the course abstract
- Calendar of the course session-by-session to indicate the approximate pace at which the course material will be covered. Dates of projects, tests, assignments, exams, quizzes, and etc.

GRADING POLICY: This is your evaluation of the students' performance.
- How grade is computed - exams. quizzes, papers/presentations, final exam, and etc.
- Make up policy
- Incomplete grades (optional)
- Statement regarding academic dishonesty. Students of HCC are expected to do their own work on assignments, laboratory exercises, quizzes, texts. examinations and any other academic work. Cheating in any form is viewed by the faculty, the students and the administration as a most serious offense. Academic dishonesty can result in your receiving an "F" grade on the paper or exam in question and/or an "F" grade in the course. "F" penalties are invoked by faculty members. Academic dishonesty can result in suspension from college or expulsion from college. The last two penalties can only be invoked through the Dean of Student Services. Faculty members must explain to students exactly what is meant by academic dishonesty and/or plagiarism and what the penalties are at the beginning of the semester. See http://www.housatonic.edu/student-life/student-conduct.

CLASSROOM POLICIES: The following are additional (optional) policies that can be added:
- Attendance Policy: Regarding not attending class, late assignments, etc., should be included in the course syllabus and how this affects the course grade
- Academic Engagement Policy: non-active, non-participating and non-responsive to assignments and discussion boards during the first two-weeks of class will be automatically dropped from the course.
- Blackboard Policy: Reading and homework assignments, participation, PowerPoint slides, videos, chat with instructor and peers, online quizzes and exams
- Student Conduct Policies
- Bringing children into classroom (please note this is against college policies)
- Plagiarism, cheating on tests, quizzes, exams (please note that faculty may reference the college's

Student Conduct Policies – see above under grading policy)
- Food, drink and animals in classroom
- Cell phones and other electronic devices use in classroom (i.e., leave room to take important phone calls, inform the instructor)
- Student behavior expectations (do not interrupt others that are speaking, respecting others, etc.)

Course Roster

If a student's name does not appear on your class roster, send the student to the Registrar's office immediately.

Print you course roster before your class starts. It is important to check your roster online throughout the semester to make sure students who are attending class are still registered. A student could potentially be on your first roster and then be dropped for non-payment or other reasons. Maintaining frequent class roster checks during the semester can help avert potential problems down the road. It is critically important NOT to allow students to continue to come to class when they are not on your roster. If students are not on the roster, they are not registered. Please send them to the Registrar's Office.

To get a class roster: Log onto MyCommNet to get updated rosters. Faculty should log onto Blackboard to download their course roster. It is recommended to do a cross comparison with Blackboard and MyCommnet roster to find and discrepancies. If a discrepancy is found please contact Ed Tech hc-edtech@housatonic.edu

Grades

Automatic Test Correcting System

Scantron machines are used to aid faculty with correcting and analyzing student test results. These machines are located in Beacon Hall 276 and Lafayette Hall B152. If you need Scranton test sheets, please see your department support person.

Entering Mid-term and Final Grades
Grades entered into Banner Self-Service move automatically to Blackboard. Please note, grades entered in Blackboard do not move automatically to Banner Self-Service. Therefore, faculty MUST enter mid-term and final grades into Banner Self-Service.

Course Grades
Faculty who do not submit their students' mid-term and final grades (accurately recorded) by the due date will be in violation of the college's faculty contract.

- **Mid-term & Final Grades in Banner:** All grades must be entered in Banner by the deadline dates. See below for 'How to Enter Grades in Banner. The deadline dates are provided by the Registrar's Office, Lafayette Hall L113. Faculty must adhere to the mid-term and final grade due dates established by the Registrar's Office. Entering grades are important for students to be able to register early for the next semester or graduate!

- **Technical Support:** involving log-in and password help. Call 203-332-5031 or 203-332-5034.

- **Registrar Support: ho-regstudentservice@hcc.commnet.edu**

How to Enter Grades in Banner

1. http://mycommnet.edu
2. Log in to *MyCommNet*
3. **Click on Banner Self-Service** (on the upper right side). If you have records at multiple colleges, you will first be prompted to select your current college.
4. **Main Menu** appears
   1. **Click Faculty/Advisor Services**
   2. **Select the Term** (semester) Click drop down arrow to get a list of terms.
   3. *Click* **Submit**. 60 minute time limit to submit your students' grades.
   4. **Click on Grading Students**.
   5. A sub-menu will appear.
   6. **Select Midterm or Final grades**. If you are not seeing the sub-menu make sure to use the scroll bar on the right hand side of the web page. Mid-term grades: U = Unsatisfactory; S = Satisfactory; First Year Seminar courses only: M = Maintaining progress
   7. **Click Submit**. 60 minute time limit to submit your students' grades.
   8. **Click on Grading Students**.
   9. A sub-menu will appear.
   10. **Select Midterm or Final grades**. If you are not seeing the sub-menu make sure to use the scroll bar on the right hand side of the web page. Mid-term grades: U = Unsatisfactory; S = Satisfactory; First Year Seminar courses only: M = Maintaining progress

Use Drop-Down Menu to Select Grades: If you are not seeing the grading area, make sure to use the scroll bar on the right hand side of the page.

More than 25 students in your class: Go to the next page to finish entering grades.

If you are not seeing the grading area: Make sure to use the scroll bar on the right hand side of the page.

After you have entered all your grades: You should see a message on the top of the page that says **"0 students to be graded."** If the message does not display "0" make sure all of your students have a grade.

Incomplete (I) Grades

If there are exceptional circumstances, a student whose work in a course is incomplete at the time of grading may request a grade of "I" from the course instructor. The instructor will complete an Incomplete Grade Form which lists what the student must do to complete the course requirements and a default grade if the student fails to do so. If the work for the course and the procedures for changing a grade are not completed within 10 weeks of the following regular semesters (fall or spring), the "I" automatically converts to the

default grade provided by the faculty member. (Grades of "I" received at the end of the spring semester would automatically revert to the default grade at the end of the fall semester.) The student is responsible for meeting with the instructor to make arrangements to complete course work. If an extension of time beyond one semester is needed, a written request must be filed in the office of the Academic Dean prior to the end of the 10-week period. Extensions will be at the discretion of the instructor and the Academic Dean.

Failed (F) Grade

The online grading process requires additional information whenever a grade of "F" is assigned. To record a failing grade, the instructor is asked to select the following code:

- **F**: This grade is reserved for students who were enrolled in the course, completed assignments and/or course activities throughout the term sufficient to make a normal evaluation of academic performance possible. However, the student failed to meet course objectives.

A student is considered to have participated in a course if ANY of the following scenarios apply:

- The student submitted an academic assignment.
- The student submitted an exam.
- There is a documented record of the student participating in an interactive tutorial or computer-assisted instruction.
- There is a documented posting by the student showing the student's participation in an online study group that was assigned as part of the course.
- There is a documented posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.
- There exists an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Withdrawal from the College or Dropping a Course

Faculty are encouraged to announce these policies to their students during the first two weeks of class. Students who do not officially drop courses or withdraw from the college or fail to complete courses satisfactorily may be subject to probation, suspension or dismissal.

