



**QUINSIGAMOND**

Community College

Center for Academic Excellence



2023 - 2024  
**FACULTY RESOURCES**



**IMPORTANT  
TELEPHONE  
NUMBERS**



**Campus Police Emergency**

508.854.4444

**The Office of Counseling and Wellness**

**(for student support)**

508.854.4479



### **Our Mission**

Quinsigamond Community College is the gateway to advanced educational and employment opportunities in Central Massachusetts. We are a public, student-centered institution of higher learning, providing accessible, affordable, and high-quality educational and training programs and services that are relevant and responsive to diverse regional and student needs.

### **Our Mission Principles**

In fulfillment of our mission, the College community commits to the following principles:

- ❖ Students First
- ❖ Teaching and Learning
- ❖ Comprehensive, Flexible Programming and Services
- ❖ Open Access to Learning
- ❖ Potential for Success
- ❖ Community Outreach and Support

### **Our Vision**

Quinsigamond Community College is a premier learning community ... recognized for teaching and learning excellence, relevant and responsive programming, students' success, and community outreach and impact. We thrive as a vital regional asset and first choice for transforming lives and sustaining healthy, prosperous communities. All are welcomed and embraced in our community, where students come first and faculty and staff strive to develop potential and help make dreams come true. ***"At QCC, we excite ... we ignite ... we open new vistas of opportunity."***

### **Our Values**

Faculty and staff infuse life in our vision and live mission principles by creating and sustaining a college climate and culture where all are warmly welcomed, accepted, and valued for their individual dignity and worth. We recognize the importance of diversity and acknowledge the rich and unique contributions that each community member makes to advance the College. To this end, the following values guide our individual actions and community interactions:

- ❖ Excellence and Quality
- ❖ Integrity and Accountability
- ❖ Inclusiveness
- ❖ Cooperation and Collaboration
- ❖ Respect and Trust
- ❖ Open, Civil and Collegiality
- ❖ Creativity and Innovation

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***“At QCC, we excite ... we ignite ... we open new vistas of opportunity.”***

## About Quinsigamond Community College

Since 1963, Quinsigamond Community College has provided opportunities for a first-rate education and personal growth to thousands of area men and women. Some students choose to prepare for immediate entry into a career field. Some choose to transfer to bachelor's level programs at four-year colleges and universities, and some choose opportunities for personal growth and cultural enrichment.

A true test of any college is how well its students fare, not only in the classroom, but long after they have graduated. At Quinsigamond, we are proud of the success of our graduates: in beginning careers in their chosen fields, in continuing on to bachelor's and graduate level, and in becoming involved in the affairs of their communities.

Quinsigamond graduates can be found throughout Central Massachusetts in responsible positions in business and industry, in health and human services, in engineering and high technology. Quinsigamond takes a personal interest in its students, helping them identify and achieve their individual goals and making a difference in their lives. Quinsigamond responds to individual student needs. We provide a broad range of programs, quality instruction, and support services.

Quinsigamond's faculty is its most important asset. Our faculty holds advanced degrees in their respective fields of study. Many have published books and served as consultants. They help students succeed whatever their goal. At Quinsigamond, a strong bond is established between faculty and students, witnessed by the fact that graduates often return to the campus to visit their former professors.

From the moment a student contacts the College, they will know that our staff cares. There are friendly, helpful people throughout the College who want to help students succeed. They will answer questions, guide students through various processes, and take a personal interest in their needs.

Quinsigamond has been making a difference in the lives of people for over five decades. It can make an important difference in your life.

## Directions to QCC Worcester (Main) Campus

*Quinsigamond Community College*

### Worcester (Main) Campus

670 West Boylston Street, Worcester, MA 01606

Phone: 508.853.2300

Fax: 508.852.6943

Website: [www.qcc.edu](http://www.qcc.edu)

Google Map Link: <https://goo.gl/maps/13vBuPKyBaeMkN1k9>

#### From Boston or East of I-495

- ❖ Massachusetts Turnpike to I-495 North
- ❖ To I-290 West
- ❖ To I-190 North ½ mile
- ❖ To Exit 1 (West Boylston Street)
- ❖ Campus is 1 mile North

#### From Springfield or West

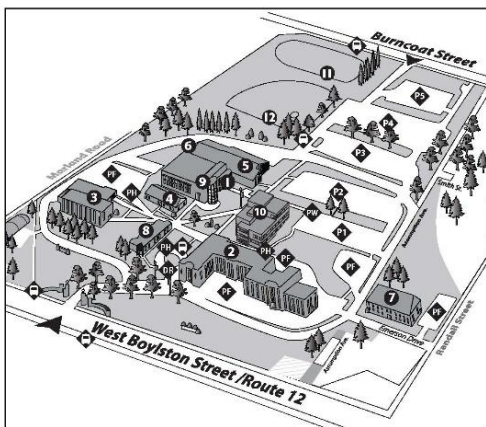
- ❖ Massachusetts Turnpike to I-290 East
- ❖ To I-190 North ½ mile
- ❖ To Exit 1 (West Boylston Street)
- ❖ Campus is 1 mile North

#### From Lowell or North

- ❖ I-495 to Route 2 West
- ❖ To I-190 South
- ❖ To Exit 4 (West Boylston Street)
- ❖ Campus is 1 ½ miles South

#### All visitors and those seeking Admissions should start at the Welcome Center

<b>1. Welcome Center</b>	<b>3. Surprenant Hall (S)</b>
<b>2. Administration Building (A)</b>	Gateway to College 102S Hebert Auditorium
<b>Lower Level</b>	
Bookstore Lower Level - A	
Business Office 807A	
Cafeteria Lower Level - A	
High School Equivalency Testing 858A	
IT Service Desk 867A	
<b>First Floor</b>	
Counseling 162A	
Dental Hygiene Clinic 126A	
President's Office 132A	
Registrar 152A	
TRIO Student Support Services 170A	
VP of Academic Affairs 103A	
VP of Strategic Enrollment Management & Student Engagement 133A	
<b>Second Floor</b>	
Disability Services 245A	
Veteran Affairs Office 258A	
Human Resources 222A	
Career Services & Credit Prior Learning 272A	
<b>Third Floor</b>	
Dean of Students 365A	
Harrington Academic Computing Center 379A	
Assistant Dean of Students 383A	
	<b>5. Athletic Center (AC)</b>
	Fitness Center
	Gymnasium
	Campus Police 136AC
	<b>6. Campus Police 136AC</b>
	<b>7. Child Study Center (CSC)</b>
	<b>8. Fuller Student Center</b>
	Student Life
	Open Door Newspaper
	Student Senate
	<b>9. Harrington Learning Center (HLC)</b>
	<b>Second Floor - Student Success Center</b>
	Academic Advising
	Admissions
	Financial Aid
	General Academic Areas
	Tutoring Center
	Math Center
	Transfer Services
	Writing Center
	<b>Third Floor</b>
	Alison Library
	<b>10. QUEST Center</b>
	<b>11. Athletic Field &amp; Track</b>
	<b>12. Chupka Baseball Field</b>



Parking		Class Locations - Main Campus	
<b>DR</b>	Drop Off/Pickup	<b>A</b>	Administration Building
<b>PW</b>	Welcome Center Parking	<b>ALF</b>	Alhffors Hall
<b>P1-5</b>	Student & Visitor Parking	<b>AC</b>	Athletic Center
<b>PF</b>	Faculty & Staff Parking	<b>CSC</b>	Child Study Center
<b>PH</b>	Handicapped Parking	<b>HLC</b>	Harrington Learning Center
		<b>Q</b>	QUEST Center
		<b>S</b>	Surprenant Hall
		Off-Campus Class Locations	
		<b>ASSA</b>	QCC at Assabet Valley
		<b>BURN</b>	QCC at Burncoat
		<b>BVC</b>	QCC at the Blackstone Valley Education Hub
		<b>OWDCE</b>	Center for Workforce Development and Continuing Education
		<b>D</b>	Healthcare and Workforce Development Center
		<b>CSB</b>	QCC Southbridge
		<b>SRCT</b>	QCC at the Worcester Senior Center

**Directions to Healthcare and Workforce Development Center**

*Quinsigamond Community College*

**Healthcare & Workforce Development Center**

25 Federal Street, Worcester, MA 01608

Google Map link: <https://goo.gl/maps/QX8zAfaiXHN2>

Phone: 508.853.2300

Fax 1<sup>st</sup> floor: 508.751.7991

Fax 2<sup>nd</sup> floor: 508.765.7992

**Directions:**

**From I-290**

- ❖ Take exit 13 for Vernon Street/Massachusetts 122A/Kelley Square
- ❖ Take Madison Street and Southbridge Street to Federal Street
- ❖ Turn right onto Kelley Square (signs for Massachusetts 122A N/Kelly Sq/Barre)
- ❖ Turn left onto Madison Street
- ❖ Turn right onto Southbridge Street
- ❖ Slight right onto Main Street
- ❖ Take the 1st right onto Federal Street

Note: Keycard access required for parking lot. Email [dtfacilities@qcc.mass.edu](mailto:dtfacilities@qcc.mass.edu) for information pertaining to access.

## Directions to Other QCC Sites

*Quinsigamond Community College*

### **At the Senior Center**

128 Providence Street, Worcester, MA 01604

Google Map link: <https://goo.gl/maps/PaboxCNFoXq>

Phone: 508.799.1230

#### **From the North**

- ❖ I-190 South to I-290 West
- ❖ Take Exit 14 (Route 122)
- ❖ Exit 14 goes two ways – go straight and Route 122 bears right
- ❖ Take a left onto Harrison Street
- ❖ Go over the bridge and to the stop sign at the top of the hill
- ❖ Take a right onto Providence Street
- ❖ Stay on Providence Street through one stop sign (Dorchester Street) and one street light (Winthrop Street)
- ❖ The Senior Center is the big brick building on the right

#### **From I-290 West**

- ❖ Take Exit 13 (Kelley Square)
- ❖ Turn left at the end of the Exit (Vernon Street)
- ❖ At the fork in the road, take the right (Vernon Street), and then a left on Spurr Street
- ❖ The Senior Center is the big brick building on the right

#### **From the South, West, and East**

- ❖ From I-290 East, take Exit 13 (Kelley Square)
- ❖ Turn right at the end of the Exit (Vernon Street)
- ❖ At the fork in the road, take the right (Vernon Street), and then a left on Spurr Street
- ❖ The Senior Center is the big brick building on the right

*Quinsigamond Community College*

### **At Burncoat**

179 Burncoat Street, Worcester, MA 01606

Google Map link: <https://goo.gl/maps/APmCfu2AiCU2>

#### **From I-290**

- ❖ Take highway toward Worcester/Marlborough
- ❖ Take Exit 20 toward Route 70/Burncoat Street/Lincoln Street
- ❖ Turn left onto Burncoat Street
- ❖ 179 Burncoat Street is on the right



*Quinsigamond Community College*  
**At Worcester Technical High School**  
1 Skyline Drive, Worcester, MA 01605  
Google Map link: <https://goo.gl/maps/PLv3uAgkB6w>

**From I-290 West**

- ❖ Take Exit 19 for Route 9/Lincoln Street
- ❖ At the light, take a right
- ❖ At the next light, bear left for Route 9
- ❖ At the next light, turn left onto Route 9 East
- ❖ Follow Route 9 to the top of the hill, past a pond
- ❖ At the first light after the pond, take a left onto Skyline Drive
- ❖ School entrance is the first open gate on the right

**From I-290 East**

- ❖ Take Exit 17 for Route 9
- ❖ At the light, take a right
- ❖ Follow Route 9 to the top of the hill, past a pond
- ❖ At the first light after the pond, take a left onto Skyline Drive
- ❖ School entrance is the first open gate on the right

*Quinsigamond Community College*  
**At Southbridge High School**  
132 Torrey Road, Southbridge, MA 01550  
Google Map link: <https://goo.gl/maps/nPCSVsvfa9bX4PSA7>

**From the Worcester (Main) Campus**

- ❖ Take a left on West Boylston Street
- ❖ Bear left onto I-190 South
- ❖ Stay to the right onto I-290 West
- ❖ Keep straight as it converts into I-395 and use Exit 11B – Route 20 West – Sturbridge
- ❖ Please IGNORE your GPS:
- ❖ Follow Route 20 West for about 8.5 miles
- ❖ Take a left on Route 169 South – [There is a set of lights and a large blue QCC sign on the left]
- ❖ Follow Route 169 South for about 4 miles
- ❖ Take a left (bear left) on Mechanic Street – [EZ Mart]
- ❖ Take a left at the light on Charlton Street – [Lights and Thai Orchid]
- ❖ Take a right (bear right) on Guelphwood Road – [Elementary school on the right]
- ❖ Take a right on Torrey Road – [There's a sign for the high school]
- ❖ Follow the road to the high school on your right
- ❖ Enter through the high school doors on the left

## College Calendar for 2023-2024

<b>Summer I, 2023</b>	<b>Date</b>	<b>Details</b>
Classes Begin	May 22	Monday
Memorial Day Holiday	May 29	Monday – Holiday (No Classes)
Juneteenth	June 19	Monday
Last Day of Classes/Exams	July 3	Monday
Independence Day	July 4	Tuesday
<b>Summer II, 2023</b>	<b>Date</b>	<b>Details</b>
Classes Begin	July 10	Monday
Last Day of Classes/Exams	August 15	Tuesday
<b>Fall Term, 2023</b>	<b>Date</b>	<b>Details</b>
Labor Day Holiday	September 4	Monday – Holiday
All College Day	September 5	Tuesday (No Classes)
Classes Begin	September 6	Wednesday
Indigenous Peoples' Day	October 9	Monday – Holiday (No Classes)
Veterans' Day Observed	November 10	Friday – Holiday (No Classes)
Veterans' Day Holiday	November 11	Saturday - Holiday
Thanksgiving Recess	Nov. 23-Nov. 26	Thursday-Sunday (No Classes)
Last day of Classes/Exams	December 19	Tuesday
<b>Interession Term, 2024</b>	<b>Date</b>	<b>Details</b>
Classes Begin	January 2	Tuesday
Martin Luther King, Jr. Holiday	January 15	Monday, Holiday (No Classes)
Last Day of Classes/Exams	January 18	Friday
<b>Spring Term, 2024</b>	<b>Date</b>	<b>Details</b>
All College Day	January 19	Friday (No Classes)
Classes Begin	January 22	Monday
Presidents' Day Holiday	February 19	Monday – Holiday (No Classes)
Spring Recess	March 17-23	Sunday-Saturday (No Classes)
Patriots' Day Holiday	April 15	Monday – Holiday (No Classes)
Last week of Classes/Revised Class Schedule	May 7-13	Tuesday - Monday
Commencement	May 17	Friday at 1:00pm

## Directory of QCC Main Departments/Areas

<b>President's Office</b>	508.854.4203
Room 132, Administration Building	
<b>❖ The Office of Diversity, Equity and Inclusion</b>	508.612.4326
Room 149, Administration Building	
<b>❖ Academic Affairs</b>	508.854.4425
Room 103, Administration Building	508.854.4384
➤ <i>Academic Affairs Professional Development</i>	508.854.4313
Room 101, Ahlfors Hall	
➤ <i>Academic Support Services</i>	508.854.4242
Room 314, Harrington Learning Center	
➤ <i>Adult Community Learning Center</i>	508.751.7926
QCC Healthcare & Workforce Development Center	
➤ <i>Alden Library Circulation Desk</i>	508.854.4581
Third Floor, Harrington Learning Center	
Third Floor, Reference Desk	508.854.4366
➤ <i>Academic Advising</i>	508.854.4308
Second floor, Harrington Learning Center	
➤ <i>Career Services &amp; Credit for Prior Learning</i>	508.854.4439
Room 272, Administration Building	
➤ <i>Center for Workforce Development &amp; Continuing Education</i>	508.751.7900
QCC Healthcare & Workforce Development Center	
➤ <i>Children's School</i>	508.854.4220
Child Study Center	
➤ <i>College &amp; Career Pathways</i>	508.854.7526
Room 205 & 217, Administration Building	508.854.7530
➤ <i>Commonwealth of Massachusetts Honors Program</i>	508.854.2744
Honors Center, Room 352, Administration Building	
➤ <i>Distance Learning &amp; Center for Academic Excellence</i>	508.854.4463
Center for Academic Excellence, Ahlfors Hall	
➤ <i>Educational Partnerships &amp; Early College Initiatives</i>	508.854.2853
Room 200, Administration Building	508.854.4352

- *Evening/Weekend Administration* 508.854.4532  
HLC, 2<sup>nd</sup> floor front desk
- *Future Focus Program* 508.854.2876  
Room 347, Administration Building
- *Gateway to College* 508.854.7587  
Room 102S & 310, Administration Building
- *Mentoring for Perkins Programming* 508.854.7409  
Room 271 & 205, Administration Building
- *School of Business, Engineering & Technology* 508.854.2765  
Room 208, Administration Building 508.854.4597
- *School of Healthcare* 508.751.7942  
Room 419, Administration Building & 508.854.4268  
QCC Healthcare & Workforce Development Center
- *School of English & Humanities* 508.854.7515  
Room 203, Administration Building 508.854.4369
- *School of Math & Science* 508.854.2835  
Room 211, Administration Building 508.854.2783
- *School of Public Service, Education & Social Sciences* 508.854.4324  
Room 212, Administration Building 508.854.4307
- *Testing* 508.854.2784  
Room 384, Office, Administration Building  
Room 376, Testing, Administration Building
- QCC's Tutoring Centers
  - *Subject Tutoring* 508.854.4279  
Room 222, Harrington Learning Center
  - *Math Center* 508.854.7487  
Room 206, Harrington Learning Center
  - *Writing Center* 508.854.7488  
Room 208, Harrington Learning Center
- *Transfer Services* 508.854.4404  
Room 272, Administration Building

