HOLYOKE COMMUNITY COLLEGE

2024-2025

FACULTY GUIDEBOOK

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About HCC

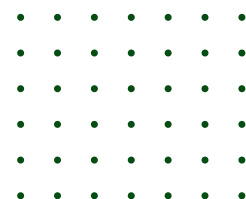## Accreditation

Holyoke Community College (HCC) is accredited by the New England Commission of Higher Education, Inc. (NECHE), a non-governmental, nationally recognized organization. neche.org

Annual Security Report

The HCC Campus Police prepares the Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy & Crime Statistics Act. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Holyoke Community College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

Hispanic Serving Institution

The HSI designation makes HCC eligible to apply for special grants to expand educational opportunities and enhance services and supports for Hispanic students.
As of the fall 2023 semester, 33% of students at HCC identified as hispanic.

HCC History

HCC began in 1946 as the city-sponsored Holyoke Junior College, a fledgling institution that lacked many of the resources traditionally associated with colleges. Nevertheless, the school flourished thanks to the perseverance of its small but dedicated staff. Dr. George Frost, the school's founder, and Ellen Lynch, his secretary, were the only full-time employees until 1958, sharing a tiny office in a former cloak room in the Holyoke High School building.
Today, Holyoke Community College is housed on a multi-million-dollar, 135-acre campus, equipped with state-of-the art technology in specialized learning facilities. HCC serves over 9,000 students annually, and provides a variety of recreational and cultural activities, from sports programs to music festivals, for students and community members alike. The college's strongest assets continue to be an innovative spirit, a sincere concern for students and a commitment to strive for even greater success.
To learn more, please visit our Archives & Special Collections webpage.

Mission, Vision & Values

MISSION: Educate. Inspire. Connect.

VISION: Holyoke Community College aspires to be a college of academic excellence known for helping students overcome barriers to success.

VALUES: Kindness, inclusion and trust are the foundation of the work that we do together. Innovation and collaboration enable us to explore and implement the ideas that will shape our future.

Kindness: We approach all interactions with empathy and in consideration of one another's needs. We act with the highest levels of professionalism, respect, and civility as we seek common ground and strive for mutual understanding.

Inclusion: We provide a fair and welcoming environment where all voices are heard and meaningfully included to contribute to the growth and success of HCC. We take intentional action, challenge our assumptions, foster belonging, and respect the uniqueness of the individual.

Trust: We are inspired to do our best work when we assume positive intention, prioritize transparency, and communicate with honesty, clarity, and consistency. We do this thoughtfully by including all stakeholders in the decision-making process and following through with our commitments.

Innovation: We empower all members of our community to explore, share, and actualize their ideas to continuously improve service to our students and community. We do this with creativity and agility by keeping an open mind, taking risks, evaluating outcomes, and learning from mistakes.

Collaboration: We work as a team to develop and achieve common goals through an open exchange of ideas in a community that encourages wide-ranging participation, intentional communication, and the pursuit of diverse perspectives and expertise.

STRATEGIC PLAN: Download HCC's full Strategic Plan here.

HCC President and Leadership Team

Dr. George Timmons
President

Jeffrey Hayden
VP, Business &
Community Services

Dr. Sharale W. Mathis
VP, Academic & Student
Affairs

Narayan Sampath
VP, Administration
& Finance

Dr. Amanda Sbriscia
VP, Institutional
Advancement

Dr. Marlowe Washington
VP, People,
Culture & Equity

A&S Affairs Administration

Dr. Sharale W. Mathis, Vice President
smathis@hcc.edu

Dr. William Reyes-Cubides, Assistant VP, Academic Affairs and Student Success
wreyescubides@hcc.edu

Renee Tastad, Assistant VP, Student Affairs & Dean of Enrollment Management
rtastad@hcc.edu

Mayra Diaz, Senior Executive Administrative Assistant
mdiaz@hcc.edu

Michelle Vigneault, Staff Assistant
mvigneault@hcc.edu

Academic Divisions

DIVISION	BUSINESS & SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS	EDUCATION, HEALTH CAREERS, CULINARY ARTS & HUMAN SERVICES	SOCIAL SCIENCES, ARTS & HUMANITIES
DEAN	Beth Breton ebreton@hcc.edu	Amy Brandt abrandt@hcc.edu	Kim Hicks khicks@hcc.edu
ASSOCIATE DEAN	Heather Duso hduso@hcc.edu	Julie Schortmann jschortmann@hcc.edu	Margaret Downing mdowning@hcc.edu
ADMINISTRATIVE ASSISTANT	Lindsy Providenti lprovidenti@hcc.edu	Kathy Trombley ktrombley@hcc.edu	Wendy Martinez wmartinez@hcc.edu
CLERK	Idalisha Carmona icarmona@hcc.edu	Melody Murphy mmurphy@hcc.edu	Mary Starzyk mstarzyk@hcc.edu
DIVISION OFFICE	MRB 318	CHE 203	DON 370

Academic Department Chairs

BSTEM

Biology – Kevin Wentworth, Chair
Biotechnology- Emily Rabinsky, Program Coordinator
Business Administration– Klara Karol, Interim Chair
Computer Information Systems – TBA
Environmental Science and Technology – Laurel Carpenter, Chair
Engineering-Tom Barrup Chair
Mathematics – Rebecca Targove, Chair
Nathan Mercer, Co-Chair
Physical Sciences – Juan Burwell, Chair
Psychology – Michelle Williams, Chair
        Terri Kinstle, Program Coordinator

HECH
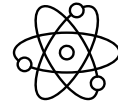
ASN/RN – Karyn Briand, Chair
Culinary Arts - Tracy Carter, Chair
Education – Tricia Kiefer, Chair
        Tricia Kiefer - Early Childhood Ed Program Curriculum Coord
        April Graziano - Elementary & Secondary Ed Program Coord
Foundations of Health – Elizabeth Hayward-Jansen, Chair
Human Services – Donna Rowe, Chair
PN – Tina Jacques, Chair
Radiologic Technology – Mary Beth Buckley, Chair
Veterinary Science – Jennifer "Kip" York, Chair