If a student wishes to withdraw from the college or drop a course, the student must complete and submit an Add/Drop form to the Registrar's Office. Please encourage the student to meet with their Guided Pathway Advisor or their Faculty Advisor.

1. Obtain an Add/Drop form, visit the Registrar's Office or print the form from the college's website at http://www.housatonic.edu/admissions-financial-aid/registration.
2. Complete the Add/Drop form and submit the form to the Registrar's Office.
3. Students who cannot appear in person to withdraw from the college are referred to contact their Guided Pathway Advisor via email or phone. Students may withdraw online.
4. During Fall and Spring semesters, for all students who withdraw from the college or drop a course prior to, or during, the first two weeks of class of the semester, the course will not appear on the student's transcript. Courses withdrawn from or dropped prior to the start of Summer or Winter sessions will not appear on the student's transcript.
5. Students who drop a course or withdraw from the college after the first two weeks of class, and before the 12 week period, are entitled to receive a grade of "W" in each course from which they have officially dropped or withdrawn.
6. Students who seek to drop a class or withdraw from the college after the 12 week period, yet before the last week of classes, may be considered for extenuating circumstances. Students may visit the Academic Dean's Office (Beacon Hall 274) for assistance with submitting a written appeal form to request Change of Grade consideration. Students must provide as much supportive documentation as possible to support their extenuating circumstances. All documentation provided will be reviewed by an Appeal Committee where appeals will be evaluated on a case-by-case basis. Students will be notified via email regarding the results of their Grade Change request.

Final Exam (Document) & Final Grades (Report)

Send an Email to Your Department's Support Person with the Following Attachments: Please send an electronic copy of your final exam and list of student names and final grades accurately recorded.

How to name your final exam electronic document:
Professor's Lastname FirstInitial (capitalized)_FinalExam_CRN#_Subject and Number_ CourseTitle (Abbreviate)_Semester(Abbreviate) and year.
Example: BearT_FinalExam_3004_BIO101_IntroToBio_Fall22

How to name your grades electronic document:
Professor's Lastname FirstInitial (capitalized)_Grades_CRN#_Subject and Number_ CourseTitle (Abbreviate)_Semester(Abbreviate) and year.
Example: BearT_Grades_3004_BIO101_IntroToBio_Fall22

Final Exams Schedule

The Final Exam schedule is made available mid semester

http://www.housatonic.edu/finalexams

Academic Engagement

Grading, Notations and Academic Engagement Policy Instructions for Faculty

Grading, Notations and Academic Engagement Policy
Instructions for Faculty

In spring 2020, the BOR approved a new Grading, Notations and Academic Engagement policy that requires faculty to capture student engagement (or lack of engagement) prior to census each semester beginning in fall 2020. This policy shall be used to meet the standards of determining Title IV eligibility for financial aid students, resulting in a more accurate reporting of student enrollment at census.

Academic Engagement:
CT Community College students are expected to actively engage in learning. The Grading, Notations and Academic Engagement policy requires that students who do NOT begin participation within the first two weeks of the start of each class must be dropped from the class(es) in which there is no evidence of active participation.

Examples of academic engagement includes, but is not limited to, the following:

- Attending asynchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an assessment or an exam.
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
- Participating in a study group, group project, or an online discussion that is assigned by the institution.
- Interacting with an instructor about academic matters.

The determination of academic engagement must be made by the institution in accordance with any state and/or accrediting agency requirements. A student's self-certification alone is not sufficient documentation of academic engagement; it must be supported by institutional documentation of the student's attendance in the activity.

(for additional information on using Blackboard Tools to identify academic engagement, click here)

Academic engagement does not include:
- Logging into an online class without active participation – logging into Blackboard or other publisher systems alone doesn't count as active participation
- Participating in academic counseling or advising
- Participating in a student-organized study group.

The Role of Faculty

- CT Community College Faculty/ Instructors will determine whether academic engagement has occurred.

- To report whether your students have academically engaged in your class please use the following two notations:

  - H – the student meets the criteria required and engaged in class. You have documentation recording the student's engagement.

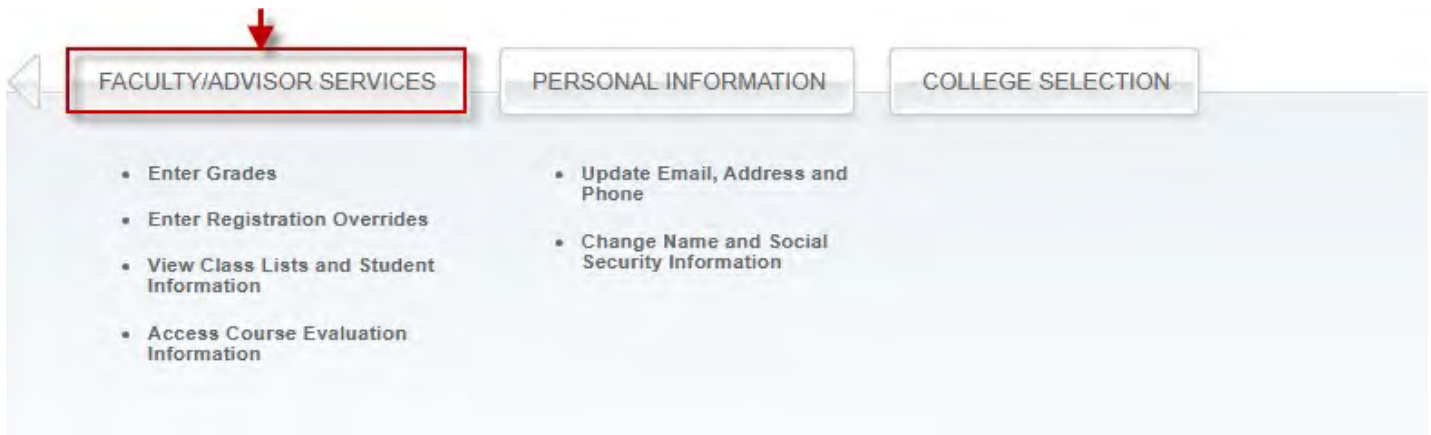 - NP - the student did not engage and is not participating in class activities as listed in the criteria

above.
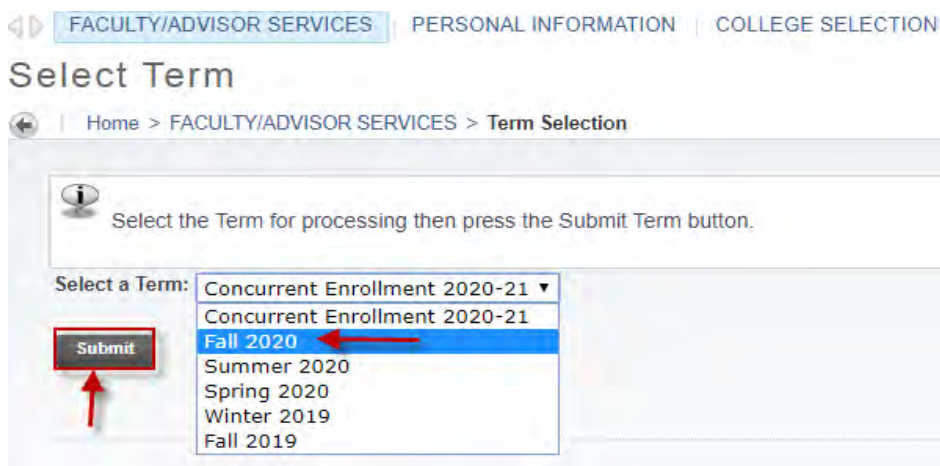
Faculty Instructions for Noting Academic Engagement