➤	<i>TRIO Student Support Services</i> Room 170, Administration Building	508.854.4473
❖	<b>Administrative Services</b> Room B70, Administration Building	508.854.4272 508.854.2834
➤	<i>Accounts Payable</i> Room B07, Administration Building	508.854.4216
➤	<i>Auxiliary Services</i> Room B53A, Administration Building	508.854.2720 508.854.4291
➤	<i>Business Office</i> Room B07, Administration Building	508.854.4560
➤	<i>Central Receiving</i> Room 118L, Harrington Learning Center	508.854.2817 (Cell) 508.579.7142
➤	<i>Employment</i> Room 222-3, Administration Building	508.854.2726
➤	<i>Events Management</i> Room B58A, Administration Building	508.854.4291
➤	<i>Facilities</i> Room 120, Athletic Center	508.854.7400
➤	<i>Food Service (Main Cafeteria)</i> Room 43A, Lower Level, Administration Building	508.854.4219
➤	Human Resources Room 222, Administration Building	508.854.2883
➤	<i>Information Technology Service Desk</i> Room B66, Administration Building (outside entrance)	508.854.4427
➤	<i>Institutional Research &amp; Planning</i> Room 221, Administration Building	508.854.7545
➤	<i>Inventory Control</i> Room B53A, Administration Building	508.854.2720 508.854.4291
➤	<i>Mailroom</i> Room B55A, Administration Building	508.854.4568

- *Media Services* 508.854.4427  
Room 107, Harrington Learning Center
- *Payroll* 508.854.4401  
Room B07, Administration Building 508.854.4304
- *Print Shop* 508.854.4567  
Room B46A, Administration Building
- *Purchasing* 508.854.4382  
Room B07, Administration Building 508.854.4336
- *QCC Campus Police* (Emergency) 508.854.4444  
Room 136, Athletic Center (Non-Emergency) 508.854.4221
- *QCC Follett Bookstore* 508.854.4237  
Room 25A, Lower Level, Administration Building
- *Surplus Property Office* 508.854.2720  
Room B53A, Administration Building
- ❖ **Enrollment & Student Services** 508.854.4232  
Room 133, Administration Building
- *ADA Student Compliance Coordinator/Title IX:  
Pregnancy, Sexual Assault, Domestic Violence* 508.854.2791  
Room 421, Administration Building
- *Admissions/Welcome Center* 508.854.4262  
Room 201, Harrington Learning Center
- *Assistant Dean of Students* 508.854.4526  
Room 383, Administration Building
- *Athletic Center & Athletics* 508.854.4317  
Athletic Center
- *The Office of Counseling and Wellness* 508.854.4479  
Room B56A, Administration Building
- *Dean of Students* 508.854.2717  
Rooms 365, Administration Building
- *Student Accessibility Services* 508.854.4471  
Room 246, Administration Building

➤	<i>Financial Aid</i> Welcome Center, Harrington Learning Center	508.854.4261
➤	<i>Parenting Student Support Services</i> Room B57, Administration Building	508.854.2749
➤	<i>Registrar's Office</i> Room 152, Administration Building	508.854.4257
➤	<i>Student Life and Leadership</i> Fuller Student Center	508.854.4334
➤	<i>Veteran Affairs</i> Room 258, Administration Building	508.854.2721
➤	<i>The Welcome Center</i> Second Floor Lobby, Harrington Learning Center	508.854.7492
❖	<b>External Affairs</b> Room 119, Administration Building	508.854.4380
➤	<i>Office of External Affairs</i> Room 125, Administration Building	508.854.4235
➤	<i>Advancement &amp; QCC Foundation</i> Room 125, Administration Building	508.854.4520
➤	<i>Development &amp; Alumni Relations</i> Room 129, Administration Building	508.854.4381
➤	<i>Grants Development</i> Room 220, Administration Building	508.854.4472
➤	<i>Community Engagement</i> Room 121, Administration Building	508.854.7524
➤	<i>Institutional Communications</i> Room 101, Administration Building	508.854.2842

## **The Office of Diversity, Equity, and Inclusion!**

At QCC, we are committed to fostering an inclusive and supportive environment where diversity and the intersectionality of identities is celebrated, and every individual feels valued and respected. Our Office of Diversity, Equity, and Inclusion plays a pivotal role in upholding this commitment by providing a wide range of essential services and resources on campus.

### **DEI Programming:**

We pride ourselves on offering a diverse array of engaging DEI programs and events throughout the year. These initiatives are carefully crafted to promote awareness, understanding, and celebration of different cultures, perspectives, and identities. Our programming encourages meaningful dialogue, collaboration, and community-building among students, faculty, staff, and the broader campus community.

### **DEI Committees:**

To ensure a comprehensive and collaborative approach to diversity, equity, and inclusion, our office works closely with various DEI committees. These committees consist of passionate and dedicated individuals who represent different backgrounds, disciplines, and experiences. Together, they actively identify opportunities for improvement, develop action plans, and help steer our campus towards a more equitable and inclusive future.

### **DEI Education/Training:**

Education is a powerful catalyst for change, and we believe that fostering a truly inclusive environment starts with empowering our community members with knowledge and understanding. Our office offers a series of DEI education and training workshops, seminars, and resources. These opportunities are designed to enhance cultural competence, address unconscious biases, and equip individuals with the tools to promote inclusion and belonging.

### **Investigations:**

In our pursuit of equity and fairness, the Office of Diversity, Equity, and Inclusion is responsible for addressing and investigating reports of discrimination, harassment, and bias incidents on campus. We are dedicated to providing a safe and confidential platform where individuals can voice their concerns and seek appropriate resolutions. Our commitment to impartiality and integrity ensures that all investigations are conducted with the utmost sensitivity and respect for the parties involved.

### **Policy Review:**

Recognizing the significance of institutional policies in shaping the campus culture, our office actively reviews existing policies to ensure they align with our core values of diversity, equity, and inclusion. We also collaborate with HR and Equity council to propose and implement new policies that support our commitment to fostering an inclusive and welcoming environment for everyone.



The Office of Diversity, Equity, and Inclusion at QCC welcomes and encourages the active engagement of all members of the campus community. By working together, we can continue to create a campus that celebrates diversity, promotes equity, and nurtures an inclusive community where every individual can thrive.

**Join us as we embark on this journey towards a more just and compassionate campus environment.**

For more information, contact Kevin Lovaincy, Executive Director of Diversity, Equity, & Inclusion at 508.612.4326 or [klovaincy@qcc.mass.edu](mailto:klovaincy@qcc.mass.edu), Room 149A.

## Academic Affairs Division

### Academic Affairs

Academic Affairs, located in room 103, Administration Building on the Worcester (Main) Campus, is responsible for the overall leadership for the maintenance and improvement of quality instruction and academic support services; Academic Affairs is also responsible for the development of close ties with other organizational units of the College as well as with community leaders, organizations, and groups as appropriate to the functioning of the Academic Affairs Division.

### Harrington Learning Center

The Harrington Learning Center, located on the Worcester (Main) Campus, is the home of the George I. Alden Library, Academic Support Services, and various student support and tutoring centers.

### QCC Libraries

Professional librarians and friendly staff provide faculty with personalized services. These range from setting up a library account to tips for linking course content to library resources. There is support for designing research assignments as well as workshops for professional development.

Librarians and staff help students to understand information sources and pursue research assignments. Librarians will instruct your students in research processes at any of our campus locations upon request. The sessions can be scheduled in the Library Instruction Classroom (303L), in your classroom, in other campus wired classrooms, **or online via Zoom or another college-supported platform.**

There is a page with helpful information for faculty on the libraries' [Faculty Resources](http://qcc.mass.libguides.com/FacultyResources) page (<http://qcc.mass.libguides.com/FacultyResources>). This includes the Library Instruction Session Request Form, which can be accessed through the Frequently Used Forms (<http://www2.qcc.mass.edu/library/onlineForms/LibInstSessFm/LibInstSessFm.asp>).

- ❖ The **George I. Alden Library** is located on the Third Floor of the Harrington Learning Center on the Worcester (Main) Campus.
  - Professional librarians are available each hour we are open to provide information literacy and reference assistance.
  - Research databases, streaming video and eBook resources, along with print titles, are provided to support the curriculum.
  - There are group study rooms for students, and computers and laptops for research.
  - Reserve materials for individual sections can be stored at the Circulation Desk and listed in the library catalog. A request form for this purpose is found among the Frequently Used Forms ([Course Reserves Request Form](http://www2.qcc.mass.edu/library/onlineForms/LibOLforms/ReserveFrm.asp) [www2.qcc.mass.edu/library/onlineForms/LibOLforms/ReserveFrm.asp](http://www2.qcc.mass.edu/library/onlineForms/LibOLforms/ReserveFrm.asp)).
  - Off campus access to research databases is also available.

- ❖ The **George I. Alden Library** hours during Fall and Spring semesters:
  - Monday through Thursday, 8:00am to 8:00pm
  - Friday, 8:00am to 4:00pm
  - Saturday, 9:00am to 2:00pm
  - Sunday, closed
  
- ❖ The **George I. Alden Library** hours during both Summer sessions:
  - Monday through Thursday, 8:00am to 8:00pm
  - Friday, 8:00am to 4:00pm
  - Friday (June to mid-August), 8:00am to 12:00pm
  - Saturday and Sunday, closed
  
- ❖ The **George I. Alden Library** hours during Intersession and all other times when classes are not in session:
  - Monday through Thursday, 8:00am to 4:00pm
  - Friday, 8:00am to 4:00pm
  - Saturday and Sunday, closed
  
- ❖ The **Downtown Library** in room 121D at 25 Federal Street, Worcester is a specialized library meeting the needs of our Healthcare program students.
  - Professional librarians are available several days each week during the Fall and Spring semesters.
  - Healthcare collections of print and online resources (databases, streaming video and eBooks) are provided to support the curriculum.
  - There are group study rooms for students, and computers and laptops for research.
  - Off campus access to research databases is also available.

For more information, visit <https://www.qcc.edu/services/library>. QCC library staff are committed to helping members of the campus community meet educational goals by supporting professional and personal development.

### **QCC's Tutoring Centers**

The QCC Tutoring Centers, located on the second floor of the Harrington Learning Center, provide a welcoming and supportive environment for currently enrolled QCC students to receive free tutoring in-person and online in a variety of subjects.

- QCC tutoring serves as a place of connection both on campus and virtually. Our goal is to engage students in the learning process and empower them to become independent, lifelong learners.
- Tutors support students in their coursework by working collaboratively, encouraging active learning, and modeling effective study and learning techniques.
- Center hours and tutor schedules are available on the QCC Tutoring website: [www.qcc.edu/tutoring](http://www.qcc.edu/tutoring)
- Students can view drop-in tutoring availability and make appointments using TracCloud: <https://qcc.trac.cloud/trac> (Please note: current students can

access this site; unless they have a TracCloud account, faculty and staff cannot, so you will receive an error message when clicking on this link if you are a faculty or staff member.)

- Tutoring is also offered through ThinkingStorm, accessed through Blackboard.

### **Math Center**

The Math Center is located in room 206, Harrington Learning Center on the Worcester (Main) Campus.

- ❖ The Math Center is a welcoming place, offering drop-in, one-on-one, and small group tutoring for QCC students taking a range of mathematics and related courses. Students can get assistance with their homework, develop their understanding of math and improve their study skills by working with tutors, participate in group study with their peers, and utilize a variety of math-related resources and computers for math coursework.
- ❖ The goal of the Math Center is to help students improve their mathematics skills by providing tutoring as a supplement to course instruction—tutoring cannot substitute for classroom or online instruction; if a student needs more help than problem solving, tutors will help find multimedia resources on MyMathLab, and will suggest watching the videos for topics in their course on the Math Department’s YouTube channel available at: [www.youtube.com/QCCmath](http://www.youtube.com/QCCmath).
- ❖ For more information, contact the Math Center at 508.854.7487 or [MathCenter@qcc.mass.edu](mailto:MathCenter@qcc.mass.edu) or visit [www.QCC.edu/math](http://www.QCC.edu/math).

### **Writing Center**

The Writing Center is located in room 208, Harrington Learning Center on the Worcester (Main) Campus.

- ❖ Writing tutors work collaboratively with students to improve their skills and aid them in becoming more accomplished and confident writers, readers, and college students. Tutors can assist students with writing assignments for any course and can help at any point in the writing process. Tutors are also available to help students with reading strategies. They also can assist with organizing and documenting speeches and presentations. Tutoring for writing and reading is by appointment or drop in. The Writing Center is not a proofreading or editing service.
- ❖ Study Skills tutors are available in the Writing Center to work with students on a variety of skills important to college success, such as goal setting, time management, note taking, and test taking. Study Skills tutoring is by appointment only.



- ❖ Students interested in practicing and improving their vocabulary, pronunciation, and conversation skills in English can participate in the Center's English Conversation Groups. These drop-in tutor-led groups meet in the Center and usually last one hour. The schedule for Conversation Groups can be found on the Writing Center's website.
- ❖ For more information, contact the Writing Center at 508.854.7488 or [wcinfo@gcc.mass.edu](mailto:wcinfo@gcc.mass.edu) or visit <http://www.gcc.edu/services/tutoring/writing-center>.

### **Subject Tutoring Center**

The Subject Tutoring Center is located in room 222, Harrington Learning Center on the Worcester (Main) Campus.

- ❖ The Subject Tutoring Center is a tutoring and student resource center that offers by-appointment and drop-in tutoring, both in person and remotely, for a variety of academic subjects in Business, Healthcare, Languages, Sciences, Social Sciences, and Technology. We promote active, collaborative learning, where students work with a tutor in either one-on-one and small group sessions to help clarify course concepts and build study skills to foster independent learning.
- ❖ Appointment-based and drop-in tutoring varies by subject and course. The complete, updated semester schedule of tutoring, along with appointment policies and procedures, can always be found on the Subject Tutoring website.
- ❖ Remote tutoring for various subjects takes place via Zoom. Instructions and current hours for remote tutoring will also always be available on our website.
- ❖ Academic resources such as study strategies worksheets and guides, as well as computers equipped with a variety of academic software, are available in the Subject Tutoring Center to support tutoring sessions.

For more information, contact the Subject Tutoring Center at 508.854.4279 or [subjecttutoring@gcc.mass.edu](mailto:subjecttutoring@gcc.mass.edu) or visit <https://www.gcc.edu/services/tutoring/subject-tutoring-center>.

### **ThinkingStorm Online Tutoring**

- ❖ ThinkingStorm is an online tutoring service that offers live, on-demand online tutoring for both in-person and online courses in a variety of subjects.
- ❖ Students can chat live with a tutor, submit a question or problem, or submit an essay for review.

- ❖ Students can access ThinkingStorm through their QCC course's Blackboard course menu, with no extra registration, fees, or sign-ups required. For login information go to <http://www.qcc.edu/services/tutoring>.

### **TRIO Student Support Services**

TRIO Student Support Services is located in room 170, Administration Building on the Worcester (Main) Campus.

- ❖ The TRIO Student Support Services FAST FORWARD program is a federally-funded program that provides first generation, economically disadvantaged college students, and students with disabilities the support and services needed to achieve academic success.
- ❖ For more information, contact TRIO Student Support Services at 508.854.4573 or visit [www.qcc.edu/trio-student-support-services](http://www.qcc.edu/trio-student-support-services).

### **Gateway to College**

The Gateway to College Program is located in room 310, Administration Building on the Worcester (Main) Campus.

- ❖ The Gateway to College Program is designed to help students who have dropped out of high school or who may not graduate from high school.
- ❖ Through the Gateway to College Program, students can attain their high school diploma and earn college credits at the same time.
- ❖ For more information, contact the Gateway to College Program at 508.854.7587 or visit <https://www.qcc.edu/academics/high-school-dual-enrollment-programs/gateway-college>.

### **Academic Advising**

Academic Advising is located on the second floor of the Harrington Learning Center on the Worcester (Main) Campus. Academic Advising assists students in planning strategies for achieving their short- and long-term academic goals. In addition to working with students, this office also is focused on providing support for faculty as they advise their students. This comes in various formats, listed below.

For more information, contact Academic Advising at 508.854.4308 or visit <http://www.qcc.edu/advising>.

- ❖ **Academic School Liaisons and Assistant Director:** Each academic school at QCC has a dedicated Advising Liaison whose role is to support and communicate with faculty and the Dean of that area as we support our students. Liaisons attend the regularly scheduled Academic School meetings. If you have any questions about how to address an issue with one of your students, ask your Liaison! For a full list of Liaisons, please see the Advising tab on *The Q*. The Assistant Director of Advising provides general support and training for faculty advisors in collaboration with the School Liaisons and the Academic Deans.