SSAH

Academic ESL- Unyierie Idem, Chair
Communication, Media & Theatre Arts – Timothy Cochran, Chair
Criminal Justice– Adina Giannelli, Chair
Critical Social Thought– Maura Henry, Chair
        Tracy Ross, Sociology Program Coordinator
Deaf Studies – Claire Sanders, Chair
English – Fred Cooksey, Co-Chair
        Naomi Lesley, Co-Chair, Co Curriculum Coordinator
        Jane Burkhardt, Co-Curriculum Coordinator
        Sarah Gilleman, DE ENG Coordinator
Language & Latinx Studies – Monica Torregrosa, Chair
Music – Elissa Brill Pashkin, Chair
Visual Arts – Felice Caivano, Chair
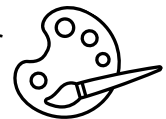
Important Contacts

Academic Affairs & Student Success Office

Dr. William Reyes-Cubides, Assistant VP
DON 264 X2803

Administration & Finance

Narayan Sampath, VP
FR 327 X2220
Curt Foster, Comptroller
FR 327 X2203
Jeannette Smith, Staff Assistant
FR 327 X2221

Business & Community Services

Jeffrey Hayden, VP
KC 319 X2587
Kermit Dunkelberg, Asst. VP
KC 319 X2506
Arvard Lingham, Executive Director
KC 221 X2320
Christine Scott, Clerk
KC 211 X2561

Human Resources

Michelle Robak, Interim Director
FR 337 X2531
Christine Gosselin-Miller, Staff Assistant
FR 341 X2568
Jennifer Kerr, Generalist
FR 341 X2778
Sandra Womeldorf, Admin Assistant
FR 341 X2554

Academic Resources

CAPS
Andrew Fletcher, Director
DON 240A X2416
Gail Gilyard, Math Coordinator
DON 246A X2552
Frank Johnson, Writing Coordinator
DON 238A X2599

Library
Mary Dixey, Dean
DON 208 X2260
Carl Todd, Coordinator
DON 210 X2374

Testing Center
Maria Vargus
KC 204 X2122

Campus Safety

Frost 272

On Campus
Non-Emergency dial 2400
Emergency dial 2211

Off Campus
Non-Emergency dial
413.552.2400
**Emergency dial
413.552.2211**

IT Department

Help Desk - helpdesk@hcc.edu
FR 109 X2075
Kim Florek, CIO - FR 110 X2791
Scott Conrad, Director - FR 109 X2258
Carlos Garcia, AV Tech - FR 125 X2238

Institutional Advancement & Foundation

Dr. Amanda Sbriscia, VP
DON 170 X2747
Jane Vottero, Director Institutional Advancement
DON 170 X2183
Julie Phillips, Director Development
DON 168 X2253
Mari Cintron, Staff Assistant
DON 170 X2737

Learning Collaborative

Jane Lerner, Director
KC 402 X2509
Adina Giannelli, Faculty in Residence
FR 278 X2018
Shakara Acoff, Admin Assistant
KC 403 X2124

President's Office

Dr. George Timmons, President
FR 303 X2168
Karen Desjeans, Sr Exec Assistant
FR 303 X2168

Student Affairs Office

Renee Tastad, Assistant VP
FR 221 X2703
Janet Aracena, Admin Assistant
FR 221 X2390

Admissions CC 148 X2321
Advising Center CC 102 X2722
Financial Aid FR 221 X2150
Student Records FR 223 X2319
Veteran Services DON 105 X2189

Integrative Learning

Irma Medina, Director
DON 270 X2857
Francy Reyes, Clerk
DON 270 X2928

Academic Internships
Andrea Picard DON 285 X2342
Community Based Learning
Vanessa Martinez DON 261 X2858
Honors
Jessica Hill DON 245 X2197
Learning Communities
Raul Guiterrez DON 333 X2817
Pathways
Camille Close DON 283 X2277

People, Culture & Equity

Dr. Marlowe Washington, VP
KC 402 X2280
Olivia Kynard, AAO/Title IX Officer
KC 401 X2173

Student Programs

ALANA
Saul Caban, Director
FR 224 X2750
Marieb Adult Learner Success
Amy Woody, Coordinator
FR 264 X2413
SAMP
Brooke Adams, Director
FR 224 X2065
TRIO
Elsie Rodriguez-Garcia, Director
DON 235 X2620

FACULTY AWARDS

DR. ELAINE MARIEB '80 FACULTY CHAIR FOR TEACHING EXCELLENCE

The Elaine Marieb Faculty Chair for Teaching Excellence recognizes a full-time member of the faculty who has worked at HCC for more than five years who exemplifies the characteristics associated with outstanding classroom teaching and sets a standard for excellence in teaching that other faculty can seek to emulate. As an endowed fund within the HCC Foundation, the Marieb Chair provides the recipient with a $4,500 award to support activities that will further enhance their professional skills. A plaque will be placed in or outside the Chair's office. They will lead the procession of graduates at Commencement, carrying the ceremonial mace, and will address the graduating class.

IDELIA SMITH ADJUNCT FACULTY AWARD

This award is named for former Assistant Vice President for Academic Affairs Idelia Smith. To honor Idelia's more than forty years of dedicated service to Holyoke Community College, this award celebrates adjunct faculty who have taught at HCC for at least five years. The award recipient will have exhibited outstanding teaching through: a) effective pedagogy; b) innovative/creative instructional delivery; c) impact on student learning; and/or d) instructional improvements or collegial collaborations. The recipient will receive a $1,000 stipend from the HCC Foundation to support their academic passions and continued professional development. They will also be invited to present on their work or area of expertise in The Learning Collaborative.