1. Log into http://my.commnet.edu with your credentials.

2. Navigate to Banner Faculty Self-Service
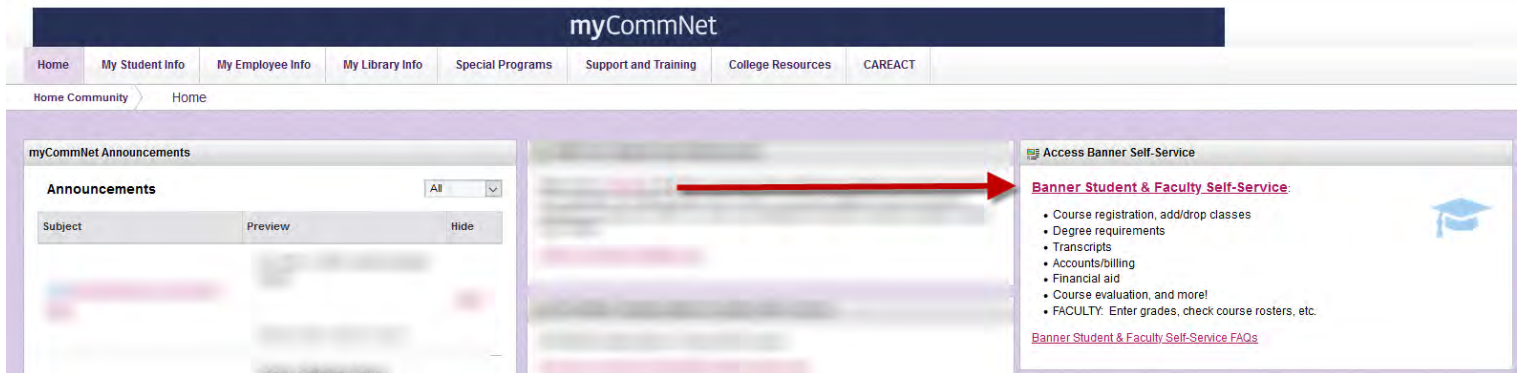
3. Select Faculty/Advisor Services.

4. Select the correct term and click submit. (example below)

5. Select the CRN you wish to access

Select CRN

← | Home > FACULTY/ADVISOR SERVICES > CRN Selection

ⓘ Please enter the CRN you wish to access, or select a different term from the menu.

CRN: [ACC* M115 81: Financial Accounting, 3001 (8) ▼] ←

[Submit]
↑

Enter Section Identifier (CRN) Directly

6. To report student engagement, you will select Grading Students Option.
    a. Then click on enter Midterm Grades.

Term Selection	CRN Selection	Faculty Detail Schedule	Class Lists and Roster ▼
		• Access your Course Evaluation results	• View Detail Class List • Print or download (Excel) roster
Student and Advising ▼ • View Student Information including: personal info, schedules and transcripts, placement tests	**Grading Students** ← ▲ • Enter Midterm Grades • Enter Final Grades **Note**: Not all colleges post midterm grades **Note**: Midterm and final grades from Blackboard must be re-entered here	**Registration Overrides** • Override prerequisites, course limits and other course restrictions **Note**: Not all colleges allow faculty to process registration overrides.	**Advisee List** • Faculty and Advisors may view lists of their advisees here, if they have been assigned in Banner

■ Enter Midterm Grades ←   ■ Enter Final Grades

7. Select one of the notations listed below for every student on your roster:
    b. H – The student meets the criteria required and engaged in class. You have documentation recording the student's engagement.
    c. NP - The student did not engage and is not participating in class activities as listed in the criteria above.
    d. **Do not leave the grade notation listed as None**.

Faculty Midterm Grade Worksheet

ⓘ - Enter midterm grades, then click Submit Grades.
　- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
　- Click on a student's name to view the student's address(es) and phone(s).

Course Information

CRN:

Students Registered:　　8

⚠ **Please submit the grades often. There is a 30 minute time limit starting at 05:02 pm on Aug 10, 2020 for this page.**

ⓘ The grade or Last Attend Date changes you made have been saved successfully.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1			4.000	**Web Registered** May 03, 2020	H ▾	None	None	3	✉
2			4.000	**Web Registered** Jul 15, 2020	H ▾	None	None	9	✉
3			4.000	**Web Registered** Jul 30, 2020	H ▾	None	None	13	✉
4			4.000	**Web Registered** Jul 10, 2020	H ▾	None	None	7	✉
5			4.000	**Web Registered** Aug 06, 2020	H ▾	None	None	14	✉
6			4.000	**Web Registered** Jul 29, 2020	NP ▾	None	None	10	✉
7			4.000	**Web Registered** Jun 17, 2020	NP ▾	None	None	6	✉
8			4.000	**Web Registered** May 13, 2020	H ▾	None	None	4	✉

[Submit]　[Reset]

⚠ **Please submit grades often. There is a 30 minute time limit on this page.**

8. Once you have completed the worksheet click submit.
   a. Look for the notification, "The grade or Last Attend Date changes you made have been saved successfully" in the box over your roster.
   b. Retain a copy for your records.

9. At the bottom of the page you can click on CRN Selection and this will bring you back to the CRN selection page.

Term Selection ▪ CRN Selection ▪ Class List ▪ Faculty Detail Schedule ▪ Final Grades ▪ Student Menu ▪ Summary Class List

10. If you have additional classes you are teaching you will see them on the CRN selection. Proceed back to steps 5 – 8 of this document.

It is extremely important you report this information accurately by the deadline given to you by your Dean and the Registrar's Office. For colleges with shortened/condensed terms, please refer to specific guidelines provided by your Registrar.

Student who are assigned the NP notation will be removed from your class roster. This notation will also impact students' financial aid eligibility or veteran benefits for the current term.

"UF" grades will no longer be used for grading purposes, you may <u>not</u> report a student at the end of the term as NP. Please follow the specific deadlines provided by your Registrar for each term and shortened sessions within a term.

<div align="center">

Blackboard Tools to identify Student Activity in a Course

</div>

There are several different tools in Blackboard that can be used to determine whether a student has been actively engaged in a Blackboard Course. These tools should be used when determining whether a student should receive a "NP" code at the beginning of the semester. For instructions on how to note engagement, please click here.

From the left side Course Menu, scroll to the lower half of the menu - titled Course Management. Remember only faculty see the Course Management menu, students do not.