- ❖ **The Q:** QCC's Portal, *The Q*, is a wealth of resources. The Advising tab on *The Q* (requires login) contains all the forms and information you may need as you work with and advise your students. This information is updated before each registration cycle. If you feel you need something added to this area, please let us know!
- ❖ **Targeted Messaging:** Advising utilizes communication plans to send out streamlined messages to students on topics such as academic deadlines, academic standing, and registration preparation. These communication plans will be shared with faculty advisors when appropriate so that faculty may choose to adapt and utilize them as desired.

### Center for Career and Transfer Services

Recently, Career and Transfer Services merged to become the Center for Career and Transfer Services, which includes Credit for Prior Learning. The Center is located in room 272, Administration Building on the Worcester (Main) Campus.

- ❖ *Career Services* has a wide variety of resources to assist with identifying career opportunities, finding up-to-date information on the latest job market trends, acquiring work experience, and developing job search skills for a successful transition from school to work. Career Services provides job fairs, on-campus visits from companies hiring for a variety of positions within their organizations, other tailored events, and class presentations. Faculty can request a presentation from Career Services by completing the presentation request form:

<http://www2.qcc.mass.edu/Advising/CareerPlacementClassroomForm/cpsCRVR.asp>.

For more information, contact Career Services at 508.854.4439 or visit <http://www.qcc.edu/services/career-services-credit-prior-learning>.

- ❖ *Credit for Prior Learning (CPL)* recognizes that students may be able to earn college credit for learning acquired through professional and life experiences. Credit may be earned by examination (AP, CLEP, DSST), portfolio assessment, or credentialing for professional certifications and trainings, including, but not limited to, military service, healthcare licensure, and first responder certifications.

For more information, contact a CPL Specialist at 508.854.4439, email [experience@qcc.mass.edu](mailto:experience@qcc.mass.edu), or visit <https://myexperiencecounts.mass.edu/>.

- ❖ Transfer Services provides a variety of resources for students and faculty to assist QCC in fulfilling its transfer mission. For students, we offer transfer workshops, transfer advising, transfer fairs and visits by four-year institutions, and other tailored events. For faculty, we offer consultation and class presentations as well as course, curriculum, and transfer agreement assistance to support baccalaureate partnerships and pathways.

- ❖ Whether a student is thinking about a Massachusetts state university or University of Massachusetts campus, a private/independent institution, or a college or university in another state, it is never too early to start planning for transfer. We strongly encourage students, from their first semester onward, to contact us.

For more information, contact Transfer Services at 508.854.4404 or email at [transfer@qcc.mass.edu](mailto:transfer@qcc.mass.edu) or visit <http://www.qcc.edu/transfer>. You also can find Transfer Services information on *The Q: Student Services – Transfer Services*.

### **Testing**

The Testing Office is located in room 384A, Administration Building on the Worcester (Main) Campus.

### **Placement Testing**

Placement testing may consist of a self-assessment for English and/or the QMAT test for math. Students' records are evaluated by the Advising Office to determine the appropriate steps for a student. Students receive an email with directions on scheduling a testing appointment if needed. All emails include the information for the English self-assessment. There is a separate test for English as a Second Language.

- ❖ For English or Math, please visit <https://www.qcc.edu/services/testing/assessment-course-placement>.
- ❖ For ESL, please visit <https://www.qcc.edu/services/testing/course-placement-assessment/english-second-language-esl-assessment>.
- ❖ Anyone with a documented disability who needs accommodations for testing should contact Student Accessibility Services at 508-854-4471 BEFORE scheduling placement testing.

### **High School Equivalency**

Massachusetts uses two tests for high school credentialing: HiSET and GED. Both are offered at our downtown location, 25 Federal St., Worcester.

- ❖ HiSET information, including test center locations and registration information, can be found at [www.hiset.org](http://www.hiset.org).
- ❖ GED information, including test center locations and registration information, can be found at [www.ged.com](http://www.ged.com).
- ❖ Anyone with a documented disability who needs accommodations for testing should follow the instructions on the website.





## Make-Up Exams

The Testing Center is happy to be providing make-up exams for all face-to-face, full-time or part-time faculty. This service is for you to use when a student misses an exam and you wish to have them take the exam at another time. You do not need to worry about where and when you can fit in another exam, and the student does not need to worry about failing a class because there was no way to take a make-up exam. Exams are proctored by our professional test proctors.

You will find all the information you need on the Blackboard page, including the link to schedule the exam. Please note: Students may not schedule make-up exams themselves. Only faculty may schedule the exams.

How to:

- ❖ Log in to Blackboard
- ❖ On the left, select Courses
- ❖ In the middle, select Educator Instructional Resources
  - ❖ If you don't see Educator Instructional Resources listed in your Current Courses, click on the arrow next to Current Courses at the top of the page and then select Faculty Training Resources. Then you should be able to select Educator Instructional Resources. Continue
- ❖ On the left, select Instructor Resources
- ❖ In the middle, select Student Make-Up Exams
- ❖ Please read everything on the page and follow all instructions

Questions: Contact Laura Tino, [ltino@gcc.mass.edu](mailto:ltino@gcc.mass.edu), 508-854-7529.

## TEAS

The Test of Essential Academic Skills (TEAS) is required for admission to healthcare programs. This test is administered by the Center for Workforce Development and Continuing Education. Students may register online at <http://www.gcc.edu/center-workforce-development-and-continuing-education/test-essential-academic-skills-teas> or by phone at 508.751.7900.

## Starfish

QCC uses Starfish to help with retention efforts by tracking students' course progress and connecting them with the appropriate resources to support their academic success. This system allows you to quickly and easily communicate with the students' assigned advisors, to access updates about your own advisees, and to provide wrap-around services to support and retain your students. As an instructor, use Starfish to do the following:

- ❖ raise a FLAG to notify students that you are concerned about their progress in your course,
- ❖ send students KUDOS if they are doing well in class,
- ❖ REFER students to the College's support services to get additional help,

- ❖ create “TO-DO’s” to help students stay on track and increase their chances for success, and
- ❖ easily create and manage student and advisee APPOINTMENTS.

For more information, contact [starfish@qcc.mass.edu](mailto:starfish@qcc.mass.edu).

### **The Office of Distance Learning & Center for Academic Excellence**

The Office of Distance Learning & Center for Academic Excellence is located in Ahlfors Hall on the Worcester (Main) Campus.

- ❖ [The Office of Distance Learning & Center for Academic Excellence](#) provides activities that support academic excellence and classroom innovation for faculty as well as training and activities designed to enhance the teaching and learning environment; these activities include the following:
  - Assessment, and teaching and learning excellence
  - On-campus and remote workshops
  - Innovations and best practices in pedagogy workshops
  - Skills training
  - Learning Management System (LMS), virtual classroom, and other technology systems/tools training
- ❖ The goals of Distance Learning & Center for Academic Excellence include the following:
  - Providing training and activities to support the Goals and Objectives of the College’s Strategic Plan
  - Providing and supporting up-to-date technology training for faculty and staff
  - Providing and supporting training and activities that will enhance teaching & learning excellence
  - Providing and supporting training and activities that will promote innovation in the classroom
- ❖ **Training:** In addition to yearly events, such as the Technology Conference, and Innovations & Best Practices Showcase, the Office of Distance Learning & Center for Academic Excellence also offers workshops on a regular basis. Workshop topics are based on faculty members’ needs, and include such things as creating and revising syllabi and assignments; how to use specific technological tools and systems (such as Blackboard, Zoom, Kaltura, etc.); finding and creating Open Educational Resources (OER); and making your course materials accessible. To view our workshop and events calendar, please visit <https://www.qcc.edu/staff-dev-calendar>. Additional training, either in one-on-one or group format, is made available to faculty upon request. Groups or departments interested in specific training, may submit a [CAE Department Training Request](#). For training assistance and questions, please contact 508.854.4463 or [CAE@qcc.mass.edu](mailto:CAE@qcc.mass.edu).

For further information, please visit the [Center for Academic SharePoint Site](#).

- ❖ **Distance Learning Online Course Proposals:** Twice a year the Office of Distance Learning emails a request for proposals to all faculty members. It is highly recommended that you talk with your School Dean and program/work area coordinator before submitting your course proposal. If this is your first QCC distance education course, you will be required to take two trainings.
  - The first course, “Designing Your Online Course (DYOC),” is taught by Quality Matters, and it teaches a framework for online course design.
  - The second training course, “Blackboard Online Course Adaptation (BOCA),” is taught by QCC Coordinators of Instructional Technology and Assessment, and it covers the implementation of the Quality Matters framework in Blackboard.

Once the faculty member completes these two courses, they will have the skills to design their course for online delivery. For further information, please visit the [Office of Distance Learning SharePoint Site](#).

- ❖ **Educator Idea Vault (in Blackboard)**

Within Blackboard, all faculty and staff have access to the “Educator Idea Vault.” It currently contains five Toolkits on the following topics: Writing Assignments, Oral Presentation, Visual Presentation, Civic Literacy, and Project-Based Learning. Each toolkit contains Assignment Frameworks, Rubrics, Sample Assignments, and Resources for Students. All materials were designed to be adaptable across courses and fields of inquiry. There is also an Educational Effectiveness Toolkit that contains resources related to assessment.

- ❖ **Educator Instructional Resources (in Blackboard)**

Within Blackboard, all faculty and staff have access to the “Educator Instructional Resources” course. This course contains documents faculty can adapt and use in their classes, such as the syllabus template and an email faculty can send to their students before the semester begins as well as jobs aids and videos about using Blackboard, Zoom, Kaltura, and other technological systems. Additionally, there are links to recordings of Center for Academic Excellence-sponsored events, information about the library and OER, and other pedagogical resources.

- ❖ **Open Educational Resources (OER)**

The Office of Distance Learning & Center for Academic Excellence partners with the QCC Alden Library to provide OER workshops and resources for faculty. Faculty who attend the appropriate trainings become eligible to apply for funding to adopt, adapt or create OER for their classes. To view OER faculty resources, please visit the Educator Instructional Resources course in Blackboard and the QCC OER LibGuide: <https://qcc.mass.libguides.com/OERforQCC>.

For more information, please visit the [Office of Distance Learning and Center for Academic Excellence](#). You also can contact the Office of Distance Learning & Center for Academic Excellence at 508.854.4463 or via email at [DistanceEd@qcc.mass.edu](mailto:DistanceEd@qcc.mass.edu) or [CAE@qcc.mass.edu](mailto:CAE@qcc.mass.edu).

## **Quinsigamond Outcomes Research for Excellence (QORE)**

Quinsigamond Outcomes Research for Excellence (QORE), comprised of faculty and professional staff, is a team devoted to general education student learning outcomes assessment. It reports to the Assistant Vice President of Academic Affairs: Assessment, Curriculum Development and Academic Success, and champions the following:

- Outcomes and Assessment
- Equitable, transparent teaching
- Learning excellence
- Student success
- Academic integrity and freedom

### **❖ Mission Statement**

QORE leads campus efforts to understand and improve students' mastery of the College's General Education Student Learning Outcomes by collaborating with colleagues in all areas of the College.

### **❖ QORE Values**

The value (and values) of learning outcomes assessment is in broadly imagined, meaningful student success, and equitable, transparent teaching and learning excellence. QORE is committed to defending academic integrity and freedom, including all colleagues' substantive voices, and preserving the anonymity of all students and employees during all phases of the assessment process.

QORE Priorities include the following:

1. Promoting the use, across curricular and co-curricular learning experiences, of general education student learning outcomes
2. Supporting campus entities in designing and executing assessment work
3. Gathering and interpreting assessment data
4. Curating a public collection of documents related to the assessment of general education student learning outcomes
5. Consulting with our colleagues in their assessment endeavors by developing and sharing tools
6. Advocating for equity and transparency as ancillaries to teaching and learning excellence
7. Guiding professional development from assignment design through course-, program-, and institution-level assessment
8. Representing Quinsigamond Community College in state and federal assessment initiatives

General Education at Quinsigamond Community College provides students with the skills, knowledge and perspectives that enable them to achieve their academic, professional and personal goals. (See 2022 General Education Policy: [https://www.qcc.edu/files/general\\_education\\_policy\\_2022.pdf](https://www.qcc.edu/files/general_education_policy_2022.pdf)). For further information or to see how QORE can work with you and your area of the College, please contact QORE Chair Gaelan Lee Benway at [gbenway@qcc.mass.edu](mailto:gbenway@qcc.mass.edu).

## **Academic Affairs Professional Development**

Academic Affairs Professional Development is located in room 101 Ahlfors Hall on the Worcester (Main) Campus.

- ❖ Academic Affairs Professional Development provides and supports professional development training and activities for all College personnel as well as training and activities designed to enhance the organizational climate; these activities include the following:
  - Funding for travel, tuition, mini grants, departmental grants, and conference attendance
  - On-campus workshops
  - Professional development seminars
  - Skills training
  - “All College” professional development days and various college social events
  
- ❖ The goals of Academic Affairs Professional Development include the following:
  - To provide training and activities to support the Goals and Objectives of the College’s Strategic Plan
  - To improve cross-campus communication and collegiality
  - To provide and support training and activities that will enhance teamwork, communication, and the organizational climate
  - To provide and support training and activities that will enhance workplace skills

For more information, contact Academic Affairs Professional Development at 508.854.4313, [aaprofessionaldevelopment@qcc.mass.edu](mailto:aaprofessionaldevelopment@qcc.mass.edu) or visit <https://www.qcc.edu/distance-learning-and-center-academic-excellence/academic-affairs-professional-development>

## **Center for Workforce Development & Continuing Education**

The Center for Workforce Development & Continuing Education, located at the QCC Healthcare & Workforce Development Center at 25 Federal Street in Worcester, offers high-value, low-cost training programs that enable individuals to learn new skills which can be applied immediately on the job or utilized for future professional development.

- ❖ The focus of the Center for Workforce Development & Continuing Education is to provide the practical skills that can help participants improve competencies, secure employment, and experience personal enrichment.
  
- ❖ The Center for Workforce Development & Continuing Education works closely with companies and organizations in order to help them meet their specific organizational goals.
  
- ❖ The Center for Workforce Development & Continuing Education’s expert instructors have exceptional facilitation skills that make learning fun while

providing participants with rich content relevant to their personal and industry-specific needs.

- ❖ For more information, contact the Center for Workforce Development & Continuing Education at 508.751.7900 or visit [Center for Workforce Development and Continuing Education | Quinsigamond Community College \(QCC\)](#)

### **Adult Community Learning Center**

The Adult Community Learning Center is located at the QCC Healthcare & Workforce Development Center at 25 Federal Street in Worcester.

- ❖ The Adult Community Learning Center is dedicated to providing students with the academic, work, and life skills necessary to help them make the transition to college and/or to a career/employment that will lead to economic self-sufficiency and personal enrichment.
- ❖ The Adult Community Learning Center offers free Adult Secondary Education (ASE) and English for Speakers of Other Language (ESOL) classes and advising to students who need to enhance their reading, writing, math and English language skills as well as to students who need to prepare for high school equivalency tests (such as the HiSET or GED); the program also offers a learning option for eligible students.
- ❖ For more information, contact the Adult Community Learning Center at 508.751.7926 or [ACL@qcc.mass.edu](mailto:ACL@qcc.mass.edu).
- ❖ In addition, for more information about QCC's free ASE/ESOL program, located at the Worcester Housing Authority in Great Brook Valley, contact the ASE/ESOL program at 508.751.7926 or visit [www.qcc.edu/services/adult-community-learning-center](http://www.qcc.edu/services/adult-community-learning-center).

### **Future Focus Program**

The Future Focus Program is located in room 347, Administration Building on the Worcester (Main) Campus.

- ❖ The Future Focus Program is an adult basic education transition to community college program funded by the Massachusetts Department of Elementary and Secondary Education (MA DESE).
- ❖ The purpose of the Future Focus Program is to provide a foundation of services within QCC that enable adult learners to transition into and, ultimately, complete postsecondary education.
- ❖ Students in the Future Focus Program are fully integrated into QCC, are fully engaged in the development and ongoing review of individualized education and career plans that inform the students' participation in all aspects of the program, and receive instruction (i.e., academic and other college-readiness skills) as well as

advising support to ensure that they function successfully in postsecondary education certificate and degree programs.

- ❖ For more information, contact the Future Focus Program at 508.854.2876 or visit [Future Focus Program | Quinsigamond Community College \(QCC\)](#).

### **The Children's School**

The Children's School, located in the Child Study Center on the Worcester (Main) Campus, provides full-day programs for children ages two years and nine months to five years old.

- ❖ The Children's School is open to the children of QCC students, staff, and faculty as well as to the children of members of the general community; additionally, the Children's School serves as a training site for QCC students in the Early Childhood Education program.
- ❖ For more information, contact the Children's School at 508.854.4220 or visit [www.qcc.edu/early-childhood-education/services/childrens-school](http://www.qcc.edu/early-childhood-education/services/childrens-school).