DR. CHRISTINA ROYAL EQUITY IN ACTION AWARD

Named by the Board of Trustees for Christina Royal, Ph.D., fourth president of Holyoke Community College, the award recipient will be a current member of the faculty or staff who, through their efforts on or off campus: supports a culture of transformative justice; works to remove barriers for historically marginalized groups; improves cultural competency through dialogue and education; exhibits leadership in best practices for social equity; or makes the larger community a more just and equitable place to live. The recipient will be a living embodiment of the college's values in their work to advance equity. A $1,500 stipend will be awarded to the recipient by the HCC Foundation to support activities that will further enhance their professional skills, and the individual will be invited to present to the college's Board of Trustees, as well as other campus groups, on their work to advance equity.

Forms

Quick reference for where to find the forms you need

	Staff Resources	Curriculog	ACT Center	Student Records
Administrative Withdrawal (AW)	✅	❌	❌	❌
Fresh Start Application	❌	✅	❌	❌
Independent Study or Internship Application	❌	✅	❌	❌
Change of Major	✅	❌	❌	✅
Final Grade Change	✅	❌	❌	❌
Permission to Register for 5 or 19 or more credits	❌	❌	✅	❌
Petition to Audit a Course	❌	❌	❌	✅
Prerequisite Waiver	❌	❌	❌	✅
Request for Exception to Graduation Requirement	❌	✅	❌	❌
Withdrawal Form	❌	❌	❌	✅

HUMAN RESOURCES

humanres@hcc.edu
413.552.2554
Frost 341

Adjunct Faculty

Benefits

Health Insurance

Payroll

Resources & Forms

Retirement

Self Service (SSTA)

Our institution strives to provide quality education to our students. As we strive to fulfill our mission, one of our primary resources is the people working for Holyoke Community College. The Human Resources Office provides you access to information regarding employment, benefits, training and development, labor, and employee relations.

KEY DATES: A QUICK REFERENCE

TASK	FALL 24	SPRING 25	INFORMATION
Attendance Verification & E2: Syllabus	9/6	1/24	• Faculty must verify attendance for all courses in Online Services • E2 (Syllabus) for each class due to division dean via email (E2 checklist: see appendix v)
Progress Reports	9/23-10/7	2/10-2/24	Progress Reports due for eligible students
Holidays & Closures	10/14 11/11 11/28	2/17 4/21	Legal Holidays listed, the campus is closed 11/29 & 12/26-12/31 - no classes - campus open Spring Recess: 3/17-3/21 - no classes - campus open
Day Changes	10/15 11/27	2/17 4/24	Tuesday, October 15 follows a Monday Wednesday, November 27 follows a Friday Tuesday, February 18 follows a Monday Thursday, April 24 follows a Monday
E5 (part 1)	10/15	2/17	E5 Form (part 1) due to division dean via email (E5 College Service Activities: see appendix vii)
Midterm Grades	10/18	3/7	Midterm grades for all full semester curses due to Registrar by noon
E4 & E5	12/13	5/30	By the last day of classes, all full-time faculty must submit E4 and entire E5 to dean via email (E4 Student Advisement Log: see appendix vi) (E5 College Service Activities: see appendix vii)
Final Exams	12/16-12/19	5/12-5/15	The final exam schedule is set by the Registrar and released later in the semester
Final Grades Due	12/24	5/20	All grades must be submitted to the Registrar by noon

Other important dates to note:

Professional Days	8/28	1/15	Fall Graduate Reception	12/2
Faculty Assessment Days	8/29	4/2	Honors & Awards Night	5/21
			Commencement	5/31

THE LEARNING COLLABORATIVE

MISSION

Holyoke Community College's Learning Collaborative (The Collaborative) supports a culture of inclusion, innovation, and collaboration through quality professional development and access to progressive technology tools. The Collaborative creates and promotes opportunities for professional growth and engagement to support students' sense of belonging and cultural wealth.

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WHO WE ARE

The Collaborative serves as the college's central hub for Professional Development programming, supporting the work of HCC staff and faculty. Employees are encouraged to reach out to the Collaborative with ideas that support our community's continued growth and learning. The Collaborative is run by HCC's Title III Director; the work of the Collaborative is supported by a Faculty in Residence..

CONTACT

Jane Lerner, Director
jelerner@hcc.edu | KC 501 | 552.2509

The Collaborative offers funding, workshops, training, software access, and more!
Visit our **website** or email thecollaborative@hcc.edu for more information.

PROFESSIONAL DEVELOPMENT VIA THE COLLABORATIVE

Professional Development Funding

HCC is committed to providing opportunities for its employees to grow professionally, and has established a Professional Development Fund administered through the Collaborative. Read the Collaborative's Guidelines to learn about the proposal process. Ready to apply? Use the Collaborative Professional Development Fund application.

Workshops and Training

The Collaborative invites employees who would like to offer or schedule a workshop, training, or event to complete The Learning Collaborative Workshop Form. Events should align with the strategies and objectives of the College as outlined in HCC's Strategic Plan.

Communities of Practice

The Collaborative hosts a number of faculty- and staff-led communities of practice annually, on topics including artificial intelligence, culturally responsive practice, interdisciplinarity, and mutual mentoring.

The Sandbox

The Sandbox (Frost 255) provides a physical space where faculty and staff can access Apple and PC products/software. Working with an instructional designer, the Sandbox space provides individual support and resources applicable in classroom and office settings.

The MCCC Contract

MCCC <u>day contract and relevant forms</u>

Whether you become a union member or not, it is critical to know your responsibilites and rights under your contract.

100% *of full-time HCC faculty are subject to the contract negotiated by the <u>Massachusetts Community College Council</u> (MCCC).*

> Questions about the contract? Contact hcc.mccc@gmail.com

How will I be evaluated?

All full-time faculty are evaluated on the basis of criteria indicted below.
Pre-tenure faculty are evaluated annually, while tenured faculty are evaluated on a 3-year cycle.