Choose the Evaluation menu item and then Course Reports.
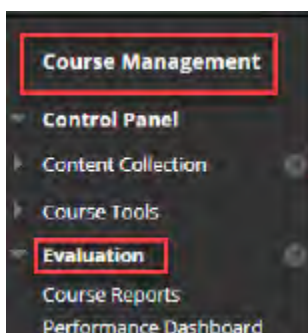
Evaluation - Course Reports

There are many different Course Reports that can be run to determine student activity in a course. One report – Course Activity Overview - can provide a summary of all student activity in a course for a specific timeframe. Scroll through all the reports available to determine which one to be most helpful. All reports can be run for a specific timeframe.

Evaluate - Performance Dashboard

Next, choose the Performance Dashboard menu item under Evaluation. The Performance Dashboard allows faculty to check on a student's:

- **Last Course Access date**
- **Number of Replies on the Discussion Board**
- **Grades a student may have received**
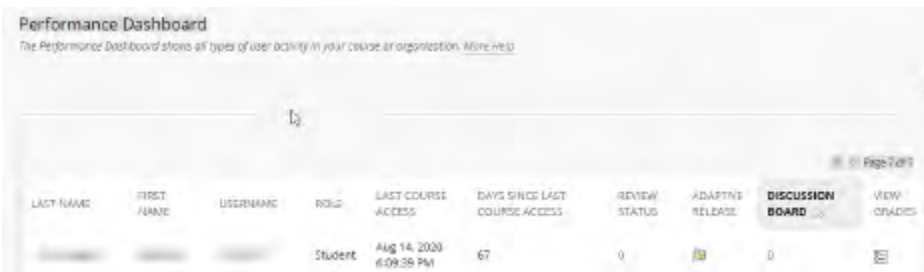
Grade Center

If you are using the Blackboard Grade Center, you can also view the Last Access date to the course by a student (s).

Academic Engagement: text/email/drop dates for fall 2022 (full-term courses)

- Text (CMD)
    - 8/14/22: all reg. students
    - 8/29/22: all reg. students
    - 9/6/22: all reg. students
    - Is another text needed for students with the NP notation?

- Email (CRM Advise)
    - 8/24/22: all reg. students
    - 8/29/22: all reg. students
    - 9/6/22: all reg. students
    - 9/9/22: all reg students
    - Email will go to student w/NP through automatic process in Banner. Individual email for each class.

- Phone Campaign: by campuses

- Deadline for students to demonstrate active engagement: **TBD**
- Deadline for faculty to enter NP notation: **TBD**
- Drop date: drop before census starts at **5pm, 9/19/22**

Texts

Academic Engagement
Date: 8/24/22
To: All Fall 2022 Registered students
Subject: Academic Engagement Policy
Message: Community college students must actively participate within the first 2 wks of class to remain registered in fall '22. Info at https://youtu.be/LlRHSxHLfK0

Date: 8/29/22
To: All fall 2022 Registered Students
Subject: Academic Engagement Policy
Message: Community college students must actively participate within the first 2 wks of class to remain registered in fall '22. Info at https://youtu.be/LlRHSxHLfK0

Date: 9/6/22
To: All Fall 2022 Registered Students
Subject: Academic Engagement Policy
Message: Final Reminder! You must actively participate in your full-term fall '22 courses by 9/9 to stay registered or you will be dropped. If are a participating, great! If not, you need to! Once dropped, you can't re-register. There is no financial aid for courses that you aren't registered for.

School Email
Date: 8/25/22
To: All Fall 2022 Registered Students

File FAFSA Now

Email 1
When: February 14
Who: Spring registered, no '22-23 FAFSA on file
Subject: File Your '22-23 FAFSA Now!

Now is the time to file your FAFSA for the '22-23 academic year. Once you complete your FAFSA, you can review the myCommNet self-service portal for your financial aid offer. Please know it may take some time for it be processed and appear on your myCommNet. Please note that if you are selected for verification, you may be required to provide additional documentation that may delay the packaging of your financial aid.

If you need assistance or have any questions, please contact your financial aid office.

Email 2
When: March 14
Who: Spring registered, no '22-23 FAFSA on file
Subject: Now is the Time to File Your FAFSA!

Fall 2022 class registration opens soon. Now is the time to file your FAFSA for the '22-23 academic year. You can review your financial aid offer on the myCommNet self-service portal once it has been processed. Please note that if you are selected for verification, you may be required to provide additional documentation that may delay the packaging of your financial aid.

If you need assistance or have any questions, please contact the financial aid office.

Email 3
When: April 11
Who: Spring registered, no '22-23 FAFSA on file
Subject: File Your '22-23 FAFSA!

Registration is now open for the fall 2022 semester! To ensure timely processing, now is the time to file your FAFSA for the '22-23 academic year. You can file your FAFSA at www.fafsa.ed.gov.

Once your FAFSA has been processed (generally 4-6 days), you can review your financial aid offer on the myCommNet self-service portal. Please note that if you are selected for verification, you may be required to provide additional documentation that may delay the packaging of your financial aid.

If you need assistance or have any questions, please contact the financial aid office.

Academic Standard Grades

Grade	Range	Grade Points per Credit Hour
A	93-100%	4.0

A-	90 - 92.99%	3.7
B+	87 - 89.99%	3.3
B	83 - 86.99%	3.0
B-	80 - 82.99%	2.7
C+	77 - 79.99%	2.3
C	73 - 76.99%	2.0
C-	70 - 72.99%	1.7
D+	67 - 69.99%	1.3
D	63 - 66.99%	1.0
D-	60 - 62.99%	0.7
F	< 60%	0
Incomplete	I	0
Administrative Marks (Entered by Registrar's Office)		
Audit	AU	0
Withdrawal	W	0
First Years Studies course		0
Unsatisfactory Progress (Mid-Term)	U	0
Maintaining Progress	M	0
# following grade indicates the grade was earned in a pre-100 level course		
Mid-Term Grades		
Satisfactory progress	S	0
Unsatisfactory progress	U	0

Policy on Grading, Notations and Academic Engagement Spring 2022: FAQ's

Q: What is the policy on Grading, Notations, and Academic Engagement?

A: All students are expected to actively engage in learning. The "academic engagement" portion of the current Grading, Notations, and Academic Engagement policy requires that all twelve Connecticut State Community Colleges drop students from classes when there is no evidence of active participation.

There are deadlines for each class by which students must demonstrate they have begun their coursework. For semester-long (15-week) classes, students have two (2) weeks, or 14 calendar days to demonstrate active participation. Instructors shall determine which students have met the engagement requirement and report this information to the Registrar's Office through use of our student information system (Banner Self-Service). The Registrar's Office will be responsible for dropping students for whom there was no evidence of active participation by the designated deadline.

The policy can be found here in its entirety.

Q: Why do the CT community colleges have this policy?

A: The purpose of this policy is to identify students who have enrolled in coursework but have not demonstrated academic engagement in their courses. This practice will help the colleges report official college enrollment and meet the regulatory standard of compliance. Additionally, this practice will provide for both graduation and retention rates to be more reflective of our true student population.

Q: What are the federal guidelines for this policy?