### **Commonwealth of Massachusetts Honors Program**

The Honors Program at Quinsigamond Community College strives to motivate academically talented students to develop their fullest potential. In addition, the Program seeks to awaken and nurture a sense of humane citizenry and community responsibility within its members. The Honors Program at QCC is the ultimate college experience. Honors courses offer the students alternative learning opportunities to enhance critical thinking skills.

The Honors Program at QCC is proud to be accredited by the Massachusetts Department of Higher Education as a Commonwealth Honors Program. We are part of an integrated, collaborative system-wide network of honors programs in Massachusetts public higher education.

To be admitted to Quinsigamond Community College's Commonwealth Honors Program, a student must meet at least one of the following criteria:

- ❖ Current QCC Students: 3.5 cumulative GPA (progress or final grades) with college-level credits.
- ❖ New QCC Students: High School GPA of 3.5 or higher on a 4.0 scale and placement into ENG 101.
- ❖ Transfer Students: Transfer in good standing from another Commonwealth Honors program.
- ❖ A student who does not meet one of the above automatic admissions criteria may apply to the Honors Coordinator, providing other evidence of academic success, including recommendations from high school or college faculty.

## Administrative Services Division

### Administrative Services

Administrative Services, located in room B70, Administration Building on the Worcester (Main) Campus, incorporates all aspects of the College's fiscal operations, physical plant operations, infrastructure and environment, capital improvements, technology, campus security, and auxiliary services; the goal of Administrative Services is to ensure that students and staff have access to the necessary resources to learn and work in a safe, comfortable, respectful, and pleasant environment.

### Auxiliary Services

(Encompasses: Central Receiving and Supply, Events Management, the Mail Center, Non-GAAP Inventory Control, the Print Shop and the Surplus Property Office)

The main office of Auxiliary Services is located in room B53A, Administration Building on the Worcester (Main) Campus. For more information, contact 508.854.2720.

- ❖ **Central Receiving and Supply**, located on the Worcester (Main) Campus in room 118L of the Harrington Learning Center, ensures that all goods received by the College are as ordered, in proper condition, and are delivered to the appropriate parties/locations in an expeditious manner. As goods are received, Central Receiving affixes a property bar coded I.D. tag to all items purchased by or donated to the College with a value between \$1,000.00 and \$49,999.00. To order supplies, departments must fill out the "QCC Supplies Order Form" found on the Intranet under "Frequently Used Forms." For more information, contact 508.854.2817.
- ❖ **Events Management**, located on the Worcester (Main) Campus in room B58A of the Administration Building, seeks to make available the use of conference rooms, auditorium, gymnasium, athletic fields and non-academic classrooms to people/groups employed by the College, State agencies and the general public. We strive to optimize the use of our facilities while maintaining the mission of the College. All reservations by internal college groups can be made by filling out the "Event/Campus Space Scheduling Request Form" found on the Intranet under "Frequently Used Forms." All reservations by outside groups must be made by a written request to the Events office, [vlandyn@qcc.mass.edu](mailto:vlandyn@qcc.mass.edu), followed up by a signed use agreement, indemnification/hold-harmless agreement and evidence of insurance. For more information, contact 508.854.4291.
- ❖ **The Mail Center** processes incoming and outgoing Domestic and International mail distributed through the United States Postal Service and processes interdepartmental mail for campus-wide distribution. The QCC Mail Center is also responsible for interpreting and enforcing U.S. Postal regulations and providing postal information to campus personnel. QCC Campus mailboxes at the Worcester (Main) Campus are located in the Mailroom, room B55A, Administration Building. QCC Campus mailboxes at the Worcester (Downtown) Campus are located in the corridor, outside of room 125D. For more information, contact the Mail Center at 508.854.4568.



- ❖ **Non-GAAP Inventory Control**, located on the Worcester (Main) Campus in room B53A and B58A of the Administration Building, maintains a current database of all college inventory valued between \$1,000 and \$49,999, and designates an employee to perform/oversee the annual mandated State physical inventory. Please note that disposal/return of all State Property, whether or not an item has been tagged, must be coordinate with Auxiliary Services. For more information, contact 508.854.2720 or 508.854.4291.
- ❖ **The Print Shop**, located on the Worcester (Main) Campus in room B46A of the Administration Building, services all of QCC’s copying/reproduction needs of camera-ready materials. Submit requests by completing the “Print Shop Black & White Copy Request” or the “Print Shop Color Printing & Other Billable Services Request” found on the Intranet under “Frequently Used Forms” or complete a hard copy “Print Shop Requisition Form” available in the Print Shop. Downtown campus pick-up for Print Shop submitted jobs is in room 268D. (Tests are given to the department’s designated signee). For assistance with Print Shop services or the campus-wide MFDs, contact the Print Shop at 508.854.4567 or email [printshop@qcc.mass.edu](mailto:printshop@qcc.mass.edu).
- ❖ **Surplus Property Office**, located on the Worcester (Main) Campus in room 118L of the Harrington Learning Center, disposes of all surplus, worthless or obsolete QCC property. For all disposal, whether or not an item has been tagged, departments must fill out the “Property Disposition Forms” found on the Intranet under “Frequently Used Forms.” Auxiliary Services will then coordinate for approval of disposal for worthless/obsolete items or dispatching of surplus with the OSD’s, State Surplus Property Officer (SSPO) in accordance with regulation 802.CMR.3.00. The OSD 25 “Declaration of Surplus State Personal Property” shall be utilized and all regulations adhered to. For more surplus information, contact 508.854.2817 or for worthless/obsolete disposal contact 508.854.2720.

**Food Service – Operated by Aladdin, Chef Manager David Abysalh**

The Main Cafeteria (student, staff and faculty dining areas) is located on the Lower Level of the Administration Building on the Worcester (Main) Campus

- ❖ Regular hours are 7:30am to 2:30pm, Monday through Friday.
- ❖ Summer hours are 7:30am to 1:00pm, Monday through Thursday, and closed on Friday.
- ❖ Intersession hours are 7:30am to 1:30pm, Monday through Friday.

The HLC Café – located on the First Floor of the Harrington Learning Center on the Worcester (Main) Campus

- ❖ Regular hours are 7:30am to 7:30pm, Monday through Thursday, and 7:30am to 4:00pm, Friday.
- ❖ The HLC Café is not open during Summer and Intersession.

For more information about the cafeteria and catering services, contact Food Service at [foodservices@qcc.mass.edu](mailto:foodservices@qcc.mass.edu).

### **Health and Wellness Department**

Campus Office TBD

[Healthandwellness@qcc.mass.edu](mailto:Healthandwellness@qcc.mass.edu)

Director of Health and Wellness: Heather Lukas BSN, RN

Extension: 7572

Health Consultants: Mackensy Snyder RN & Valerie Maloney RN

- ❖ Collaborate to build health policies, offer programs, and coordinate events to promote health.
- ❖ Resource to students on vaccine requirements and how to upload them to a secure database.
- ❖ [Illness Guidelines](#)
- ❖ [Illness Intake Form](#)
- ❖ After receiving an illness intake form, a nurse will provide guidance and assistance and communicate with faculty on behalf of sick students as needed.
- ❖ Schedule and host vaccine clinics as needed.

### **Human Resources**

Human Resources, located in room 222, Administration Building on the Worcester (Main) Campus, is committed to providing professional and exceptional customer service to the employees and prospective employees of QCC within a supportive work environment, while striving to ensure a spirit of collegiality, civility, diversity, trust, and integrity within the College community.

- ❖ QCC is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity and expression, or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies.

QCC's Affirmative Action Officer is Sara Simms, Executive Director of Human Resources; Ms. Simms can be reached at 508-854-2757 or [ssimms@qcc.mass.edu](mailto:ssimms@qcc.mass.edu).

- ❖ The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Title IX Resources: <https://www.qcc.edu/human-resources/title-ix-and->

[affirmative-action/title-ix-resources](#)

Community Resources:

[https://theq.qcc.edu/ICS/Student\\_Services/Community\\_Resources.jnz](https://theq.qcc.edu/ICS/Student_Services/Community_Resources.jnz)

QCC's Title IX Coordinator is Liz Woods, Dean for Compliance and Education; Room 421A; Ms. Woods can be reached at 508-854-2791 or [lwoods@qcc.mass.edu](mailto:lwoods@qcc.mass.edu).

- ❖ For more information, contact Human Resources at 508.854.2883 or visit [www.qcc.edu/human-resources](http://www.qcc.edu/human-resources).

### **Information Technology**

#### **(Including the Service Desk, Network Infrastructure & Information Systems)**

The Information Technology (IT) Department provides technological leadership to enable the mission and priorities of the College.

- ❖ The IT Department, which includes the Service Desk, Network Infrastructure, and Information Systems, maintains a stable and efficient environment, and works collaboratively with the campus community to provide innovative, contemporary and accessible technology.
- ❖ The Service Desk is a network/telecommunications service that assists faculty and staff members with questions or concerns related to on-campus technology needs; the Service Desk is staffed 8:00am to 5:00pm, Monday through Friday, and is closed on weekends and holidays. Summer hours the Service Desk is staffed 8:00am to 5:00pm, Monday through Thursday, and 8:00am to 12:00pm on Fridays.
- ❖ Contact the Service Desk at 508.854.4427 or [help@qcc.mass.edu](mailto:help@qcc.mass.edu) for assistance with the following on-campus technology needs:
  - QCC computers, monitors, and printers
  - Telephones
  - QCC user name and password
  - Network resources (home and group drives, internet access)

See also QCC's *Information Systems Acceptable Use Policy* at:

[http://www.qcc.edu/files/president/information\\_technology\\_acceptable\\_use\\_policy.pdf](http://www.qcc.edu/files/president/information_technology_acceptable_use_policy.pdf).

### **Institutional Research & Planning**

The Office of Institutional Research & Planning is located in room 221, Administration Building on the Worcester (Main) Campus.

- ❖ Institutional Research & Planning supports data-driven decision making, institutional effectiveness, and student success by working collaboratively to provide accessible, objective, accurate, and timely information. Institutional

Research & Planning is committed to quality, integrity, and the student-centered mission of the College.

- ❖ For more information, contact Institutional Research & Planning at 508.854.7545 or visit [www.qcc.edu/office-institutional-research-and-planning](http://www.qcc.edu/office-institutional-research-and-planning) or <https://qccmass.sharepoint.com/sites/InstitutionalResearchandPlanning/>

### **Media Services**

The main goal of Media Services, located in room 107, Harrington Learning Center on the Worcester (Main) Campus, is to support QCC staff and faculty with the best audio and visual technologies available; Media Services strives to provide, upgrade, maintain, and expand technology offerings, and assist with technology integration into classroom lectures, presentations, events, and other possible uses.

- ❖ Audio/visual equipment can be ordered online via the *Media Services Request* form on the *QCC Intranet Resources* webpage, under *Frequent-Forms & Manuals – Frequently Used Forms*; faculty and staff members are requested to reserve their media equipment at least 24 business hours prior to their class and at least 48 business hours prior to their event.
- ❖ Media Services also offers professional production services, such as videography, photography, multimedia duplication and conversion.
- ❖ For more information, contact Media Services at 508.854.4427 or visit [www.qcc.edu/media-services](http://www.qcc.edu/media-services).

### **Payroll**

The Payroll Office is located in room B07, Administration Building on the Worcester (Main) Campus; the mission of the Payroll Office is to process employee compensation in a timely and accurate manner.

- ❖ The Payroll Office is responsible for collecting and maintaining payroll documentation to ensure wages are calculated in accordance with Federal, State and Bargaining Unit guidelines; the Payroll Office is committed to providing reliable and responsive service to the College community as well as to appropriate external agencies.
- ❖ For more information, contact the Payroll Office at 508.854.4401 or 508.854.4304.

### **Purchasing & Accounts Payable**

The Purchasing & Accounts Payable Departments are located within the Business Office in room B07, Administration Building on the Worcester (Main) Campus.

- ❖ Purchasing & Accounts Payable strive to be responsive and knowledgeable resources in regards to proper purchasing and invoicing procedures for College-related “goods” and services, the bid process, and standard vendor contract procedures for services.

- ❖ For more information, contact Purchasing at 508.854.4382 or 508.854.4336 and Accounts Payable at 508.854.4216, or visit [www.qcc.mass.edu/purchasing](http://www.qcc.mass.edu/purchasing).

### **QCC Campus Police**

The primary mission of the QCC Campus Police Department, located in room 136, Athletic Center on the Worcester (Main) Campus, is to provide a safe and secure environment for students and the College community at-large; to that end, the College provides 24-hour police, parking and traffic services to the entire campus community throughout the year.

- ❖ The QCC Campus Police Department embraces a professional approach to law enforcement, emphasizing customer service, community policing, and impartial enforcement of all laws, policies, and regulations.
- ❖ QCC Campus Police Officers receive basic and in-service training from the Massachusetts State Police Academy and/or the Municipal Police Training Committee; they also receive specialized training from various police agencies throughout the state and country.
- ❖ Quinsigamond Community College Police Department is state Accredited from the Massachusetts Police Accreditation Commission. Accreditation is a self-initiated evaluation process by which police departments strive to meet and maintain standards that have been established for the profession, by the profession. These carefully selected standards reflect critical areas of police management, operations, and technical support activities. They cover areas such as policy development, emergency response planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation and holding facilities. The program not only sets standards for the law enforcement profession, but also for the delivery of police services to the citizens of the commonwealth. Quinsigamond Campus Police Department is the first Community College to achieve this status.
- ❖ Faculty/Staff Parking Decals area available at the Station 136 AC from 8 am to 9 pm.
- ❖ Emergency contact is 508-854-4444 or Ext: 4444. Please program the number in your cell phone.
- ❖ For more information, contact the QCC Campus Police Department at 508.854.4221 (non-emergency) or visit [www.qcc.edu/campus-police](http://www.qcc.edu/campus-police).

### **QCC Follett Bookstore**

The QCC Follett Bookstore (25A) is located on the Lower Level of the Administration Building on the Worcester (Main) Campus.

- ❖ The QCC Follett Bookstore provides a variety of merchandise to meet educational needs, including the following:

- Textbooks: new and used purchases or rentals, digital books and online access codes
- Laptops and tablets
- Required course supplies
- Clothing and gifts
- Snacks, drinks and convenience items

❖ For more information, contact the QCC Campus Store at 508.854.4237 or visit [qccshop.com](http://qccshop.com).

### **HomePlate Food Pantry & Resource Center**

The Quinsigamond Community College Food Pantry and Resource Center provides food for students in need as well as resources to help with other challenges. We are run by knowledgeable, compassionate staff. Our dedicated staff works hard to help clients find the resources they need in other areas of their lives, learning, fuel assistance, housing and much more.

The purpose of the QCC Food Pantry and Resource Center is to provide the items necessary for meals at home and on campus. In addition to addressing food insecurity, we can also connect students with additional resources, such as food assistance, housing applications, and other services. Our goal is to help students find the ways to become more secure in finding food, while eating more balanced and nutritious meals.

The HomePlate Food Pantry and Resource Center is located on the Worcester (Main) Campus in Room B65A. Our Fall Semester hours are listed below.

Monday 9:00 am-3:30 pm

Tuesday 9:00 am-4:00 pm

Wednesday 12 pm-4:00 pm

Thursday 9:30 am-4:30 pm

Students interested in becoming a patron of the HomePlate Food Pantry can fill out the new client form at <https://app.pantrysoft.com/login/QCC>. For more information, contact [foodpantry@qcc.mass.edu](mailto:foodpantry@qcc.mass.edu) or call 508.854.7403.

Important Information regarding the use of the HomePlate Food Pantry and Resource Center:

1. You must be an active QCC Student (at this time you must be registered for the current semester).
2. Once you've filled out the new in-take form, it will prompt you to pick a time and date to pick up your food.
3. Once you do this, it will take you to exactly what we have in our food pantry at that time. You will then select your food.
4. You can take twenty items per week.
5. When entering the HomePlate Food Pantry have your Student ID ready to display to the staff.
6. You must bring your own bags for food.

## Office of External Affairs

### Office of External Affairs

The Office of External Affairs, located in Rooms 119, 125, 217, and 220 in the Administration Building, oversees Grants Development, Institutional Advancement, Alumni Relations, the QCC Foundation, Community Engagement and other community affairs.

- ❖ The Office of External Affairs bolsters QCC's relationship-building activities, both within the QCC community and throughout the region.
- ❖ The Office of External Affairs provides support to maximize student and faculty capacity for success by linking the internal and external community through resources and strategic partnerships.
- ❖ For more information, contact the Office of External Affairs at 508.854.4235 or visit [Office of External Affairs | Quinsigamond Community College \(QCC\)](#).

### Institutional Advancement

State tuition and revenues provide limited resources for the growth of QCC's core programs. Therefore, securing financial and in-kind support through donor and corporate giving to defray tuition and program costs are critical for the College to achieve its mission.

Institutional Advancement's role is to secure resources and cultivate relationships with the institution's constituencies, such as alumni, parents, friends and members of the regional community.

The Advancement team works to enhance QCC's image and raise funds in support of College priorities.

For more information, visit <https://www.qcc.edu/alumni-advancement>.

### QCC Alumni Association

Membership in the QCC Alumni Association is granted to all graduates with certificates or diplomas from QCC.