College Service Evaluation
10%

Personnel File Review
15%

Student Advisement Evaluation
10%

Student Evaluation
25%

Classroom Observation
25%

Course Materials Evaluation
15%
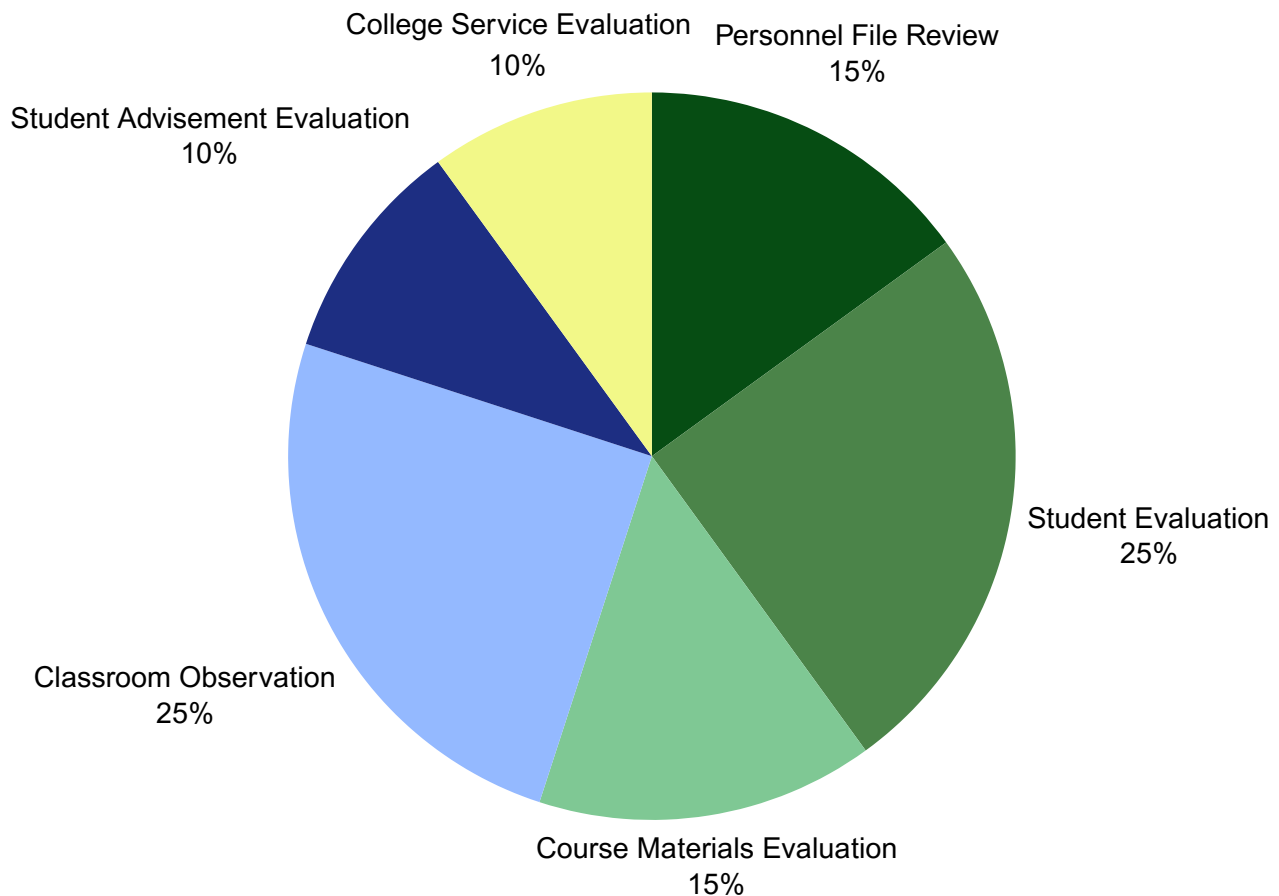
Absences
Faculty members are expected to meet all their classes, including examinations, except in cases of illness, personal days, or an approved, prearranged absence for professional reasons.
Faculty who must be absent should email their division offices (Dean, Associal Dean, Administrative Assistant and Clerk) as early as possible. Faculty should also notify their students keeping in mind FERPA regulations.
You should refer to Chapter 151 C, Section 2B of the Massachusetts General Laws and the Student Handbook for absences due to religious beliefs.

Advising
Academic advising at Holyoke Community College is a process that seeks to assist students in the achievement of their educational, professional, and personal goals. We accomplish this by providing accurate information or referral about programs of study, the registration process, institutional policies, college support services, career opportunities, and the transfer process.
Please see Article XII section D of the MCCC contract for more information and appendix vi of this guidebook for a copy of the E4 log.

Committee Assignments/College Service
Please see Article XII section D of the MCCC contract for more information and appendix vii of this guidebook for a copy of the E5 form.

Field Trips
The divisional dean must approve student field trips for academic purposes.
See the College Transportation policy and the Student Travel & Van Usage Guide (found in Staff Resources) for all details governing travel including the required Hold Harmless form.

Graduation
Attendance at graduation by full-time faculty members is a mandatory contractual obligation. Absence from this ceremony must be dealt with in the same manner as an absence from a class: The division dean must be notified in advance to use a personal or sick day. Faculty members are required to wear their full academic regalia, which can be rented.
Attendance for adjunct faculty is optional.
There are several volunteer opportunities associated around Commencement: Fall Graduation Reception, Cap & Gown Pick Up Day and Commencement itself. Please contact Michelle Vigneault mvigneault@hcc.edu or X2589 for more information.

Mandatory Trainings
- Conflict of Interest: Every 2 years, all state, county, and municipal employees must complete a conflict of interest law online training program.
- Cyber Security: Annual cybersecurity training is required for all employees.
  Training is assigned at time of hire or in October and required within 30 days of assignment.
  Failure to remain compliant with cybersecurity training will result in temporary disabling of HCC Account. Access will be restored when training is complete.