A: To maintain eligibility to participate in federal financial aid programs, Connecticut State Community Colleges must validate the academic engagement of each student in each registered course. This validation must be completed by the predetermined census date of each traditional semester, as well as during periods of enrollment shorter than the traditional 15-week semester (i.e. summer terms).

Institutions are required to document the academic engagement, otherwise known as "academic attendance" or an "academically-related activity," of a student in order to determine their eligibility to receive financial aid under Title IV. A student's certification of attendance that is not supported by institutional documentation is not acceptable under federal regulations. The procedures used to designate adequate attendance should be applied uniformly to all students across an institution, including non-financial aid students.

Q: What does "academic engagement" mean?

A: Academic engagement is the active learning of the specific subject matter and/or skills integral to each class. CT Community College Faculty/Instructors will determine whether students' academic activities meet the standard of academic engagement.

Examples of academic engagement includes, but is not limited to, the following:

- Attending asynchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an assessment or an exam.
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
- Participating in a study group, group project, or an online discussion that is assigned by the institution.
- Interacting with an instructor about academic matters.

The determination of academic engagement must be made by the institution in accordance with any state and/or accrediting agency requirements. A student's self-certification alone is not sufficient documentation of academic engagement; it must be supported by institutional documentation of the student's attendance in the activity.

Q: What _doesn't meet_ the requirements of academic engagement?

A: Not all student activities involve learning subject matter and fulfilling course requirements. The definition of academic engagement does not include activities where a student may be present, but not academically engaged, such as:
- Living in institutional housing.
- Participating in the school's meal plan.
- Logging into an online class or tutorial without any further participation.
- Participating in academic counseling or advising; or
- Participating in a student-organized study group.

Q: What happens if instructors do not have evidence of student engagement by the deadline?

A: Instructors must report the engagement of each student on the class roster by the established deadlines. A notation of "H" indicates active engagement. A notation of "NP" indicates "Never Participated."

Students without evidence of active participation are then dropped from each class where instructors have indicated lack of engagement via the "NP" notation. All tuition and fees will be dropped from the applicable courses, but a $50 late drop fee will be assessed for each course with the "NP" notation. These courses will not display on student transcripts.

Students who are dropped from class(es) are not permitted to attend those courses or access the learning management system for the applicable course(s).

Q: What if some classes haven't begun by the deadline or begin just before the typical semester deadline for reporting academic engagement?
A: Some courses begin significantly later than the first week of a semester. The evaluation of academic engagement must still occur for those classes. Late-start classes will have alternative deadlines, giving students ample time to demonstrate active participation in those courses.

Q: What does this mean for financial aid?

A: An institution may disburse Title IV funds to students only if they have demonstrated attendance in their

coursework. If the student does not begin attendance (even in the case of a non-attendance taking institution), a school is required to return all funds for which the student may have been erroneously disbursed within 30 days.

For students who erroneously reported as engaged but are later determined to have not engaged, the Registrar at each college shall be responsible for communicating this change in enrollment status to the lead financial aid official at their institution. Failure to make this communication may result in the over-awarding of federal and/or state financial aid funds, which represents a significant compliance risk and threat to the continued participation in these financial aid programs.

Q: How will being dropped from a course(s) affect a student's financial aid for the semester?

A: Students that are dropped from course(s) due to the assignment of the NP are not eligible to receive financial aid of any kind for the affected course(s). Dropped classes also affect enrollment reporting and may impact the date at which students enter repayment on any previously borrowed student loans.

Q: How will being dropped from a course(s) impact a student's Veterans educational benefits?

A: Students that are dropped from course(s) cannot receive Veterans educational benefits for the dropped course(s). The Veterans Certifying Official can only sign off on courses that you are actively engaged and enrolled in. A previous certification will be adjusted to reflect active academic engagement.

Students' Work & Projects – End of Semester

Please **<u>DO NOT</u>** place students' work and/or projects in the hallways or outside of faculty offices. This is a potential FERPA Violation.

Suggested Process:

Students should place a document on their work which includes the course information, the semester, their full name and Student ID number.

Students may then place their work in a sealed envelope and write their Faculty's Name on the outside of the envelope and date.

Options for students dropping off the sealed envelope:

1. Students may drop off the sealed envelope directly to the faculty member; and then the faculty member delivers the envelope/s to their department's support person. The faculty member may also contact their department support person and have the support person come pick up the envelope/s. Please contact your department's support person regarding pick-up.

2. Students may drop off the envelope directly to the department's support person.

'Previous Semester' Work & Projects: Please follow suggested process provided above. Plus, contact your department's support person to notify them about work being from previous semester and if needed, arrange pickup.

Academic Honors

Website: http://www.housatonic.edu/degrees-and-certificates/academic-honors

Dean's List
Full-time students who are matriculated in a certificate or degree program and who have successfully completed 12 or more credits of work in qualifying semester with a GPA of 3.4 or higher. Part-time students who are matriculated in a certificate or degree program who have completed 12 or more credits with a cumulative GPA of 3.4 or higher. Subsequent recognition of the completion of an additional 12 or more credits with a cumulative GPA of 3.4 or higher, and at successive intervals of 12 credits may be achieved.

Students in a probationary status are NOT eligible for Dean's List recognition, even if their cumulative GPA might otherwise make them eligible.

Campus Book Store

http://www.housatonic.edu/student-services/bookstore

Follett Bookstore provides goods and services to the HCC community. In addition to textbooks and course materials for students, the bookstore carries: General supplies, art supplies, lab supplies, trade and reference books, computer peripherals, gift cards, apparel, and gifts. Dell, HP, and Mac laptops are also available to order through the bookstore with no cost for shipping.

Location: Beacon Hall 137 (first floor).
Hours: During the first two weeks of classes, the bookstore has extended hours. Students should check the bookstore web site, the bulletin board outside the bookstore, or call 203-335-2949 for current hours of operation.
Phone: 203-335-2949

Textbook and Other Course Materials: The bookstore is available to help faculty consider their options, from a traditional textbook, custom textbook, bundled textbooks and other course materials. Prior to selecting best textbooks always speak with your department chairperson or coordinator. Faculty who are looking to explore Open Educational Resource (OER) or No Cost Low Cost (NOLO) textbook and materials should contact OER Coordinator Jennifer Nohai-Seaman at

jnohai-seaman@housatonic.edu

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If a Student is Unable to Afford Purchasing Textbooks: Students who do not have financial aid but require textbook support should contact the Dean of Students Office afranco@housatonic.edu

<u>Campus Cafeteria</u>

The Cafeteria is located in Lafayette Hall L174 (first floor) and has breakfast items, daily specials, soups, sandwiches and salads, coffee, tea, hot coffee and cold beverages, etc.

Hours: The cafeteria is open the fall and spring semesters, closed in the summer, and closed if the college closes for inclement weather and holidays. Hours of operation vary, please see the cafeteria for current hours.