- ❖ The Alumni Relations Office works closely with an elected Alumni Board to promote alumni involvement and recognition in Central Massachusetts communities by providing QCC alumni with activities and programs as a way to connect in areas including the following:
  - Career networking
  - Social events
  - Charitable projects
  - Educational opportunities
  - Cultural and artistic events

- ❖ The Association’s focus is to bring alumni together to enjoy events, network, and support the Alumni Scholarship Fund while staying informed about the College.
- ❖ For more information, visit [Alumni | Quinsigamond Community College \(QCC\)](#).

### **The QCC Foundation**

Established in 1985, the mission of the QCC Foundation is to develop and promote resources that advance the mission of Quinsigamond Community College.

- ❖ The QCC Foundation is an independent group of dedicated and interested community leaders comprised of businessmen and women, educators, medical professionals and community activists in Central Massachusetts.
- ❖ They help to raise private sector funds; advocate for the role of the College in the community; offer insights and expertise from a wide variety of personal and professional backgrounds; share useful Office of External Affairs; and provide financial resources for strategic projects led by faculty, staff and/or students.
- ❖ The Foundation fulfills its purpose by contributing, soliciting, receiving and administering donations for any and all scholarships, projects, functions, services and activities sponsored by or participated in by the College.
- ❖ For more information, visit [www.qcc.edu/foundation](http://www.qcc.edu/foundation).

### **Grants Development**

The main goal of Grants Development is to identify and secure resources intended to enhance College academic offerings, the College environment, student accessibility, student success, and foster faculty development.

- ❖ Grants Development works collaboratively with faculty and staff to manage the entire fund-seeking process, including the following:
  - Funding source research
  - Concept development
  - Project quantification and budgeting
  - Proposal development and/or editing
  - Proposal submission to public and private funding sources

To request grant services, visit the College’s Frequently Used Forms page on the Intranet and complete a Grant Request Form or Grant Request for MOU-MOA-LOS.

- ❖ For more information, visit [Grants Development | Quinsigamond Community College \(QCC\)](#).



## **Community Engagement**

The Community Engagement Department at QCC works in initiatives to help underrepresented populations in our service region access and persist in higher education through our credit and non-credit programming. It also fosters and leverages relationships between QCC and community-based organizations and other Greater Worcester agencies. Existing collaborations include Latino Education Institute, Southeast Asian Coalition, African Community Education, the Worcester ESOL Network, the Latin American Health Alliance, Worcester City Manager’s task forces as well as many others entities working towards the well-being of underrepresented populations served by QCC.

For more information, visit [Community Engagement | Quinsigamond Community College \(QCC\)](#).

## Enrollment & Student Services Division

### Enrollment & Student Services

Enrollment & Student Services, located in room 133, Administration Building on the Worcester (Main) Campus, provides strategic entrepreneurial leadership, direction, and administrative oversight for the enrollment and student affairs areas, so as to enhance and promote effective recruitment and retention strategies in collaboration with administration, staff, and faculty from all areas of the College.

### Admissions/Welcome Center

The Admissions/Welcome Center is located in room 201, Harrington Learning Center on the Worcester (Main) Campus.

- ❖ QCC believes that everyone should have an opportunity to further their education; whether one's goal is an associate degree or certificate, or selected courses for personal and professional growth, the Admissions/Welcome Center staff will gladly help through every step of the process.
- ❖ Admissions office hours for the fall and spring semesters are Monday-Thursday, 8:00am to 7:00pm and Friday, 8:00am to 5:00pm. Summer hours are the same with the exception of closing on Fridays at 12:00pm when the college summer schedule is implemented.
- ❖ For more information, contact the [Admissions/Welcome Center](#) at 508.854.4262 or visit [www.qcc.edu/admissions](http://www.qcc.edu/admissions).

### Registrar's Office

The Registrar's Office is located in room 152, Administration Building on the Worcester (Main) Campus.

- ❖ The Registrar's Office processes course schedules, class lists, student attendance rosters, progress and final grades, and student transcripts, etc.
- ❖ For more information, contact the Registrar's Office at 508.854.4257 or visit <https://www.qcc.edu/admissions/registrar/registrar-faqs>.

### Financial Aid

Financial Aid is located in the Welcome Center in the Harrington Learning Center on the Worcester (Main) Campus.

- ❖ Financial Aid administers several federal, state, and institutional assistance programs.
- ❖ The staff members in Financial Aid are available to help students receive the financial assistance they need to attend QCC.

- ❖ For more information, contact Financial Aid at 508.854.4261, or visit [gcc.edu/financialaid](http://gcc.edu/financialaid).

### **ADA Compliance**

The Americans with Disabilities Act (ADA) of 1990 and Amendments Act of 2008 (ADAAA) is a federal law which prohibits discrimination against individuals with disabilities in employment, public accommodations, and state and local government operations and services. Under the ADAAA, anyone who has a physical or mental impairment substantially limiting one or more major life activities, has a record of such impairment, or is regarded as having such impairment is considered a person with a disability.

The ADA Compliance Coordinator currently serves as the central intake coordinator for all matters relating to ADA compliance, which protects qualified students and staff with disabilities from discrimination; the Coordinator may intake issues of concern via calls, emails, and visits while managing the flow of information among the various College offices.

For more information, to file a grievance, or to make an appointment to meet with a Compliance Officer, please contact the appropriate office below.

The ADA Compliance Officer for faculty/staff is Sara Simms, Executive Director of Human Resources.

Phone: 508.854.2757  
Email: [ssimms@gcc.mass.edu](mailto:ssimms@gcc.mass.edu)

The ADA Compliance Officer for students is Liz Woods, Dean for Compliance and Education.

Phone: 508.854.2791  
Email: [lwoods@gcc.mass.edu](mailto:lwoods@gcc.mass.edu)

### **Student Accessibility Services**

Welcome to QCC! The mission of Student Accessibility Services (SAS) is to collaborate with students, faculty, and staff to create a campus environment that is usable, equitable, sustainable, and inclusive of all members of the college community. As a student and faculty resource, SAS functions to facilitate access including:

- ❖ Increase awareness of the disability experience and works with staff and faculty to proactively reduce barriers for students
- ❖ Collect and reviews disability documentation for QCC students with permanent or temporary disabilities
- ❖ Determine student eligibility for accommodations on a case-by-case basis
- ❖ Lead efforts to ensure students are appropriately accommodated
- ❖ Provide accommodated testing rooms on all campuses to assist faculty by administering tests to students who qualify for testing accommodations
- ❖ Answer questions about accessibility for your course materials and delivering accommodations in the classroom

Student Accessibility Services will consult with faculty on student accommodation needs on an as-needed basis throughout the semester. Additionally, SAS can offer guidance on accessibility topics, such as how to create accessible content, assessments, and opportunities to show what has been learned, service animals, testing, and absences due to a disability. SAS has prepared [A Faculty Guide to Accommodations](#) for in-depth information on the delivery of accommodations for students with disabilities. This document is available electronically on the Student Accessibility Services Faculty Q Portal page for your reference. You need to be logged onto the Q to access this. (If you have any trouble finding this, you can use the search tool in the top right corner of the Q to search for this document by its title.)

The Student Accessibility Services office is located in Worcester on the West Boylston Street site and provides an accessible testing room on the Downtown campus. SAS staff provide services at Southbridge, Burncoat High School and the Worcester Senior Center by appointment only. For more information, contact Student Accessibility Services at:

<b>Worcester</b>	Phone: 508.854.4471
<b>Southbridge</b>	Phone: 508.453.3809
<b>Fax:</b>	508.854.4549
<b>Sorenson VP:</b>	508.502.7647
<b>Email:</b>	<a href="mailto:sas@gcc.mass.edu">sas@gcc.mass.edu</a>

#### Helpful Links:

**Faculty Guide to Accommodations Link:**  
[FY 24 Faculty Guide Final.docx](#)

**Visit:**  
<https://www.gcc.edu/services/student-accessibility-services>  
[https://theg.gcc.edu/ICS/Student\\_Services/Accessibility\\_Services\\_for\\_Faculty\\_and\\_Staff.inz](https://theg.gcc.edu/ICS/Student_Services/Accessibility_Services_for_Faculty_and_Staff.inz)

Student Accessibility Services (SAS) looks forward to working with you.

#### Veteran Affairs

Veteran Affairs is located in room 258, Administration Building on the Worcester (Main) Campus; the Director of Veteran Affairs is located in room 258, Administration Building on the Worcester (Main) Campus.

- ❖ The mission of Veteran Affairs is to provide support to assist student veterans and members of the Armed Forces in the adjustment to becoming successful in civilian and college life.
- ❖ Veteran Affairs is committed to promoting college spirit as well as establishing and maintaining fellowship among veterans and students on campus.

- ❖ For more information, contact Veteran Affairs at 508.854.2721 or [veteranaffairs@gcc.mass.edu](mailto:veteranaffairs@gcc.mass.edu).

### **The Office of Counseling and Wellness**

The Office of Counseling and Wellness is located in room B56, Administration Building on the Worcester (Main) Campus.

Tina Wells, LICSW, Director of Counseling and Wellness and Jon Gold, LMHC, Clinician  
Contact information: [counselingandwellnessoffice@gcc.mass.edu](mailto:counselingandwellnessoffice@gcc.mass.edu) or 508.854.4479

- ❖ It is the mission of the Office of Counseling and Wellness to provide free, confidential counseling services to the QCC student body; we are dedicated to promoting the emotional well-being of students by facilitating their abilities to achieve life goals and meet everyday challenges. In the event of an emergent situation, such as threats of self-harm or violent behavior, and I cannot be reached immediately or directly, contact Campus Police at ext. 4444 and they will connect me to the student for support.
- ❖ To make a student referral, there are three options:
  - Have the student call or email the office directly; therapy is more effective when the student sees the need to make the change.
  - Staff/faculty can send a “bridge” email introducing the student to the OCV and then we can respond to the student directly.
  - Connect with the CARE team, a multidisciplinary team who can review and triage student needs. To submit a request for support, use the attached link: [https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout\\_id=3](https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout_id=3).
  - If staff/faculty want to discuss the appropriateness of counseling for a student or the well-being of a student, please call Tina Wells at 508-854-4271 for consultation—this is not a referral, but informational only.
- ❖ For more information, visit [https://theq.gcc.edu/ICS/Student\\_Services/Counseling\\_and\\_Wellness.jnz](https://theq.gcc.edu/ICS/Student_Services/Counseling_and_Wellness.jnz).

### **Parenting Student Support Services**

The Parenting Student Support Services is located in room B57, Administration Building on the Worcester (Main) Campus.

- The mission of the Parenting Student Support Services office is to provide wrap-around social service supports such as child care, housing, financial, food insecurity and transportation. We offer programming, workshops and support groups for our students who are also parenting so they can be successful.
- For more information visit <https://www.gcc.edu/services/parenting-student-support-services> or contact Michelle Brennan at [mabrennan@gcc.mass.edu](mailto:mabrennan@gcc.mass.edu).

## **The Athletic Center**

The Athletic Center is located on the Worcester (Main) Campus.

- ❖ The Athletic Center offers a variety of fitness programs, equipment and intramural sports. Memberships to the QCC Athletic Center are available to all members of the Greater Worcester Community as well as students, faculty (current and retired) and board members.
- ❖ The Athletic Center is also home to QCC's Intercollegiate Athletics Program: Men's and Women's Basketball, Men's Baseball, Men's and Women's Soccer, Women's Volleyball and E-sports (League of Legends & Rocket League). Athletics website: <http://www.qcc.edu/athletic-center/student-life/student-athletics>
- ❖ For more information, contact the Athletic Center at 508.854.4317 or visit <https://www.qcc.edu/athletic-center>.

## **Student Life and Leadership (OSL)**

The Office of Student Life and Leadership is located in the Fuller Student Center on the Worcester (Main) Campus.

- ❖ **Mission Statement**  
The Office of Student Life & Leadership's (OSL) mission is to build community among the QCC student body by creating a campus environment where all feel accepted, heard, supported, and valued members of the Quinsigamond community.
- ❖ **Vision Statement**  
OSL's vision is for all students to be empowered by their lived and learned experiences through intentional programming that challenges students to grow and learn in all aspects of their lives.
- ❖ Student Life & Leadership oversees New Student Orientation. The mission of the QCC Orientation Program is for incoming students to begin feeling connected to, supported by, and members of the Quinsigamond community.
- ❖ Student Life & Leadership offers paid student leader positions to assist current students on their personal journeys to becoming active and supportive team members who will be trained to assist in the creation of a welcoming, inclusive, and equitable environment.
- ❖ For more information, contact Student Life by phone at 508.854.4334 or by email at [studentlife@qcc.mass.edu](mailto:studentlife@qcc.mass.edu).



### **QCC Welcome Center**

QCC's new Welcome Center is housed on the second floor lobby of the Harrington Learning Center on the college's Worcester (Main) Campus. The Center acts as an information hub and first point of contact at QCC. This new addition to QCC offers prospective students a central location to obtain all the information and resources they need in order to take that first step in their academic future.

- ❖ Hours of operation for the Welcome Center are Monday - Thursday from 8:00am to 8:00pm, Friday from 8:00am to 5:00pm, and Saturday from 9:00am to 3:00pm. Summer hours vary. The college is closed on Sunday.

## Requirements of QCC Faculty

### Proper Procedures for All Newly-Hired Faculty

Prior to the first day of employment, all newly-hired faculty members must provide all necessary documentation and complete all hiring forms in the Human Resources Office, located in room 222, Administration Building on the Worcester (Main) Campus; for a checklist of required documentation, contact Jessica Shavrien at 508.854.2861 or [jschavrien@qcc.mass.edu](mailto:jschavrien@qcc.mass.edu).

- ❖ All new faculty members must ensure all official transcripts have been provided to Human Resources within three weeks of employment.
- ❖ All new faculty members must complete online *Ethics Training* within 30 days of employment; for more information, contact Jessica Schavrien at 508.854.2861 or [jschavrien@qcc.mass.edu](mailto:jschavrien@qcc.mass.edu).
- ❖ All new faculty members must complete online *Sexual Harassment Training* within the first semester of employment; for more information, contact Sara Simms 508.854.2757 or [ssimms@qcc.mass.edu](mailto:ssimms@qcc.mass.edu).

Change of any employment information should be forwarded to HR as soon as practicable (e.g., name changes, address changes, phone number changes, etc.).

### Faculty Photo ID Cards

All new faculty members are issued Faculty Photo ID Cards once the hiring process has been fully completed and an Employee ID number has been assigned (usually available after the third week of classes); Faculty Photo ID Cards are issued in the Human Resources Office. Renewal stickers are available at Human Resources.

### Course Textbooks

In order to ensure timely delivery for your students, the QCC Bookstore requests that you submit your textbook orders for next semester as soon as your courses have been assigned. Some texts are ordered by the Program or Department Coordinator. Please contact your Program or Department Coordinator if you are unsure if this is the case for your course.

The QCC Bookstore has their textbook requisition form posted on the *QCC Intranet Resources* webpage, under *Frequent-Forms & Manuals – Frequently Used Forms*. Copy and paste this link into your Web browser to go to the Bookstore Textbook Order Form: [http://www2.qcc.mass.edu/generic/Book\\_Order\\_Form/BookOrderForm.asp](http://www2.qcc.mass.edu/generic/Book_Order_Form/BookOrderForm.asp).

When you click “Submit Book Order,” this form will be sent electronically to QCC Bookstore staff. Please note: if you do NOT plan to order a text, you must still submit an Order Form and indicate “No Textbook Required.”

If you are using OER materials for your class, you can use this statement to let the Bookstore know what to post about your class' course materials: This class will be using



Open Education Resources (OER). The purchase of reading materials is not required for this class.

Please consider placing a personal copy (not a review copy) on reserve in the library [http://www.qcc.mass.edu/qcchome/blankPg.asp?t=webForms&link=Frequently\\_Used\\_Forms](http://www.qcc.mass.edu/qcchome/blankPg.asp?t=webForms&link=Frequently_Used_Forms). (Use the “Library – Course Reserve” form on this site.)

### Syllabi

According to the MCCC/DCE Contract, Article 11.03a, faculty are required to distribute syllabi to students, with a copy to our office “no later than the end of the first (1st) week of classes...” Please note that contractual syllabi requirements are different for Day, DCE and Distance Education courses. Syllabi must include all items on the XIII-E2 (day), DCE-E1 or DE-1 (distance education) and DE-2 (distance education) Course/Instructional Materials Checklists (Forms included in Appendix A at end of file). *You are responsible for obtaining a current College catalog to ensure your syllabi contain current course descriptions.* ([www.qcc.edu/catalog](http://www.qcc.edu/catalog))

- You are responsible for obtaining a current College catalog to ensure your syllabi contain current course descriptions.
- Please note that your course “tentative test/assignment(s) schedule” includes the Final Week of Class schedule.
- Be sure to include your QCC email address and any voicemail information on your syllabus so students can contact you directly.
- According to the MCCC/DCE Contract, Article 13.01, faculty are **required** to post syllabi to students using the learning management system designated by the College. **QCC’s learning management system is Blackboard.**
- Educators are encouraged to use Universal Design for Learning (UDL), an approach to higher education that permits the greatest number of learners to succeed without the need for specialized materials, services or technologies. QCC’s [UDL checklist](#) guides educators on engagement, assessment and course design.