Mid-Semester & Final Grades
Mid-semester grades are posted online to student's accounts. These grades provide some guidance in the selection of the next semester's courses. Mid-semester grades do not become part of permanent records.
In order to support student success, it is highly recommended that faculty submit the mid-semester progress reports for students in our student success programs.
Posting midterm and final grades to the online portal is mandatory. Instructors input final grades beginning the first day of final exams until the last day on which all grades are due.
Please see the Academic Calendar, appendix i & ii for specific deadlines.

Office Hours and Teaching Schedule
Faculty members should maintain regular office hours for conferences with students in accordance with the collective bargaining contract. A weekly teaching schedule, including office hours, should be posted outside the faculty member's office, and a copy of the schedule sent to the divisional no later than the end of the first week of class.
Please see Article XII section D of the MCCC contract for more information.

Office Services

MAILINGS

Hours: M-F 7:30 a.m.-4:30 p.m.

Office Services provides standard mailing for all departments at the college. This includes the following:

- First Class Mail
- Bulk Mail
- First ClassPre-sort
- Business Reply
- UPS

PRINTING

Hours: M-F 7:30 a.m.-4:30 p.m.

Print job requests can be submitted by email with attachments to printing@hcc.edu.

Please provide the following information:

- Name, Division or Department
- Cost Center information
- Date needed
- Number of copies
- Whether it is a test or quiz
- Special instructions
  - back to back
  - stapled
  - 3-hole punched
  - color paper
  - color copies

PAPERCUT

Papercut allows for Secure Print Release which helps increase document security and reduces wasteful, uncollected print jobs. All print jobs sit in a holding state until the user walks up to the multi-function device, logs in, and approves its release. This avoids confidential documents sitting on the paper tray until users can make their way to the copier. This is also a way to ensure that all printing is allocated correctly to the users, and it also allows users to print at any copier on campus. Users can badge into the copier to retrieve their printing or enter their banner ID number on the display screen.

PARCEL PENDING LOCKERS

Office Services uses the lockers located outside of Office Services in Frost 225 to deliver printing, and packages to faculty/staff. The requestor will receive an email when their printing or package is ready for pick up.The email will display a barcode/pin code which can be entered at the locker to retrieve your printing or package. This allows for pick-up during non-business hours. Any large packages will still be hand delivered by our Storekeeper or provided with instructions for pick up during business hours.

ONLINE TOOLS/RESOURCES

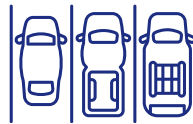| TOOL	INFORMATION
Canvas	Canvas is HCC's official learning management system (LMS). Review Passport to Canvas for lots of tutorials and tips. Questions? Contact canvashelp@hcc.edu
Coursedog	When you need to reserve space outside your scheduled classroom time, Coursedog is your tool. Jeannette Smith can familiarize you with this process. Jeannette can be reached at jesmith@hcc.edu
EAB Navigate	Navigate is a Student Success Management System (SSMS) that links students to administrators, advisors, faculty and staff to increase student success and retention.
Faculty/Staff Resources	This subpage of the HCC website provides access to a range of useful links.
Google Workspace	HCC uses Google Workspace. Google Docs, Sheets, and Slides are similar to Word, Excel, and PowerPoint, and can be easily accessed online and shared with others. Google Drive provides file storage that can be private or shared, and files can also be accessed wherever you have internet.
Help Desk	Most technology questions and problems can be resolved by simply emailing the ITD at helpdesk@hcc.edu with a detailed description of your technolgy issue. 413.552.2075 Frost 105 M-F 7:30 a.m.-4:00 p.m.
My HCC	The HCC website features a drop-down menu titled MYHCC. This important repository contains links to information, applications, and platforms faculty and staff use regularly.
Zoom	HCC Zoom requires you to sign in with your HCC Account using SSO. To activate your Zoom license, go to https://hcc-edu.zoom.us and sign in with your HCC Account.

PARKING

Parking

All faculty, staff, and students are required to register their vehicles with the Campus Police department and to maintain parking decals on their vehicles.
Please visit the HCC website for more information regarding any of these topics.
https://www.hcc.edu/about/visit-hcc/getting-here

Disabled Parking

HCC provides special parking accommodations for disabled persons with Registry-issued HC plates or placards in marked spaces in lot G. Staff and faculty may request temporary disabled parking permits from Facilities at 413.552.2213.

Electric Charging Stations

All stations are managed through ChargePoint and require a ChargePoint card/membership to activate and use the Charging Stations.
Membership can be done online at ChargePoint.com or by calling ChargePoint Driver Support at 888.758.4389.

Faculty & Staff Parking

Between the hours of 6:00 am & 4:00 pm - Faculty and Staff must park in the designated Lot(s) for Faculty and Staff. Lots E, F, G, H, K, L, Mini, J, and Lower J will be reserved for faculty and staff. Faculty and staff can park in any of these lots on a first-come first-serve basis.

PVTA Bus Services

The Pioneer Valley Transit Authority (PVTA) provides bus transportation to HCC from throughout the Pioneer Valley. All HCC students enrolled in credit course(s) are eligible to obtain a bus pass for unlimited PVTA bus service during the fall and spring semesters. Please email questions and/or concerns to Student Account Services at studentaccounts@hcc.edu.