<u>Continuing & Professional Education</u>

HC-ContinuingEd@housatonic.edu

Non-Credit programs that offers fast track, high quality, low cost, courses, workshops, and trainings taught by experienced instructors. CE offers enrichment courses each semester, including professional training for career development, certification and licensure programs, and recreational classes for personal enjoyment. A link to view the course offerings: **http://www.housatonic.edu/continuing-professional-education/programs-courses**

Location: Beacon Hall 116

<u>Horizons - Student Magazine</u>

housatonichorizons.com

Horizons is the HCC student magazine and news web site, written, designed, and produced by students. Students may receive credit for their work on Horizons by registering for the Publications Workshop courses: COM 116 (Publications Workshop I) & COM 216 (Publications Workshops II). Horizons offers insights into the news, issues, and interests of our diverse community online throughout the academic year. Horizons also produces a full-color print magazine, free to the HCC community, that focuses on longer features and showcases some of HCC students' best work. The magazine is also made available online in a "flippable" magazine format that students can view via the web or download. All Students interested in becoming involved with Horizons should contact the advisor, Professor Mark, smark@housatonic.edu.

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Reading Days

https://www.ct.edu/academics/calendar

Reading days are to be used as student study days. No faculty member will be assigned additional duties during the scheduled reading days and no student shall be penalized for not attending any activities and/or classes on a reading day. General meetings should not be conducted during reading days.

Family Rights Educational Privacy Act (FERPA) Policy

Affords students certain rights with respect to their education records. These rights are included in **Appendix: Confidentiality of Student Records/Directory Information**

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.
2. The right to request amendment of an education record that the student believes is inaccurate.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA.

Student Conduct and Civility Policies

HCC Student Conduct and Civility Policies:

https://www.housatonic.edu/hcc-search?q=Student+Conduct+Policy&Search=

Report (any) Student related Incidents to:

- Public Safety, Lafayette Hall, Room A127 or Beacon Hall, Room 110
- Dean of Student and Academic Affairs, Deputy Title IX Coordinator Dean Robin L. Avant, Beacon Hall, Room 278, 203-332-5061
- Human Resource Specialist, Ms. Ashley Nicholson, Lafayette Hall, Room LHA218, 860-723-0626
- CSCU Title IX Coordinator, Mr. Angelo Simoni, System Office, 860-723-0165

Student Support Services

Student Services Center (SSC)/Welcome Center (One-Stop)

The Student Services Center is designed to provide a one-stop format for students navigating the enrollment process. Students needing assistance with general admissions, registration or financial aid questions or are ready to register may stop by the SSC.

Have a question and not sure who to ask? Ask the SSC Team!

Location: Lafayette Hall Atrium/Lobby   **Phone:** 203-332-5196
Email: hc-ssc@housatonic.edu
Hours: Monday through Friday, 8:00 am to 5:00 pm

Services:
- General enrollment questions
- MyCommNet password reset assistance
- Register for classes
- Add/drop or withdrawing from courses
- Assist students with updating student contact information
- Process change of major forms
- Complete online requests for transcript requests, and enrollment verification documentation
- Complete application for graduation
- Setting up a payment plan through MyCommNet

Academic Support Center (ASC)

https://www.housatonic.edu/academics/academic-support-center

The ASC provides students with a variety of services designed to enhance their academic studies: Center for Academic Progress (CAP) focuses on math and English, serving students before enrollment and while enrolled in Intensive courses; STEAM Center of Excellence provides content tutoring for math, sciences and more; Writing Center provides tutoring in reading and writing assignments for any course. For tutoring appointments and all other questions, students are encouraged to call, email, or visit in-person.

Location: Lafayette Hall, Room B152   **Phone:** 203-332-5019
Email: HC-TutoringCenter@housatonic.edu
Hours: The ASC is open 9:00am-7:00pm Monday – Thursday and 9:00am-4:00pm Friday. Tutoring hours vary by semester.
Services:
- **Subjects Tutored:** Math, Biology, Chemistry, Accounting, CSA, ESL, and Writing for all courses (varies by semester)
- **On campus Tutoring:** Student meets with a tutor for a traditional, in-person session. Appointments are encouraged; walk-ins may be able to see next available tutor.
- **Online Tutoring:** Student meets with a tutor online; student and tutor can use video, audio, and text chat as well as share screens. Appointments are encouraged; walk-ins may be able to see next available tutor.

- **Etutoring:** Student submits a writing assignment online for review by a tutor. The tutor then emails the student feedback.
- **ASC Computers and Printers:** Available for students during tutoring sessions. Students needing a computer but not tutoring should be directed to campus labs or the library.
- **Science Models, Microscopes, and Calculators:** Available for student use in the STEAM Center.

Advising and Student Success Center

The Advising and Student Success Center is made up of a team of dedicated Guided Pathways Professional Academic Advisors who are committed to creating a learning environment outside of the classroom. Guided Pathways Advising is a dynamic student- centered, holistic approach grounded in student development and learning. Guided Pathways Advisors align advising practices with the diverse and unique needs of each individual student in their caseload. GPAs advise, advocate, mentor, support, and coach their caseload to reach their individual goals.

Location: Lafayette Hall L112
Hours: 8:30 am – 4:30pm - Hours may vary

Launch Sessions: http://www.housatonic.edu/admissions-financial-aid/register-for-launch?highlight=WyJhZHZpc2luZyIsImNlbnRlciIsImNlbnRlcidzIiwiYWR2aXNpbmcgY2VudG VyIl0=

Location: Lafayette Hall A237
Hours: Subject to change every semester. Please contact the Advising Center.

'New' students are required to sign up and attend a Group Launch Advising Session. During the advising session, the following information is provided to our students:

- Learn how to navigate the college website
- Learn about degree and certificate programs offered
- Identify career options
- Build schedules from course offerings based upon placement test, AP, or SAT scores Learn how to register for classes online
- Learn about DegreeWorks to check academic progress and program requirements
- Learn important terminology such as prerequisite, co-requisite, parallel, satisfactory academic progress, and cumulative GPA
- Identify faculty advisors and understand the importance of creating a working relationship with them
- Identify campus resources and departments such as advising, career services, Center for Academic Progress (CAP), College Level Examination Program (CLEP), TEAS testing, counseling, Family Economic Security Program (FESP), financial aid, HCC Foundation, and tutorial services

DegreeWorks: http://www.housatonic.edu/student-services/advising-and-student-success-center#degreeworks

An advising tool for students, faculty, and advisors:
- Log-in MyCommNet first, then select DegreeWorks.
- Type in the student's Banner ID# and hit enter.

DegreeWorks is an advising tool embedded in MyCommNet and accessible to faculty, staff and students. DegreeWorks shows students' chosen degree or certificate program, how their completed courses count towards that particular program of study and it also displays the courses still needed to complete in order to graduate.

The "What-If" tool is available to temporarily select a different program of study (degree or certificate) to see how completed courses apply towards other programs of interest. This method is helpful when a student is considering changing their major.

College Catalog
        www.catalog.housatonic.edu

Course Descriptions
        http://catalog.housatonic.edu/content.php?catoid=13&navoid=8062

Course Search (Schedule of Semester Classes)
        https://ssb-prod.ec.commnet.edu/pls/x/bzskfcls.P_CrseSearch

Student Alerts (Early Alert)

Student Alert is designed to identify struggling students early in the semester and provide outreach and intervention. As part of the new Guided Pathways (GP) Advising program, alerts will be open all semester. Faculty may submit student alerts at any point in the semester to identify students facing challenges or barriers that are impacting their studies.