Form DCE-1 is used to evaluate remote, blended or in-person course syllabi. This form will only be returned to the faculty member with questions/concerns.

#### Form DCE-E1

#### DIVISION OF CONTINUING EDUCATION COURSE/INSTRUCTIONAL MATERIALS CHECKLIST FORM

Faculty Member:

\_\_\_\_\_

Course Title and Section:

\_\_\_\_\_

Year and Semester:

\_\_\_\_\_

#### CHECKLIST FOR COURSE SYLLABUS

\_\_\_\_ 1. Instructor’s Name

\_\_\_\_ 2. Course Title/Number

- \_\_\_ 3. General course description (according to College catalogue)
- \_\_\_ 4. All required texts and paperbacks, including information on publisher and edition used
- \_\_\_ 5. Course Topics and/or assignments and/or required and/or supplemental reading
- \_\_\_ 6. Teaching procedures (briefly describe)
- \_\_\_ 7. Instructional objectives (list)
- \_\_\_ 8. Basis for student grading
- \_\_\_ 9. Procedure (criteria) for evaluating student performance
- \_\_\_ 10. Tentative Test Schedule/Assignment(s) Schedule
- \_\_\_ 11. Attendance Policy

Form DE-1 is used to evaluate online course (typical “B section”) course syllabi. This form will only be returned to the faculty member with questions/concerns.

**Form DE-1 (for “B” sections only)**

**DISTANCE EDUCATION COURSE/INSTRUCTIONAL MATERIALS  
CHECKLIST FOR COURSE MATERIALS**

Faculty Member:

\_\_\_\_\_

Course Title and Section:

\_\_\_\_\_

Year and Semester:

\_\_\_\_\_

**CHECKLIST FOR COURSE SYLLABUS**

- \_\_\_ 1. Instructor's Name
- \_\_\_ 2. Course Title/Number
- \_\_\_ 3. General course description (according to College catalogue)
- \_\_\_ 4. All required texts, paperbacks, software, software capacity, specific handout including information on publisher, edition, version etc.
- \_\_\_ 5. Course topics and/or assignments and/or required and/or supplemental reading
- \_\_\_ 6. Teaching procedures (briefly describe)
- \_\_\_ 7. Instructional objectives (list)
- \_\_\_ 8. Basis for student grading
- \_\_\_ 9. Procedure (criteria) for evaluating student performance
- \_\_\_ 10. Tentative test schedule/assignment(s) schedule
- \_\_\_ 11. Instruction Plan

If any of the above are missing or if the evaluator has concerns, the unit member will be notified and given an opportunity to submit the missing materials and respond within fourteen (14) calendar days.

Evaluator's Signature/Date:

\_\_\_\_\_

Form DE-2 is used for online course (typical "B section" courses). The information on DE-2 form for your students can be contained in your online course syllabi.

**Form DE-2  
Distance Education Course  
Interaction Plan**

This form is to be completed by the faculty of record. Students enrolled in this distance education course shall receive a copy of this completed form.

Course Title:

Faculty:

Telephone Number: \_\_\_\_\_ Office Hours: \_\_\_\_\_  
(if any)

Mailing and/or Email Address:

Asynchronous Course

Synchronous Course

**Asynchronous:** This form of distance education is characterized by an emphasis on "learning on demand" or "as needed communication" between students and faculty from multiple locations at times convenient to participants.

**Synchronous:** This form of distance education entails the use of live, two-way communication among and/or between students and faculty in a scheduled or "fixed" point(s) of time(s), much like classroom-based instruction.

**This course may include, but not be restricted to, the following interactions:**

	<b>YES</b>	<b>NO</b>
1. in person meetings	<input type="checkbox"/>	<input type="checkbox"/>
2. telephone interactions	<input type="checkbox"/>	<input type="checkbox"/>
3. electronic interactions (email, internet ...)	<input type="checkbox"/>	<input type="checkbox"/>

If yes, dates, times, places are to be specified.

**Students are required to engage in the following interaction(s) for successful completion of this course:**

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**PLEASE NOTE: For your students, it is recommended that you include the following statements in your syllabus:**

### **Accessibility Statement**

Student Accessibility Services works to promote access to ensure an accessible college experience for students. Determining reasonable access and accommodations requires consideration of course design, course learning objectives, and the individual academic and course barriers experienced by the student. If you have further questions, contact Student Accessibility Services. All discussions are confidential.

Quinsigamond Community College is committed to providing access and inclusion for all persons with disabilities. Students who require an accommodation in this course should notify the professor as soon as possible. Students are responsible for forwarding the Accommodation Letter to the professor (via email or hard copy). Students may request accommodations at any time during the semester, which begin upon receipt (accommodations are not retroactive). Please discuss any barriers that may arise during the semester with your professor or coordinator in the Student Accessibility Services office.

### **Student Accessibility Services Contact Information:**

Call: 508-854-4471

Email: [disabilityservices@qcc.mass.edu](mailto:disabilityservices@qcc.mass.edu)

Sorenson Video Phone: 508-502-7647

### **Academic Honesty and Plagiarism**

Our purpose in the classroom is to seek the truth; this work requires trust and honesty between teacher and student. If we are not honest about what we know and don't know, our learning will always be impaired. Because our teaching and learning depends on this honest communication, we expect all students to understand what plagiarism is and why it is unacceptable.

Plagiarism means taking someone else's ideas or words and presenting them as one's own. The offense can take many forms including cheating on a test, passing in a paper taken from the Internet or from another student, or failing to properly use and credit sources in an essay. Sometimes the issue is subtle, involving getting too much help on an assignment from someone else. In every instance, plagiarism means cheating both oneself and the owner of the source. Since the cheating sabotages a student's learning experience, consequences range from no credit for the assignment to failure for the course and possible expulsion from the college.

Any student considering plagiarism should recognize the consequences and consider alternatives. Students uncertain about what constitutes plagiarism may request help from faculty or from appropriate college services. For information on using sources in writing, see the Academic Honesty section of the English Department website:

<https://www.qcc.edu/english/academic-honesty-documentation-guides>.



For most up-to-date information, please refer to the current semester's information letter from your dean.

In the Educator Instructional Resources course in Blackboard, in the "Instructor Resources" content area, within the "Answers to Your Common Pre- & Beginning of Semester Questions" folder, faculty can find a link to a syllabus template Word document that they can download and modify for their own course(s). This template contains all of the contractual syllabus requirements.

### Reporting Faculty Absences

To better serve our students with REAL TIME information, QCC has moved to a fully automated Self-Reporting Absence Reporting Tool. Faculty can access the Self-Reporting Absence Tool in two ways:

- Log into the faculty Welcome Page on *the Q* and under Helpful Information, click on the Report Faculty Absence **link**
- Click on the following link and **Save to Favorites Now**:  
<http://www2.qcc.mass.edu/facabsence/wfa/fa.asp>
- **If you use the direct link, you won't have to log into *the Q*, then your network account, but just DIRECTLY log into your QCCLAN account with the below format:**  
QCCLAN\username  
(the network\domain login and then password)

*\*\*\*\*Please remember that information posted in Student Notes is public and visible to the QCC Family! Any confidential information should be shared directly and only with your Dean and/or the Administrative Assistant\*\*\*\**

- ❖ This will bring you to the Faculty Absence Reporting System Page. To access, you will need to use your email (AKA Active Directory/Domain/M365) login credentials. \*You may need to enter your username and password more than once depending on your browser.
- ❖ Choose your name from the drop down list, enter additional notes if desired (NOTE: Everything noted in this section will be visible to students), and click the Submit Absence button.
- ❖ Full-time faculty members and full-time staff members should forward a personal leave request via email to their dean and his/her assistant.
- ❖ Faculty members may also want to email their entire class via the "Q" (all QCC students are issued a QCC email account), or post to Blackboard.
- ❖ Faculty absence notifications are posted in central locations on the Worcester (Main) Campus.

- ❖ Faculty absence notifications are posted in a Central location at QCC Southbridge; The QCC Southbridge Site Leader will check the faculty absences webpage to obtain this information for central posting.
- ❖ Faculty absence notifications can also be accessed on the QCC Intranet Resources webpage under Faculty Absences or via the Student & Faculty Portal (*the Q*).

### **Class Lists, Student Attendance Rosters, Progress Grades & Final Grades**

Postings of Class Lists, Student Attendance Rosters, Progress Grades, and Final Grades are available via *The Q*.

- ❖ Faculty members who need assistance viewing class rosters or entering attendance and grade information via *The Q* should contact the Registrar's Office on the Worcester (Main) Campus at 508.854.4257 or [registrar@qcc.mass.edu](mailto:registrar@qcc.mass.edu).
- ❖ It is important that Student Attendance information is submitted via *The Q* twice during the semester: the first time at the beginning of the term and the second time at the 60% part of the term. Failure to submit Student Attendance information will have serious negative consequences for students on federal financial aid.
- ❖ Timely submission of Final Grades is part of the contractual responsibilities of all faculty members. Timely submission of Progress Grades is strongly encouraged.
- ❖ For additional information, please refer to your School Dean's semester information letter for current semester due dates.

### **MCCC Faculty Evaluation Process**

The procedure for evaluating faculty members shall consist of six (6) processes: (1) student evaluation; (2) course materials evaluation; (3) classroom observation evaluation; (4) student advisement and college service evaluation; (5) personnel file review; and (6) summary evaluation.

The procedure for evaluating DCE faculty shall consist of (1) student evaluation; (2) course materials evaluation; (3) classroom observation; and (4) comprehensive evaluation.

For questions regarding these processes, more detailed information concerning contractual obligations for student course evaluations, and classroom observation, faculty members should refer to the appropriate contract or contact their Dean for details.

### **Family Educational Rights and Privacy Act (FERPA)**

QCC abides by the Federal Family Educational Rights and Privacy Act of 1974, Chapter 766 of the General Laws of Massachusetts.

- ❖ No student’s academic or personal records will be released without the student’s written consent, except to those specifically exempted in the legislation.
- ❖ QCC reserves the right to disclose “directory information” in accordance with regulations published by the Department of Health, Education and Welfare for enforcing the Family Educational Rights and Privacy Act of 1974; for the purpose of this institution, “directory information” includes the following information:
  - Student’s name
  - Student’s address
  - Major field of study
  - Dates of attendance
  - Full-time/part-time status
  - Degree and awards received
  - Participation in officially-recognized activities and sports
- ❖ The list of what may NOT be released without the student’s consent is easy to remember – it includes everything else!

## HELPFUL INFORMATION

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### Semester Tips

- Bookmark your faculty email login page
- Report faculty absences
- Order course textbook(s); enter all required information
- Post announcements and handouts for your students in Blackboard
- If you are not listed on a course you are teaching:
  - in *The Q*, please contact your school dean’s administrative assistant
  - in Blackboard (course is listed in *the Q*), please contact the IT Service Desk via email at [help@qcc.mass.edu](mailto:help@qcc.mass.edu)

## General Information for QCC Faculty

### The Faculty Senate

The Faculty Senate is the representative governing body and *the voice of the Faculty*.

- ❖ Together, we promote teaching and learning.
- ❖ Together, we promote faculty development, welfare and morale.
- ❖ Together, we develop and recommend policies and guidelines in all areas of Faculty responsibility.
- ❖ Together, we communicate Faculty Senate recommendations to the college president, appropriate individuals, and campus groups.
- ❖ Together, we provide an organized liaison between the faculty and the president of the college, and between the Faculty Senate, the college community at large, and other outside faculties and groups.

The Faculty Senate is open to all full- and part-time faculty. We meet on the fourth Thursday of each month during the academic year, typically in room 107A.

Faculty Senate elected representatives for AY 23 are as follows:

- Faculty Senate President – NT Izuchi
- Faculty Senate Vice President – Byron Thomas
- Faculty Senate Secretary – Benjamin Wendorf

The Faculty Senate is part of the larger governance system at QCC. QCC's participatory governance is designed to meet the needs of the community; thus, the system's relevance and effectiveness will be assessed on a regular basis. While it is advisory in nature, participatory governance is an important mechanism for ensuring that individual and constituency points of view are heard and contributes significantly to the achievement of the College. The other councils in QCC's governance system are the Learning Council, Operations Council, Diversity Council, Student Services Council and Student Senate.

College governance information can be found on QCC's website at <http://www.qcc.edu/college-governance>.

### Diversity

All college faculty and staff are welcomed to participate in the **Diversity Caucus**. The Diversity Caucus meets monthly on the 1<sup>st</sup> Wednesday of the month from 3 to 4pm, typically in the Social Justice Community Space, HLC101. The purpose of the Diversity Caucus is to discuss programming, events, and activities with a diversity focus and includes the Sankofa Lecture Series.

More information and the multicultural funding request form can be found at <https://www.qcc.edu/diversity-equity-and-inclusion/diversity-caucus>. For additional information, please contact Diversity Caucus Co-Chairs Sean Harris and Brenda Safford, Professor of Human Services, Governance & Diversity, at [bsafford@qcc.mass.edu](mailto:bsafford@qcc.mass.edu) or 508.854.2841.





### **President's Advisory Council on Equity (PACE)**

The **President's Advisory Council on Equity (PACE)** serves as an advisory to the President and was created as a resource to the campus to address concerns of diversity, equity, and inclusion on campus. This Council was charged by the President to address individual, group, and institutional issues around diversity. For additional information about PACE, visit <https://www.qcc.edu/diversity/presidents-advisory-council-equity-pace>.

To report any incidents of discrimination or social injustice, you can file a report by filling out the Discrimination Incident Report Form found on the PACE webpage. The form may also be printed and submitted anonymously to Box #8.

Faculty, staff or students who have concerns also may reach out directly to Co-Chair Brenda Safford, Associate Professor of Human Services, at [bsafford@qcc.mass.edu](mailto:bsafford@qcc.mass.edu) or 508.854.2841; or Co-Chair Byron Thomas, Professor of Sociology, at [bthomas@qcc.mass.edu](mailto:bthomas@qcc.mass.edu) or 508.854.4473.

### **The Quinsigamond Community College Professional Association**

The Quinsigamond Community College Professional Association is a chapter of the Massachusetts Community College Council; it represents all dues-paying faculty and professional staff. The QCCPA meets the second Thursday of the month at 2:00pm in 107A.

QCCPA elected representatives for FY 22 are as follows:

- QCCPA President – Margaret Wong
- QCCPA Vice President – Lisa Cook
- QCCPA Treasurer – Kirsten Patey
- QCCPA Secretary – Tami Strouth

### **QCC Voicemail/Email Accounts**

Full-time faculty members will be assigned a QCC voicemail, and full-time and part-time faculty members will be assigned an email account.

- ❖ QCC email and voicemail accounts will be used to contact all faculty members; home phone numbers and personal email accounts will not be utilized for contact purposes.
- ❖ Adjunct Faculty members share mailbox #222 in the QCC Mail Center at the Worcester (Main) Campus.
- ❖ Books and packages for part-time faculty members at the Worcester (Main) Campus can be found in the mailroom on the bookcase. Due to limited space, the package will be held for 2 weeks.
- ❖ Mail items for faculty members teaching at QCC Southbridge will be made available through the QCC Southbridge Campus Director/Evening Administrators.

## Library Accounts for Faculty

The library's barcode is your "passport" to off-campus access to all of the Alden Library's online resources. It also is required to borrow books, DVDs, and other materials, and allows faculty to request items from other libraries.

- ❖ To register for a library barcode, stop by the Alden Library Circulation Desk on the third floor of the Harrington Learning Center on the Worcester (Main) Campus or the Downtown Library. Faculty also can log into Blackboard and fill out the "Request a Library Barcode" form to request their barcode be emailed to them.
- ❖ Faculty members who do not yet have a Faculty Photo ID Card should show another valid photo ID card; library personnel then will verify active teaching status.
- ❖ Faculty also may wish to sign up for a Boston Public Library e-card, which will allow access to some of the JSTOR collections and other unique materials hosted by the BPL. (<https://survey.alchemer.com/s3/6598436/eCard-Registration>)
- ❖ Materials can be requested through the "Place Hold" link in the library catalog or by [Interlibrary Loan](#) (<http://www2.qcc.mass.edu/library/onlineForms/IntLibRegFm/default.asp>). To use Worcester-area academic libraries on a walk-in basis, the Alden Library circulation staff can provide faculty with a special card for the Academic & Research Collaborative (ARC) member institutions.

The library catalog is found at <https://qcc-catalog.helmlib.org/>. By default, it searches only QCC holdings, but this setting can be changed to all HELM libraries, which then searches other Higher Education Libraries of Massachusetts.

More information is available on the library website <https://www.qcc.edu/services/library> or from staff at Alden Library Circulation 508.854.4581 or Downtown Library 508.751.7950.

## Adjunct Faculty Resources

Welcome to the new [Adjunct Faculty SharePoint](#) site! Whether you are new to QCC or have been here for a while, we hope this site offers a quicker and more visible way to access commonly needed information for teaching and learning at QCC and general QCC information. For example, you will find DCE pay dates for the semester, critical QCC support services, policies and protocols for classroom management, Professional Development opportunities, the Center for Academic Excellence workshops, and much, much, more...Most importantly, we hope this site will facilitate better communication and connections. Keep an eye out on this site for posting of events, and more improvements. We welcome your feedback. Anyone interested in contributing to the site please contact me, Deb Levin, [dlevin@qcc.mass.edu](mailto:dlevin@qcc.mass.edu).