Tickets

Complete the Online Parking Appeals form available through MyHCC Online Services. Log into Online Services, click on Parking System, then click on Outstanding Tickets. Follow the instructions to submit your appeal.
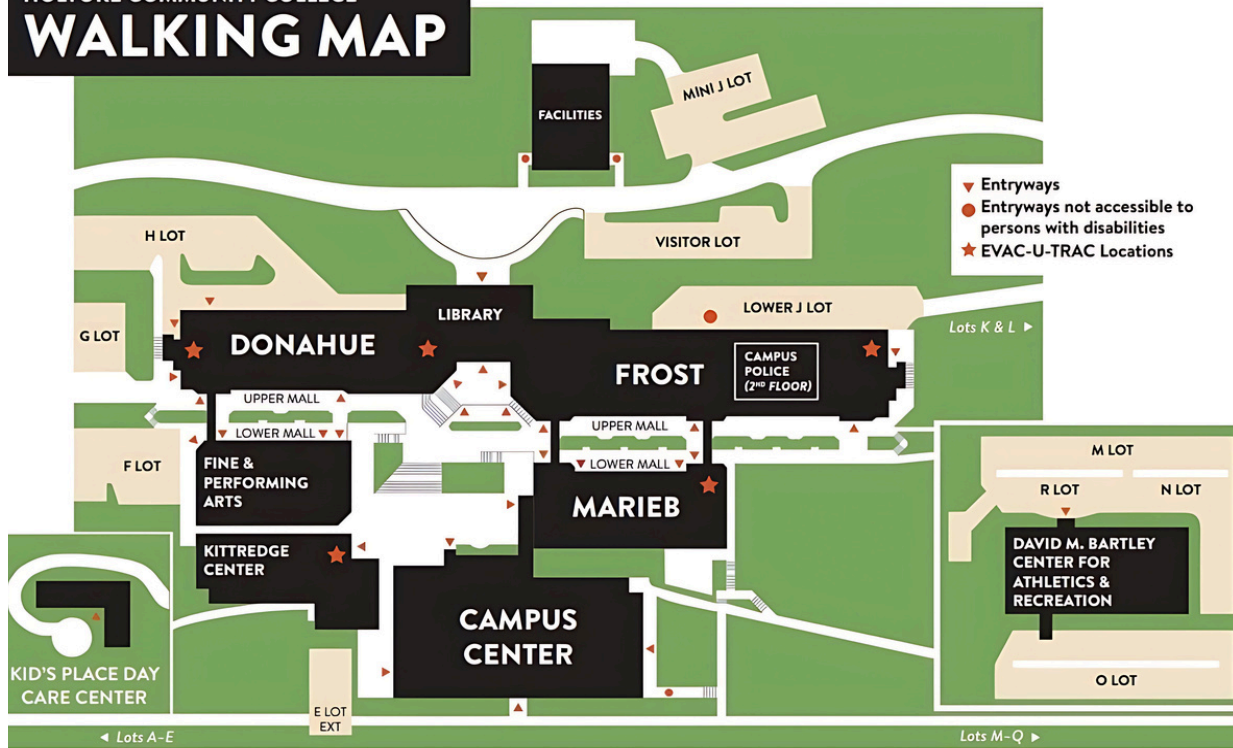
Visitor Parking

Visitors to the Kittredge Center may park in D lot. Visitors to other areas of the College should park in J lot in front of the Frost building or in S lot in front of the Campus Center.
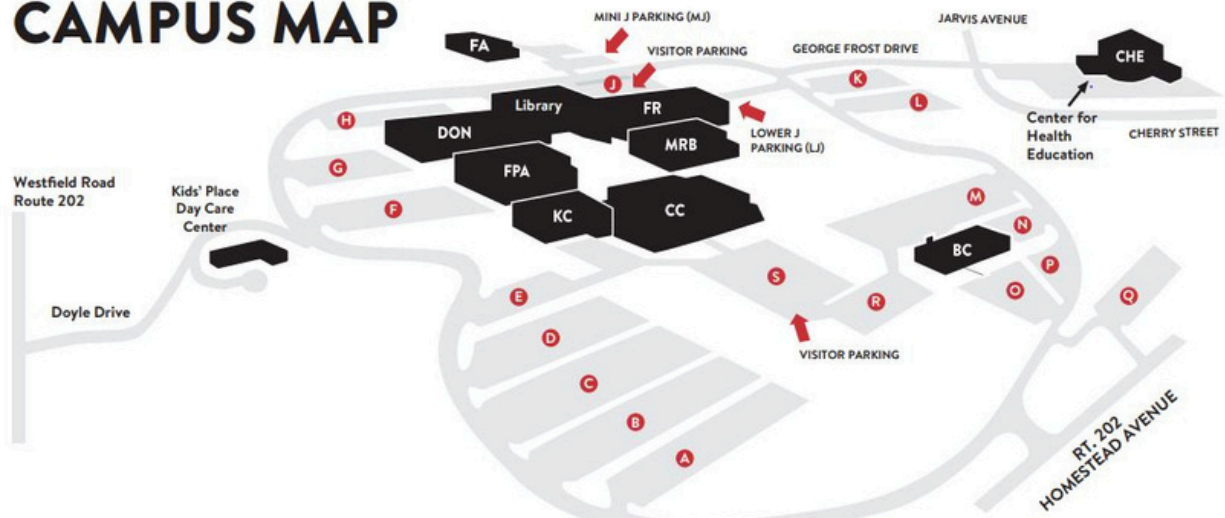
MAPS

HOLYOKE COMMUNITY COLLEGE WALKING MAP

FACILITIES

MINI J LOT

VISITOR LOT

H LOT

G LOT

LIBRARY

DONAHUE

LOWER J LOT

Lots K & L ▶

FROST

CAMPUS POLICE (2ND FLOOR)

▼ Entryways
● Entryways not accessible to persons with disabilities
★ EVAC-U-TRAC Locations

UPPER MALL

LOWER MALL

F LOT

FINE & PERFORMING ARTS

UPPER MALL

LOWER MALL

MARIEB

M LOT

R LOT   N LOT

DAVID M. BARTLEY CENTER FOR ATHLETICS & RECREATION

KITTREDGE CENTER

CAMPUS CENTER

O LOT

KID'S PLACE DAY CARE CENTER

E LOT EXT

◀ Lots A-E

Lots M-Q ▶

key

| walkway/road | building | open space | parking lot |

HOLYOKE COMMUNITY COLLEGE CAMPUS MAP

FA

MINI J PARKING (MJ)