Some examples of why you might submit an alert:

- Excessive absences and/or tardiness
- Student needs tutoring or other academic supports
- Student is missing assignments
- Student has received low test or quiz scores
- Student needs general resources
- Student is showing improvement and should be recognized

How to Submit a Student Alert
1. Before submitting a Student Alert, the instructor should first meet with the student in a confidential setting to talk more about the concerns and offer support & resources to help the student make improvements.
2. If the student is still not showing improvement, and the instructor believes the student may benefit from additional support, the instructor may complete and submit an Online Student Alert form: **http://housatonic.edu/student- services/academic-advising#early-alert**. Make sure to submit the form via the 'Submit a Student Alert' tab.
3. Contact the Director of Advising and Student Retention, Jeanine Gibson, Jgibson@housatonic.edu

Office of Career Services and Internships
www.housatonic.edu/career-services

Assists students with the following services:

- Reviewing resumes/cover letters and other career related documents for students
- Assistance with deciding a major and reviewing results of Focus 2
- Responding to student questions regarding their job search, interview prep and general career advising inquiries

Location: Lafayette Hall B145
Phone: 203-332-8568
Website: Hours: 8:00 am – 5:00pm (by appointment)

Career Services Staff
Anisha Thomas, Director of Career Services, **AThomas@housatonic.edu**
Patricia McDonnell, Secretary, **PMcdonnell@housatonic.edu**

Career Services assists students with the following services:

- Career Counseling
- Major, Career and Labor Market Information
- On-Campus Job Postings
- Off-Campus Job, Internship and Volunteer Postings
- Career Related Workshops and Presentations
- Résumé and Cover Letter Review
- Interest Assessments
- Interview Techniques and Mock Interviews
- Job Search Strategies
- E-Portfolio Assistance
- On-Campus Recruitment and Networking Events

Counseling and Wellness Center

Counselors are available to offer support and encouragement for all students to achieve their maximum academic, career and personal development. The goal is to promote health education and wellness for our entire campus community, to assist students in reaching their college and career goals:

- Counsels students with mental health issues and wellness: Stress management, depression, anxiety, exercise, nutrition, sleep deprivation and healthy mindfulness.
- Offers students wellness events for stress management, substance abuse assessment, suicide prevention, family planning, safe sex practices.
- Provides students with resources regarding health education (brochures, pamphlets and internet references) on health-related issues.
- Develops programs related to student wellness, which often involves collaboration with other internal departments and outside agencies. Some examples: Prevention of alcohol and drug abuse, opioid epidemic, mental health awareness, 'Fresh Check Day', domestic violence, etc.
- Students and staff may also seek assistance for free mental health and medical care by visiting TimelyMd. More information can be found here https://www.ct.edu/newsroom/cscu_announces_expanded_mental_health_options_for_community_college_student

Counseling and Wellness Center

Navigating college and trying to balance the demands of life can be over-whelming for many college students. The stress of it all can really challenge a person's ability to cope successfully. When this happens, it is not unusual for a person to experience symptoms related to mental illness. The National Alliance on Mental Illness (NAMI) reports that one in five college students experience a mental health condition, with 75% of all mental health conditions surfacing by the age of 24.

Some of the most common mental health issues that student's experience are:

· Anxiety

· Depression

· Addiction/Substance Misuse

· Mood Disorders like Bipolar

· Adjustment Disorders

· Post-Traumatic Stress Disorder

· Panic Attacks

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· ADHD

· Eating Disorders

· Sleep Disorder

Some students also experience other psycho-social issues like:

· Housing Insecurities

· Food Insecurities

· School/Work issues

· Gender and Domestic Violence

· Sexual Assault

· Self-Esteem Issues

· Grief and Loss

· Family and Relationship Issues

· Gender Identity

· Racism and Discrimination

· Immigration Insecurities

At some point in life, everyone will experience a mental health issue. Mental illness impacts 1 out of every 5 people.

How Can the Counseling and Wellness Center Help?

The Counseling and Wellness Center has professional counselors available to help students and the campus community work through a variety of issues that may be affecting their ability to function successfully at HCC.

The Counseling and Wellness Center provides free, short-term, confidential counseling and mental health coaching services. In cases of crisis or if a higher level of care is necessary, our counselors will coordinate referrals for more immediate or specialized care within the community.

The Counseling and Wellness Center Offers:

- Free confidential personal counseling for enrolled Housatonic students.
- Crisis counseling and intervention services.
- Wellness workshops and presentations for the campus community.
- Consultation services for faculty and staff members.
- Referrals and the coordination of off-campus services for extended and various levels of care.
- Campus programming designed to educate and promote healthy decision-making and lifestyle development.
- Advocacy for mental health policies and initiatives.

How to Schedule an Appointment:

If you would like to make an appointment to meet with a counselor, please stop by the Counseling and Wellness Center, Lafayette Hall, Room A-242 or you can call 203-332-5285. Also, feel free to email us at HC-Counseling@housatonic.edu. The Counseling and Wellness Center is open Monday – Friday from 8:30am to 5pm. Evening appointments may be available at request

Counseling and Wellness Staff

Lisa Slade, Director of Counseling and Wellness

203-332-5017, Lafayette Hall, Room B229

Jessica Quesada, Administrative Assistant

203-3325282, Lafayette Hall, A242

Lindsey Norton, Counselor

203-332-5181, Lafayette Hall, B230

Location: Lafayette Hall, Room A242 (Reception)
Phone: 203-332-5285
Email: HC-Counseling@housatonic.edu
Hours: 9:00 am – 5:00pm. Individual counselor hours may vary.
Appointments: Please email Jessica Quesada at jquesada@housatonic.edu, Administrative Assistant, A242 to schedule appointment or you can call or email us.

Counseling Staff
Lisa Slade, Director of Counseling and Wellness, Lafayette Hall, Room B229
Jessica Quesada, Administrative Assistant, Lafayette Hall, A242
Lindsey Norton, Counselor, Lafayette Hall, Room A108

Counseling Services
- Provide short-term confidential counseling services

- Crisis intervention
- Community resource referrals
- Educational workshops and programming
- Faculty and staff consultation services
- Assisting students on academic suspension or probation
- Assessing needs and providing accommodations for students with disabilities through the Accessibility Services Office

Library

The Housatonic Library provides resources and services in support of the academic programs at the College. To the extent possible, it also serves the personal and non-curricular intellectual needs of the faculty, staff, students, and community.

The Library is usually open six days a week during fall and spring semesters, and has at least one professional librarian available at all times. We offer on ground and online access to journal articles, videos, and books.

Webpage: https://housatonic.edu/academics/library

Location: Lafayette Hall, Room B144

Library hours may change. Please check the hours posted at the Library, Library website, or call 203-332-5070.