To find the link: Log into The Q. On the left-hand side of the page, in the *Navigation Menu*, under *Quick Links*, click on [Adjunct Faculty Resources](#).

Please take a minute and review the *Adjunct Faculty Resources - Table of Contents*. For more information contact Deb Levin - Chair Adjunct Faculty Affairs Committee [dlevin@gcc.mass.edu](mailto:dlevin@gcc.mass.edu).

Adjunct Faculty Affairs Committee Members: Lorraine Quinn, Nadine Stewart, and Emily Vogel

### **Adjunct Faculty Office Space**

Designated adjunct faculty office spaces are located in room 405, Administration Building (x4510); rooms 124 and 127, Surprenant Hall (x4405), and room 105, Ahlfor's building.

- Computers with remote capabilities, a scantron machine, copy machines, and phones are available in these designated adjunct faculty office spaces; adjunct faculty members are free to use these designated office spaces and include any office hours in their syllabi.
- These designated adjunct faculty offices are locked; however, the access code is emailed to all faculty members at the beginning of each semester, and faculty members may also contact their Dean's Assistant for the access code.
- Adjunct Faculty Offices are available based on the open hours of the building.

### **Evening/Weekend Administration**

The Evening/Weekend Administration personnel are located in the HLC, 2<sup>nd</sup> floor front counter on the Worcester (Main) Campus; the Evening/Weekend Administration personnel can be reached at 508.854.4532 or [veadmin@gcc.mass.edu](mailto:veadmin@gcc.mass.edu).

The Evening/Weekend Administration do the following:

- Support the faculty and students after 4:00 pm.
  - Liaise between Instructional Deans, evening/weekend faculty, and students, for example, if a faculty member needs a one-night room change, their overhead isn't working, or they will be in different locations.
  - Disseminate information or messages to students if faculty arrive late or if other issues arise during class time.
  - Respond to student inquiries and support student academic needs.
  - Serve as an information resource for all Academic Support Services personnel in the evening and on weekends when classes are in session.
  - Maintain excellent communication with the College offices to ensure high-quality academic services to evening and weekend faculty and students.
- 
- ❖ The hours during the Fall and Spring semesters are 4:00 pm to 8:00 pm Monday through Friday, and 9:00 am to 12:00 pm on Saturday.
  - ❖ During both Summer sessions, the hours are 4:00 pm to 8:00 pm Monday through Thursday; Evening/Weekend Administration personnel are unavailable during Intersession.

- ❖ For more information, visit <https://www.qcc.edu/services/evening-weekend-administration>.

### **Inclement Weather & Campus Emergency Announcements**

The following is the procedure that will be used in the event classes and activities are cancelled or delayed due to snow, other inclement weather, or an emergency situation.

- ❖ The decision regarding day classes and activities (Monday through Sunday) will be made and conveyed to radio and television stations at the earliest possible time, but ideally no later than 5:30am on the day in question; day classes and activities include classes and activities starting before 4:00pm.
- ❖ The decision regarding evening classes and activities (Monday through Friday) will be made as early as possible, but ideally no later than 2:30pm on the day in question; evening classes and activities include classes and activities starting at 4:00pm or later.
- ❖ If it becomes necessary to cancel or delay classes and activities due to the weather and/or an emergency situation, for information, faculty and staff may contact the *QCC Inclement Weather & Campus Emergency Announcements Line* at 508.854.4545 or visit the *QCC Inclement Weather & Campus Emergency Announcements Website* at: [www.qcc.mass.edu/inclementweather](http://www.qcc.mass.edu/inclementweather).
- ❖ Cancellations due to inclement weather or emergency situations will be conveyed to the following radio stations:
  - WTAG 580AM
  - WSR96.1FM
  - WBZ 1030AM
- ❖ Cancellations due to inclement weather or emergency situations will be conveyed to the following television stations:
  - WBZ Channel 4
  - WCVB Channel 5
  - WHDH Channel 7
  - WFXT Channel 25
- ❖ Inclement weather and emergency situation alerts also can be sent as a text message using the *QCC Alert System* to all faculty, staff, and students who have signed up for this service.
  - Students and faculty can enter their cell phone numbers through *The Q* at <https://theq.qcc.edu/ics/Portlets/CRM/CXWebLinks/Portlet.CXFacultyMain/CXFacultyMainPage.aspx?DestURL=https://zeus.qcc.mass.edu:9040/cgi-bin/faculty/sms.cgi>.
  - Staff can send an email to [help@qcc.mass.edu](mailto:help@qcc.mass.edu).

- ❖ If classes and activities are cancelled, only assigned non-unit professional staff and those classified staff designated as “essential personnel” must report to work; staff members should see their individual supervisor(s) for clarification of “essential personnel.”
- ❖ In some cases, the beginning of day classes and activities may be delayed to begin at the time indicated in the announcement; all staff and faculty, except “essential personnel” – who may already be at work, should report to work at the delayed start time.
- ❖ QCC Southbridge, as well as the Worcester Senior Center, will follow the cancellation schedule of the Worcester (Main) Campus.
- ❖ Operations at local high school locations, such as Assabet Valley Regional Technical High School, Burncoat High School, QCC Southbridge and Worcester Vocational High School, will follow the cancellation policies of those individual institutions.

### **Online Request & Order Forms**

Through the *QCC Intranet Resources* webpage, under *Frequent-Forms & Manuals – Frequently Used Forms*, faculty and staff members can make various service requests and orders online; for links to the various online services and order request forms, visit the *Frequently Used Forms* webpage at:

[www.qcc.mass.edu/qcchome/blankPg.asp?t=webForms&link=Frequently\\_Used\\_Forms](http://www.qcc.mass.edu/qcchome/blankPg.asp?t=webForms&link=Frequently_Used_Forms)

### **Supplies**

Frequently-used supplies can be ordered online through the QCC Intranet Resources webpage; under *Frequent-Forms & Manuals – Frequently Used Forms*, find QCC Supplies Order Form.

Frequently-used supplies include the following:

- Copy Paper – white only – (for specialty colors and sizes, order through Print Orders)
- Envelopes
- Dry erasers and white board markers
- “While You Were Out” notepads

Supplies for Adjunct Faculty Offices:

- In faculty offices room 105 Ahlfors and 124/127 Surprenant Hall, many supplies can be found, such as blue books, blue scantron forms, dry erasers, white board markers, scissors, staplers etc. See [Supplies](#) in Adjunct Faculty SharePoint for complete information.

Faculty members teaching at QCC Southbridge should contact the QCC Southbridge Campus Director/Evening Administrators to request frequently-used supplies. All faculty members, including QCC Southbridge faculty members, who are in need of supplies not listed above should contact their Dean’s Assistant.

### **Automatic Teller Machine (ATM)**

An Automatic Teller Machine (ATM) is located on the Lower Level of the Administration Building, inside the Student Dining Hall on the Worcester (Main) Campus.

### **Designated Staff & Faculty Parking Areas**

On the Worcester (Main) Campus, there are designated parking areas for staff and faculty near the Administration Building, and near Surprenant Hall and Ahlfors Hall. Downtown and Southbridge parking areas are described in their corresponding sections of this document.

### **Parking Decals**

Parking Decals may be acquired through QCC Campus Police, room 136, Athletic Center on the Worcester (Main) Campus.

### **On-Campus Emergencies**

On the Worcester (Main) Campus, in the event of an on-campus emergency that requires the assistance of the QCC Campus Police, dial the *QCC Campus Emergency Number*, x4444, from an on-campus phone or 508.854.4444 from an off-campus or cell phone.

- ❖ As part of the College's on-going effort to enhance safety and security programs, 14 Emergency Phones have been installed throughout the Worcester (Main) Campus; these Emergency Phones offer an additional way for community members to report incidents.
- ❖ These Emergency Phones are programmed to dial the *QCC Campus Emergency Number*, x4444, when the button is pushed and have a two-way speaker capacity.
- ❖ During the day, these calls will indicate the exact location from where the call is being made; the Switchboard Operator will immediately dispatch a QCC Campus Police Officer to the scene, and appropriate action will be taken.
- ❖ After hours, and on weekends and holidays, the Emergency Phone will ring directly through to the QCC Campus Police Officers' hand-held radio communication phone, and officers will respond accordingly.
- ❖ All classrooms on the Worcester (Main) Campus have standard phones that enable the user to call the *QCC Campus Emergency Number*, x4444, or 911, as appropriate.
- ❖ *Emergency Guide Booklets* and *Emergency Evacuation Route Notifications* also are posted in every classroom and office.

### **Student Discipline Issues**

Disruptions to the learning environment are addressed in the student handbook. For additional assistance with student discipline issues, contact the Dean of Students, Terry

Vecchio, at 508.854.4294 or Jason Kurland, Assistant Dean of Students, [jkurland@qcc.mass.edu](mailto:jkurland@qcc.mass.edu) at 508.854.4526. In addition, concerns about the health and safety of a student or any member of the College community should be reported immediately to Campus Police at 508.854.4444.

Faculty can use the following protocol to report alleged violations of the student code of contact. The *Student Incident Report* form can be found on the *Frequently Used Forms* Intranet webpage:  
[http://www.qcc.mass.edu/qcchome/blankPg.asp?t=webForms&link=Frequently\\_Used\\_Forms](http://www.qcc.mass.edu/qcchome/blankPg.asp?t=webForms&link=Frequently_Used_Forms).

**STUDENT INCIDENT REPORT FORM**  
Quinsigamond Community College

Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_      Incident Location: \_\_\_\_\_

Reporting Faculty: \_\_\_\_\_ Email: \_\_\_\_\_

Student(s) Involved:

Name: \_\_\_\_\_ I.D. #: \_\_\_\_\_

Name: \_\_\_\_\_ I.D. #: \_\_\_\_\_

Name: \_\_\_\_\_ I.D. #: \_\_\_\_\_

**ALLEGED CODE OF CONDUCT VIOLATIONS:**

\*For issues of imminent threat or that require immediate action, contact Campus Police at X4444 first.

**Physical violation or threat thereof\***

- Bomb threat\*
- Hate Crimes\*
- Hazing\*
- Illegal possession of firearms, explosives or weapons\*
- Failure to comply with College law enforcement\*
- Violation of College drug/alcohol policies\*
- Domestic Violence\*
- Extortion
- Unauthorized use of fire alarm/equipment
- Conduct resulting in a violation of the College's  
Computer/Technology acceptable use/email policies
- Breach of peace; including disorderly, lewd, or  
indecent conduct
- Defacement or destruction of College property
- Acting in a manner that interferes with or disrupts  
the normal and/or safe operation of the College/or  
educational process
- Harassment, or Intimidation (verbal or physical)

Acts of dishonesty, including but not limited to:

- Forgery
  - Furnishing false information
  - Disrupting or tampering with student elections
- Acts of academic dishonesty, including but not limited to the following:
- Use of any unauthorized assistance in taking quizzes, tests, or exams
  - Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, reports, etc.
  - The acquisition, without permission, of tests or other academic material belonging to a member of the college
  - Plagiarism

Expanded details are available in the Student Handbook  
<http://www.qcc.edu/student-handbook-2016-2017>

**NARRATIVE: (required):** Explain the reason for your submission. Provide as much detail as possible. It is this written narrative that will define the alleged violation. Use additional sheets if necessary.

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Faculty are encouraged to address classroom management issues independently consistent with their syllabus and appropriate College policies. The Dean of Students can be reached at 508-854-4294 (9-5) or 508-854-4526 (8-4). In an emergency, Campus Police can be reached 24 hours a day at 508-854-4221 or X4444.



## General Information for QCC Southbridge Faculty

### Emergencies

QCC is working in collaboration with the Southbridge Police Department to coordinate all safety protocols and emergency response.

- ❖ In the event of an emergency that requires immediate assistance, dial 911.
- ❖ Also, inform the QCC Southbridge Campus Director/Evening Administrators, who will keep the Worcester (Main) Campus Police informed by calling the appropriate QCC Campus Police line to report what transpired and any actions that were taken.

### Library Services

Library services to the Southbridge campus are described on our Southbridge information page: <http://qcc.mass.libguides.com/aboutlibrary/southbridge>.

### Media Services

Audio/visual equipment is located in each of the classrooms, including a DLP projector, DVD, and VCR setup; for more information, contact Media Services at 508.854.4427.

### Parking

Parking is available at the Southbridge Middle/High School.

### Parking Decals

Student parking stickers are available at the beginning of each semester at the Southbridge location. Faculty stickers are available at the Southbridge location, which will permit them to park in the faculty and staff areas whenever they are at the Worcester (Main) Campus.

Veteran affairs and counseling are available by appointment at the Southbridge location. Call 774.366.4766.

### Printing Services

A copier for faculty and staff use is available.

- ❖ QCC Southbridge faculty and staff members who would prefer to have the Print Shop on the Worcester (Main) Campus handle their printing projects can complete the online *Print Shop Black & White Copy Request* or *Print Shop Color Printing & Other Billable Services Request* forms, located on the *QCC Intranet Resources* webpage, under *Frequent-Forms & Manuals – Frequently Used Forms*.
- ❖ To ensure that printed materials can be retrieved in a timely manner, QCC Southbridge faculty and staff members should indicate on the print request form that the printing request is for the “QCC Southbridge” location.

- ❖ Allow plenty of lead time for printing projects/copy requests that will be completed through the Print Shop on the Worcester (Main) Campus.
- ❖ There is no courier service available to deliver printed materials to QCC Southbridge from the Worcester (Main) Campus; QCC Southbridge faculty and staff members will need to retrieve their own printed materials in a timely manner from the Print Shop on the Worcester (Main) Campus and bring them to QCC Southbridge.
- ❖ All materials that are © (copyright) must have the proper permission form completed prior to being copied; an electronic version of the permission form can be requested by contacting the Print Shop at 508.854.4567 or [printshop@qcc.mass.edu](mailto:printshop@qcc.mass.edu).

### **Student Discipline Issues**

Disruptions to the learning environment are addressed in the Student Handbook. For additional assistance with student discipline issues, contact the Dean of Students, Terry Vecchio, at 508.854.4294 or Jason Kurland, Assistant Dean of Students, [jkurland@qcc.mass.edu](mailto:jkurland@qcc.mass.edu), at 508.854.4526. In addition, concerns about the health and safety of a student or any member of the College community should be reported immediately to Campus Police 508.854.4444.

#### Academic Dishonesty Incident Report Form

[https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout\\_id=2](https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout_id=2)

#### ADA and 504 Incident Report Form

[https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout\\_id=5](https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout_id=5)

#### CARE Team Report Form

[https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout\\_id=3](https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout_id=3)

#### Discrimination Incident Report Form

[https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout\\_id=6](https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout_id=6)

#### Student Conduct Incident Report Form

[https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout\\_id=1](https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout_id=1)

#### Title IX Incident Report Form

[https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout\\_id=4](https://cm.maxient.com/reportingform.php?QuinsigamondCC&layout_id=4)

## Deans & Assistants of Academic Areas (Schools)

### School of Business, Engineering & Technology

<b>Dean:</b>	TBD	<b>Assistant:</b>	Kimberly May
<b>Office:</b>	Room 210, Administration Building	<b>Office:</b>	Room 208, Administration Building
<b>Phone:</b>	508.854.2765	<b>Phone:</b>	508.854.4597
<b>Email:</b>		<b>Email:</b>	<a href="mailto:kmay@qcc.mass.edu">kmay@qcc.mass.edu</a>

### School of Healthcare

<b>Dean:</b>	Pat Schmohl	<b>Assistant:</b>	Krista Bunnell
<b>Office:</b>	Room 419A, Administration Building & Room 333D, QCC Healthcare & Workforce Development Center	<b>Office:</b>	Room 321D, QCC Healthcare & Workforce Development Center
<b>Phone:</b>	508.751.7942	<b>Phone:</b>	508.854.4268
<b>Email:</b>	<a href="mailto:pschmohl@qcc.mass.edu">pschmohl@qcc.mass.edu</a>	<b>Email:</b>	<a href="mailto:kbunnell@qcc.mass.edu">kbunnell@qcc.mass.edu</a>

### School of English & Humanities

<b>Dean:</b>	Brady Hammond	<b>Assistant:</b>	Amy MacArthur
<b>Office:</b>	Room 201, Administration Building	<b>Office:</b>	Room 203, Administration Building
<b>Phone:</b>	508.854.7515	<b>Phone:</b>	508.854.4369
<b>Email:</b>	<a href="mailto:bhammond@qcc.mass.edu">bhammond@qcc.mass.edu</a>	<b>Email:</b>	<a href="mailto:amacarthur@qcc.mass.edu">amacarthur@qcc.mass.edu</a>

### School of Public Service, Education & Social Sciences

<b>Dean:</b>	Melissa Fama	<b>Assistant:</b>	Pamela Riendeau
<b>Office:</b>	Room 215, Administration Building	<b>Office:</b>	Room 212, Administration Building
<b>Phone:</b>	508.854.4324	<b>Phone:</b>	508.854.4307
<b>Email:</b>	<a href="mailto:mfama@qcc.mass.edu">mfama@qcc.mass.edu</a>	<b>Email:</b>	<a href="mailto:prirendeau@qcc.mass.edu">prirendeau@qcc.mass.edu</a>

## School of Math & Science

<b>Dean:</b>	Benjamin Benton	<b>Assistant:</b>	Michelle Sheehan
<b>Office:</b>	Room 213, Administration Building	<b>Office:</b>	Room 211, Administration Building
<b>Phone:</b>	508.854.2835	<b>Phone:</b>	508.854.2783
<b>Email:</b>	<a href="mailto:bbenton@qcc.mass.edu">bbenton@qcc.mass.edu</a>	<b>Email:</b>	<a href="mailto:msheehan@qcc.mass.edu">msheehan@qcc.mass.edu</a>

## Monthly Meeting Information for Academic Areas (Schools)

### General Information

Monthly meetings for the individual Academic Areas (Schools) are held between 2:00pm and 4:00pm on the 3<sup>rd</sup> Thursday of every month during the Fall and Spring semesters on the appropriate Campus.