VISITOR PARKING

GEORGE FROST DRIVE

JARVIS AVENUE

CHE

J

K

L

Center for Health Education

CHERRY STREET

H

Library

FR

DON

MRB

LOWER J PARKING (LJ)

Westfield Road Route 202

Kids' Place Day Care Center

G

FPA

F

KC   CC

M

N

BC

P

Doyle Drive

S

R

O

Q

E

VISITOR PARKING

D

C

B

A

RT. 202 HOMESTEAD AVENUE

BUILDINGS

BC	David M. Bartley Center for Athletics & Recreation	
CC	Campus Center	Admissions, Advising, College Store, Dining Services, Student Engagement
CHE	Center for Health Education	
DON	Donahue	Computer Lab (142, 144, 310, 312), Library
FPA	Fine & Performing Arts	Leslie Phillips Theater, Mac Lab (309)
FR	Frost	Administration, Campus Police, Financial Aid, IT Helpdesk, Student Accounts, Student Records
KC	Kittredge Center for Business & Workforce Development	
MRB	Marieb	Health & Life Sciences
FA	Facilities	Facilities

PARKING

STUDENTS (Permit required)
Day Parking: 6 a.m.–4 p.m. A, B, C, D, M, N, O, P, Q, R, S
(D Lot is a car pool lot until 10 a.m., Q Lot has a shuttle, M–F, 7 a.m.–3 p.m.)
Evening Parking: 4–11 p.m. A, B, C, D, E, F, H, K, L, M, N, O, P, R, S
Students may not park in Upper J, Mini J, or H lot at any time.

STAFF (Permit required)
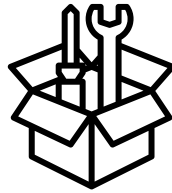Day parking: E, F, H, K, L
Evening parking: G, J, L

VISITORS
J & S lots
Special events: F lot
Handicapped: G lot (permit required)

COLLEGE-WIDE POLICIES

Student Handbook

Most college-wide policies can be found in the Student Handbook. Everything from the Academic Integrity Policy to Testing & Workforce Certification can be found here.

Staff Resources

Staff Resources is a fountain of information ranging from the Administrative Policies and Procedures Manual to the Travel & Expense Reimbursement Policy
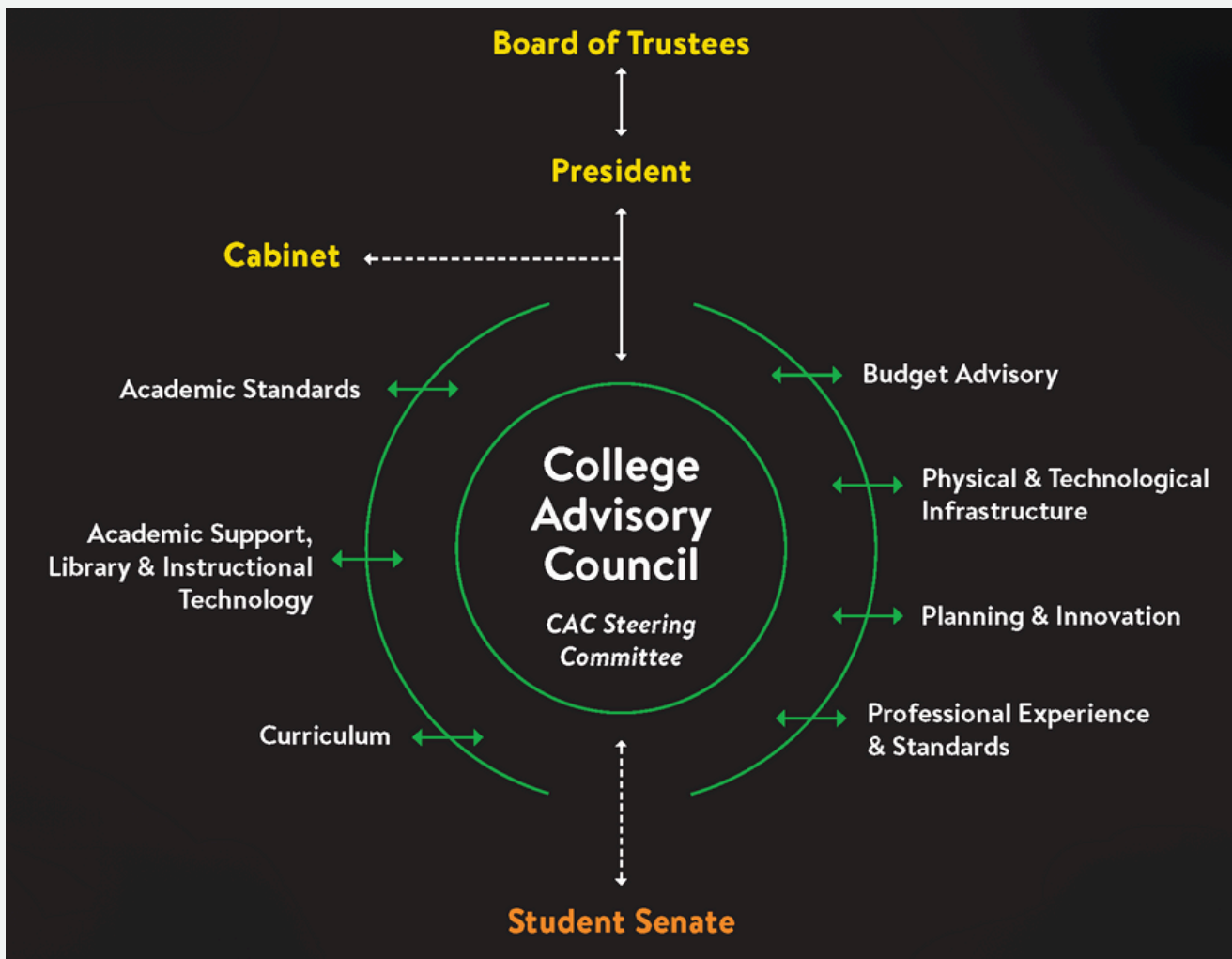
hcc.edu