Fall 2022 Hours

Monday–Tuesday   8:30 am – 9:00 pm

Wednesday   8:30 am – 4:00 pm

Thursday   11:00 am – 9:00 pm

Friday   8:30 am – 12:30 pm

Saturday   8:30 to 2:30 pm

Interim Director of Library Services: Curleen Elliott, celliott@housatonic.edu, 203-332-5179

Library Instruction Services:

• Student orientation to library services, spaces, and resources.

• Upon the instructor's request, instruction related to research assignment for students.

• Instructors teaching ENG 101 and ENG 094 will be contacted by the librarians.

Library Classroom Visits: If you wish to bring your class to the Library, please make the request before the date needed. Please note the Library hours. Please contact the Reference Desk 203-332-5071

HC-Library@hcc.commnet.edu for more information.

Library Reserve Collections: This collection is maintained behind the Circulation Desk. The library encourages you to place material on reserve when a substantial number of students need to read, view, or listen to material for a class. Use of the Reserve Collection is an effective way of sharing limited resources amongst a large group. Materials placed on reserve can be items from the library's collection, or your own material(s). Most textbooks used for classes at Housatonic are also a part of the Reserve Collection. Please contact Mark Gore, 203-332-5069 mgore@housatonic.edu for more information.

Research Assignments: If your research assignment requires your students to use the library, please send us the syllabus or assignment ahead of time. This gives us time to prepare and add assignment specific material if needed. Keep in mind that the library won't have multiple copies of the same title for every student.

e- Resources: e-Resources such as eBooks, streaming videos, and databases covering many subject areas are available in the Library and can be accessed from off-campus. Any problems with connection, please contact Qiming Han, 203-332-5073 Qhan@housatonic.edu for help.

Some of our databases include:

• Academic Search Premier: General Interest/Comprehensive

• Opposing Viewpoints: Pro and con articles on current events topics

• Scopus: abstract and citation database with enriched data and linked scholarly literature across a wide variety of disciplines.

• Health and Wellness Resource Center: Health/Medical/Psychological, an extensive database with periodicals, articles, and excerpts from reference books and pamphlets

• Housatonic Search: Housatonic Search is our library discovery system. It is used to find print books, everything included above, and more.

The Library has computers available for HCC students, faculty, and staff usage. The computers are intended primarily for academic/research use, and have Microsoft Office available.

We also create LibGuides to serve faculty needs. These are online study guides containing carefully selected research sources. They accommodate various media, such as film clips, widgets, and/or audio resource. For further information, contact Curleen Elliott, 203-332-7179 celliott@hcc.commnet.edu.

Contact us during hours of operation. https://hcc-commnet.libguides.com/contactus

We have several ways for you to interact with us:

•　　　Libchat- Chat with us

•　　　Text- Get answers from the library by texting 475-256-5663

•　　　Online Library Consultation- Have a more complex question? Set up a consultation in person or on Microsoft Teams

•　　　Library FAQ - Frequently Asked Questions at the Library

You can also visit us on our social media pages www.facebook.com/hcclibrary & www.instagram.com/hcclibrary

Library 'Individual' Tours: An in-depth look at any particular aspect of Library collections or services. Please visit the Library and introduce yourself. If you have any further questions or concerns, please contact Library Services at 203-332-5070.

Accessibilities Services (Disability Support)

We welcome students with disabilities and therefore, the college offers them an opportunity to help make their college experience a successful one. Accessibility Services are provided by Marilyn Wehr, who is responsible for coordination of Section 504/Title II compliance with respect to students. An individual with a disability is a person who has a physical, learning, or psychological/psychiatric disability that substantially limits a "major life activity" or has a record of such impairment or is regarded as having such impairment. While Accessibility Services are available to students at any time, new students are encouraged to register with the Accessibility Services Office *immediately after acceptance by the College*. Accessibility Services are available to students at any time during their enrollment with the college.

Location: Lafayette Hall, Room L115
Appointment: Students who require services may make an appointment by calling 203-332-5018 or email Marilyn Wehr at **mwehr@housatonic.edu**

Accessibility (Disability) Services Staff
Marilyn Wehr, Counselor/Coordinator of Accessibility Services, Lafayette Hall, Room L115
203-332-5018, **MWehr@housatonic.edu**

Accessibility (Disability) Accommodation Plan

The Accessibility Services Office provides the student with a plan for accommodations.

Faculty Inform Students First Day of Class:

Since accessibility (disability) disclosure is up to the student to share this information. Therefore, it is suggested that faculty generally inform students the first day of class that they are welcome and encouraged to schedule an appointment with you (the professor) early in the semester, to talk about their needs in a confidential, one on one setting.

Human Resources (HR) & Payroll Office

Direct Deposit

This option avoids delay in receiving your check funds vs. snail mail to your mailing address. Human Resources provides the Direct Deposit form. It takes approximately two pay cycles to process your Direct deposit form, and for your check funds to start being automatically deposited into your account.

Human Resource and Payroll Staff
- Human Resources Specialist: Ashley Nicholson
  ANicholson@commnet.edu; (860) 723-0626
- Payroll: CSCU-PayrollSSO@commnet.edu.

Location: Lafayette Hall, Room A218
Website: http://www.housatonic.edu/about-us/human-resources-department/human-resources-and-payroll-staff

Violence in the Workplace Prevention Policy (State of Connecticut)
Visit the website: https://portal.ct.gov/OPM/OLR-Publications/WPV/Violence-in-the-Workplace-Policy-and-Procedures

The State of Connecticut has adopted a statewide zero tolerance policy for workplace violence. The Board of Regents for Higher Education fully supports this policy and recognized the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

Prohibited Conduct for Weapons and Cause for Injury or Death:
- No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

Prohibited Conduct for Either Verbal or Physical that is Abusive, Threatening, Intimidating or Demeaning:
- Any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace should immediately report the incident or statement to his/her supervisor or manager, Huma Resources, or the Board of Regents for Higher Education.
- Any manager or supervisor who received a report of violent, threatening, harassing, or intimidating behavior shall immediately contact Human Resources to evaluate, investigate and take appropriate action.

CSCU Board of Regents – Human Resource Policies
www.ct.edu/hr/policies

Policies
- Satisfactory Academic Progress
- Code of Conduct
- FERPA
- Faculty Consulting & Research

- Ethics Statement

- IT Security
- Electronic Communication

Crisis Support – Resources

- o In Connecticut, crisis hotline: 2-1-1
- o National Suicide Prevention Lifeline: 1-800-273-TALK/1-800-273-8255
- o The Trevor Project (crisis intervention & suicide prevention for LGBTQ young people 13-24) 1-866-488-7386
- o Crisis services for children and youth through Mobile Crisis Intervention Services (DCF). Point of entry 2-1-1.
- o ACTION line (DMHAS) for adults in distress who are 18 years of age or older. Available 24/7, 365 days a year. Call 1-800-HOPE-135 (1-800-467-3135) or 2-1-1
- o Emergency 9-1-1
- o Crisis text line: Text to CT at 741741
- o State of Connecticut Suicide Prevention website: www.preventsuicidect.org

Employees Assistance Program (EAP)

- o The Lexington Group can be contacted 24/7 for immediate and confidential access at: **1-800-676-HELP (4357)** **www.The-Lexington-Group.com**

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