- ❖ Attendance at these monthly meetings is required for all full-time faculty and staff but is optional for adjunct faculty; all adjuncts are welcome to participate in meetings.
- ❖ Agendas will be distributed to full-time faculty, adjunct faculty, and staff via email. Attachments will be distributed at the meetings or are available through the Deans' Assistants. Minutes of these monthly meetings are distributed to full-time faculty, adjunct faculty, and staff via email.
- ❖ Bulletin boards next to the offices of the Deans & Deans' Assistants are used for posting information.

### School of Business, Engineering & Technology

Monthly meetings are generally held via Zoom.

### School of Healthcare

Monthly meetings will generally be held in 255D.

### School of English & Humanities

Monthly meetings are generally held via Zoom.

### School of Math & Science

Monthly meetings are generally held in room 231, Administration Building.

### School of Public Service, Education & Social Sciences

Monthly meetings are generally held in room 107, Administration Building.

## Academic Program & Work Area Coordinators

### COORDINATOR CONTACT INFORMATION (FALL 2023)

School of Business, Engineering & Technology						
Dean: (TBD) / Admin Asst.: Kimberly May		Office: 210A / 208A	Box: 47	Ext: 2765 / 4597	E-Mail: (TBD) / kmay	
Program or Work Area	Coordinator	Office	Box	Ext	E-Mail	
Automotive Technology / Aviation Maintenance Technology	John Diethelm	Burncoat HS	7	TBD	jdiethelm	
Business Administration & Related Programs	Jean McLean	253A	100	4410	jmclean	
Business Administration Career - Administrative Professional Option	Maryann Kania	211S	433	2718	mkania	
Computer Information Systems	Charu Trivedi	411A	312	7415	ctrivedi	
Computer Science	Hao Loi	136S	431	2702	hloi	
Computer Systems Engineering Technology	NT Izuchi	329A	112	2768	nizuchi	
Dietary Management	Catherine Nourse	TBD	TBD	TBD	cnourse	
Electronics Engineering Technology	Jim Heffernan	118Q	152	2739	jheffernan	
Engineering	Dadbeh Bigonahy	213a-Q	38	4323	dbigonahy	
Heating Ventilation Air Conditioning / Utility Technology	Dennis Regele	TBD	435	TBD	dregele	
Hospitality & Recreation Management (Includes CAC)	Pat Hutchinson	436A	163	4329	phutchinson	
Interactive Media	Nathaniel Mello	371A	371	7401	nmello	
Manufacturing Technology	Lee Duerden	117Q	211	4536	lduerden	
School of English & Humanities						
Dean: Brady Hammond / Admin Asst.: Amy MacArthur		Office: 201A / 203A	Box: 36	Ext: 7515 / 4369	E-Mail: bhammond / amacarthur	
Program or Work Area	Coordinator	Office	Box	Ext	E-Mail	
Deaf Studies (Includes GSDS) / Theater (Includes LATH)	Kelly Morgan	308A	140	4328	kmorgan	
Developmental English	Tim LaFontaine	332A	304	4542	tlafontaine	
English (Includes LAEN)	John Stazinski	335A	320	4448	jstazinski	
English as a Second Language	Anne Shull	328A	273	7452	ashull	
Honors Program	Jean Kennedy	338A	310	2744	jkennedy	
Humanities	MaryKate McMaster	TBD	TBD	TBD	mmcmaster	
Liberal Arts	Ken Wong	324A	111	4481	kwong	
Media Communications (Includes LAMC)	Brady Hammond (Dean)	201A	36	7515	bhammond	
Music (Includes LAMU)	Jose Castillo	211S	200	2866	jcastillo	
Speech	TBD	TBD	TBD	TBD	TBD	
School of Healthcare						
Dean: Pat Schmohl / Admin Asst.: Krista Bunnell		Office: 333D / 419A / 321D	Box: D-2 / 21	Ext: 7942 / 4268	E-Mail: pschmohl / kbunnell	
Program or Work Area	Coordinator	Office	Box	Ext	E-Mail	
Dental Assisting (Includes HC5M)	Jen McKeon	423A	82	4539	jmckeon	
Dental Hygiene (Includes HCDH)	Jane Gauthier	433A	62	4231	jgauthier	
Fire Science	Mark Cady	308A	307	7498	mcady	
Healthcare - Practical Nursing (Includes HCPN) / Healthcare - Pre-Nursing (Includes HCNU)	Pat Schmohl (Dean)	419A / 333D	D-2 / 21	7942	pschmohl	
Nurse Education (ADN)	Shen Boisseau	205D	D-33	7405	sboisseau	
Nurse Education / Transition (LPN to ADN / Paramedic to ADN)	Meredith Stone	209D	D-64	4537	mweston	
Practical Nursing (Day)	Meg Yoder	273D	D-65	7477	myoder	
Practical Nursing (Evening)	Maureen Ricotta	271D	D-56	7531	mricotta	
School of Healthcare						
Asst. Dean: Shanan Stratis / Admin Asst.: Krista Bunnell		Office: 261D / 321D	Box: D-66 / 21	Ext: 4531 / 4268	E-Mail: sstratis / kbunnell	
Program or Work Area	Coordinator	Office	Box	Ext	E-Mail	
Computed Tomography	TBD	TBD	TBD	TBD	TBD	
Emergency Medical Services / Paramedicine	Ricci Hall	213D	D-24	4303	rhall	
Health Certificates	Pat Creelman	207D	D-75	2735	pcreelman	
Healthcare (Includes HLC) / First Year Experience (Healthcare Focus)	Amy Booth	426A	82	7548	abooth	
Medical Support Specialist (Includes HCMO)	Cheryl DeCoff	225D	D-25	7920	cdcoff	
Occupational Therapy	Michelle Savrann	212D	D-21	2859	msavrann	
Public Health (Includes HCPL)	TBD	TBD	TBD	TBD	TBD	
Radiologic Technology	Susan Whittier	281D	D-23	7970	swhittier	
Respiratory Care	TBD	TBD	TBD	TBD	TBD	
Surgical Technology	Kathleen Gemma	223D	D-28	7956	kgemma	
School of Math & Science						
Dean: Ben Benton / Admin Asst.: Michelle Sheehan		Office: 213A / 211A	Box: 37	Ext: 2835 / 2783	E-Mail: bbenton / msheehan	
Program or Work Area	Coordinator	Office	Box	Ext	E-Mail	
Biology (Includes LABI)	Jess Crowley	314d-Q	420	2837	jcrowley	
Biotechnology (Includes GSBT)	Archana Mudbidri	314e-Q	101	2843	amudbidri	
Chemistry (Includes LACH)	Hirul Patel	314f-Q	128	4301	hpatel	
Environmental Science (Includes LAES)	Anita Soracco	314e-Q	92	7451	asoracco	
Mathematics (Includes LAMT)	Ulises Poyser	259A	141	7514	upoyser	
Natural Sciences (Biology / Chemistry / Physics / Science)	Lisa Antonelli	327A	316	4252	lantonelli	
Pre-Pharmacy (Includes GSPH)	Dilip Patel	314a-Q	249	4547	dpatel	
School of Public Service, Education & Social Sciences						
Dean: Melissa Fama / Admin Asst.: Pam Rieudeau		Office: 215A / 212A	Box: 40	Ext: 4324 / 4307	E-Mail: mfama / priedeau	
Program or Work Area	Coordinator	Office	Box	Ext	E-Mail	
Criminal Justice	Bill McCarthy	432A	160	2790	bmccarthy	
Direct Support Certificate	Susan Moriarty	308A	136	7585	smoriarty	
Early Childhood Education	Greg Mullaney	208CSC	87	4433	gmullaney	
Early Childhood Education - Bridge	Meghan Martin	201CSC	87	4436	memartin	
Elementary Education (Includes GSEE)	Michaela Almeida	204CSC	87	4429	malmeida	
First Year Experience	Lizette Cordeiro	425A	129	2771	lcordeiro	
General Studies	Melissa Fama (Dean)	215A	40	4324	mfama	
History (Includes LAH)	Ken Wong	324A	111	4481	kwong	
Human Services	Brenda Safford	326A	139	2841	bsafford	
Psychology (Includes LAPY)	Maura Stickles	427A	299	4533	mstickles	
Sociology (Includes LASO)	Byron Thomas	301A	88	4473	bthomas	

Updated as of 09/05/2023

**ACADEMIC AREAS BY SUBJECT AREA  
2023-2024**

<b>School of Business, Engineering &amp; Technology</b>	<b>Dean: (TBD) (x2765) Admin Asst.: Kimberly May (x4597) Box: 47 Office: 210A / 208A</b>
ACC	Accounting
AUT	Automotive Technology
BUS	Business
BSL	Business Law
BSS	Business Office Support Specialist
CPS	Career Placement Services
CIS	Computer Information Systems
CSC	Computer Science
CST	Computer Systems Engineering Technology
CUL	Culinary Arts
ELM	Electromechanical Technology
EET	Electronics Engineering Technology
ELT	Electronics Technology
EUT	Energy Utility Technology
ERG	Engineering
FIN	Finance
HVC	Heating Ventilation Air Conditioning
HRM	Hospitality & Recreation Management
IMD	Interactive Media Digital Design
IMG	Interactive Media Game Design
LOG	Logistics
MGT	Management
MNT	Manufacturing Technology
MRK	Marketing
UTT	Utility Technology

<b>School of English &amp; Humanities</b>	<b>Dean: Brady Hammond (x7515) Admin Asst.: Amy MacArthur (x4369) Box: 36 Office: 201A / 203A</b>
ASL	American Sign Language
ART	Art
COM	Communication
ENG	English
ESL	English as a Second Language
FRC	French
GER	German
HUM	Humanities
IDS	Interdisciplinary Studies
MUS	Music
PHI	Philosophy
SPN	Spanish
SPH	Speech
THA	Theater

**Vice President: Dr. James M. Keane (x4425)**  
**Assistant: Barbara Zabka (x4384)**  
**Clerk: Erica Merrill (x4229)**  
**Box: 2**  
**Office: 103A**

<b>School of Healthcare</b>	<b>Dean: Pat Schmohl (x7942) Admin Asst.: Krista Bunnell (x4268) Box: D-2 / 21 Office: 333D / 419A / 321D</b>
DAS	Dental Assisting
DHY	Dental Hygiene
FSC	Fire Science
NUR	Nurse Education
PNP	Practical Nursing Program

<b>School of Healthcare</b>	<b>Asst. Dean: Shanan Stratis (x4531) Admin Asst.: Krista Bunnell (x4268) Box: D-2 / 21 Office: 333D / 419A / 321D</b>
ALH	Allied Health
EMT	Emergency Medical Technician
FYE (FYE 102 only)	First Year Experience (Healthcare Focus)
MSS	Medical Support Specialist
OTA	Occupational Therapy
MED	Paramedicine
PHA	Public Health
RDT	Radiologic Technology
RCP	Respiratory Care
SUR	Surgical Technology

<b>School of Math &amp; Science</b>	<b>Dean: Ben Benton (x2835) Admin Asst.: Michelle Sheehan (x2783) Box: 37 Office: 213A / 211A</b>
BIO	Biology
BTT	Biotechnology
CHM	Chemistry
MAT	Mathematics
PHY	Physics
SCI	Science

<b>School of Public Service, Education &amp; Social Sciences</b>	<b>Dean: Melissa Fama (x4324) Admin Asst.: Pam Riendeau (x4307) Box: 40 Office: 215A / 212A</b>
ANT	Anthropology
CRJ	Criminal Justice
ECE	Early Childhood Education
ECO	Economics
EDU	Elementary Education
FYE (FYE 101 only)	First Year Experience
GEO	Geography
GRT	Gerontology
HST	History
HUS	Human Services
PSC	Political Science
PSY	Psychology
SOS	Social Science
SOC	Sociology

Updated as of 09/05/2023

**ACADEMIC AFFAIRS LEADERSHIP TEAM  
2023-2024**

<b>Academic Affairs Office</b>	<b>Ext</b>	<b>Box</b>	<b>Office</b>
Dr. James M. Keane, Vice President of Academic Affairs	4425	2	105A
Kathy Rentsch, Associate Vice President for Strategic Academic & Workforce Initiatives	2712	2	116A
Kevin Li, Assistant Vice President of Academic Affairs for Assessment, Curriculum Development & Academic Success	4402	2	120A
Staff Assistant, Barbara Zabka	4384	2	103A
Administrative Assistant I, Elsie Newman	4414	2	112A
Clerk III, Erica Merrill	4229	2	103A
<b>Center for Workforce Development &amp; Continuing Education</b>	<b>Ext</b>	<b>Box</b>	<b>Office</b>
Kathie Manning, Dean of Center for Workforce Development & Continuing Education	7902	D-3	337D
Clerk IV, Joanne Harrington	7980	D-3	329D
<b>College &amp; Career Pathways</b>	<b>Ext</b>	<b>Box</b>	<b>Office</b>
Carol King, Dean of College & Career Pathways	7526	54	217A
Administrative Assistant I, Deb Fratturelli	7530	54	209A
<b>Distance Learning &amp; Center for Academic Excellence</b>	<b>Ext</b>	<b>Box</b>	<b>Office</b>
Brooks Winchell, Executive Director of Distance / Online Learning & Center for Academic Excellence	4579	13	109ALF
Administrative Assistant I, Sharon Marini	4463	13	110ALF
<b>Library &amp; Academic Support Services</b>	<b>Ext</b>	<b>Box</b>	<b>Office</b>
Cary Morse, Dean of Library & Academic Support Services	7472	20	314HLC
Administrative Assistant I, Engie Roufail	4242	20	314HLC
<b>School of Business, Engineering &amp; Technology</b>	<b>Ext</b>	<b>Box</b>	<b>Office</b>
(TBD), Dean of School of Business, Engineering & Technology	2765	47	210A
Administrative Assistant I, Kimberly May	4597	47	208A
<b>School of English &amp; Humanities</b>	<b>Ext</b>	<b>Box</b>	<b>Office</b>
Brady Hammond, Dean of School of English & Humanities	7515	36	201A
Administrative Assistant I, Amy MacArthur	4369	36	203A
<b>School of Healthcare</b>	<b>Ext</b>	<b>Box</b>	<b>Office</b>
Pat Schmohl, Dean of School of Healthcare	7942	D-2 / 21	333D / 419A
Shanan Stratis, Assistant Dean of Healthcare	4531	D-66	261D
Administrative Assistant I, Krista Bunnell	4268	D-2 / 21	321D
<b>School of Math &amp; Science</b>	<b>Ext</b>	<b>Box</b>	<b>Office</b>
Ben Benton, Dean of School of Math & Science	2835	37	213A
Administrative Assistant I, Michelle Sheehan	2783	37	211A
<b>School of Public Service, Education &amp; Social Sciences</b>	<b>Ext</b>	<b>Box</b>	<b>Office</b>
Melissa Fama, Dean of School of Public Service, Education & Social Sciences	4324	40	215A
Administrative Assistant I, Pam Riendeau	4307	40	212A

Updated as of 09/05/2023

## FREQUENTLY USED LINKS

<https://theq.qcc.edu/ics> (our student and faculty portal - “The Q”)

[www.qcc.edu/calendar](http://www.qcc.edu/calendar) (points to the current College calendar)

[www.qcc.edu/handbook](http://www.qcc.edu/handbook) (points to the current Student Handbook)

[www.qcc.edu/catalog](http://www.qcc.edu/catalog) (points to the current College Catalog)

[www.qcc.edu/help](http://www.qcc.edu/help) (College IT help website)

<https://mycourses.qcc.edu> (Blackboard backup website – password may not be the same as “The Q”)

[Adjunct Faculty Resources SharePoint](#)

### **For faculty and staff use only:**

[www.qcc.mass.edu/qcchome](http://www.qcc.mass.edu/qcchome) (Internal College Intranet page - frequently used forms and phone directory) Link in The Q

<https://theq.qcc.edu/ics> (web access to faculty and staff email)  
See the Link in The Q labeled “Faculty/Staff - Microsoft Online”