Take a look at the hcc.edu website for a lot of the questions you need answers for. It may be helpful to visit the Markenting & Communication page for policies such as Brand Guidelines and the Student Communications Policy

Shared Governance

Shared governance at HCC is the process through which individuals develop recommendations for policies and decisions that affect the institution. This process encourages and values the voices of all members of the HCC community. Opportunities for open dialogue throughout the process are paramount, which provides College leadership access to the knowledge and expertise that resides at all levels of the institution. This dialogue is collaborative, data-informed, and grounded in the principles of diversity, equity, and inclusion. The purpose of this process includes supporting student success and fostering a respectful and inclusive workplace. It assumes goodwill, is transparent, and demonstrates a commitment to our mission and to our institutional values. Detailed information can be found at Shared Governance | Holyoke Community College (hcc.edu)
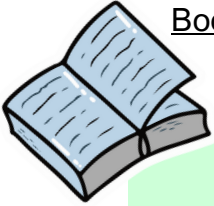
STUDENT RESOURCES

Resource	Information/Contact
ALANA Men in Motion	The ALANA Men in Motion Program provides personalized mentoring to men of color at HCC. Contact: FR 224 X2244 alana@hcc.edu
Bookstore	The HCC Bookstore is open for in-store shopping or order pickup! Order course materials through ECampus. Hours: M-F, 8:30 a.m. – 3:30 p.m. Contact: CC 2nd floor X2521
CAPS Tutoring Center	The Center for Academic Program Support (CAPS) offers one-on-one tutoring, study groups, learning coaches, and supplemental instruction through the Tutoring Center, Math Center and Writing Center. Contact: DON 240 X2584 caps@hcc.edu
Career Services, Internships & Experiential Learning	HCC's Experiential Learning program (ExL) provides our students with the opportunity to test drive real-world careers in their field of study though academic internships. Contact: Andrea Picard DON 285 X2342 apicard@hcc.edu
Itsy Bitsy Child Watch	The Itsy Bitsy Child Watch Program provides free short term care for the children of HCC students 6 weeks-12 years old while their parents are on campus. Students must register their children first. Contact: MRB 130 X2487 childwatch@hcc.edu
Dining Services	Running on fumes? Pull up to the POD Express (between the Frost & Donahue buildings), or Dining Services located on the 2nd floor of Campus Center. Planning a meeting? HCC caters to groups large and small.
Disability & Deaf Services	The Office for Students with Disabilities & Deaf Services (OSDDS) ensures equal access for students with disabilities and Deaf/Hard of Hearing Students. Contact: DON 147 X2417 osd@hcc.edu
El Centro	El Centro offers a variety of services for Latinx & Spanish-speaking students. Contact: CC 248 X2052 elcentro@hcc.edu

Resource	Information/Contact
ESL-English as a Second Language	Free of charge, all Academic ESL students receive tutoring, student success advice, academic advising, and more. Contact: Gladys at 413.552.2553, gmontero@hcc.edu (SPA/ENG) Marina at 413.552.2234, mkorchevska@hcc.edu (RUS/ENG)
Honor Societies	Phi Theta Kappa is an international honors society for 2-year colleges. Go to HCC's website for more information. Psi Beta is a national honors society in psychology for community colleges. Go to HCC's College Catalog for more information.
Housing	HCC students can live in student housing at AIC in Springfield. Contact Tom Stewart at tstewart@hcc.edu or X2162 for more information.
Integrative Learning	The Integrative Learning programs at HCC promote integrative teaching and learning across the general education curriculum. Its programs include Experiential Learning, the Honors Program, Learning Communities and Community Based Learning. Contact: DON 270 X2928
Library	The HCC Library provides students with the resources to support their academic work and to expand their education into their daily lives. Contact: DON 2nd floor X2372
Mental Health Counceling	HCC has partnered with CHD to provide free mental health counseling for students. Hours: M-F 9am-4pm Contact: FR 232 X2626 hccreferral@chd.org
Marieb Adult Learner Success Center	The Marieb Adult Learner Success Center seeks to support adult learners and student parents in building the skills, knowledge, and perseverance needed to thrive academically, personally and professionally. Contact: FR 264 X2413 awoody@hcc.edu
Pathways	Pathways helps promising students succeed at HCC and explore transfer opportunities to selective liberal arts colleges. Contact: Camille Close DON 283 X2277 cclose@hcc.edu
Prayer & Contemplative Space	HCC offers designated spaces for prayer and quiet reflection. See the HCC website for dates, times, and locations

Resource	Information/Contact
Resources for Mind, Body & Spirit	Wellbeing encompasses all our parts, not just the physical body. Students and Faculty are encouraged to balance your life by nurturing your whole being, which includes spiritual, mental, emotional, and physical needs.
SAMP	The Student Ambassador & Mentorship Program (SAMP) offers leadership and professional development training and workshops to women, non-binary, and transgender students. Contact: Brooke Adams FR 224 X2065 samp@hcc.edu
Scholarship Resource Center	The HCC Foundation, Inc. offers more than $200,000 in life-changing scholarship each year to new, current, and transferring students. Contact: DON 158 X2182 scholarships@hcc.edu M-F 9 a.m.-5 p.m.
Student Emergency Fund	Student who have encountered an unforeseen financial emergency that would prevent them from continuing their education should apply for this fund. Funding is provided by donations to the college Foundation. Students must fill out the application found here.
Student Government	The Student Senate represents the voice of the students to the administration of the college. We provide and promote a partnership in governance among all segments of the college community. Contact: CC 227 X2536 studentsenate@hcc.edu
Student Life	HCC Student Engagement provides student-led and engaging co-curricular programming, as well as diverse opportunities that encourage active and meaningful participation by all members of the campus community.
Thrive	Students who are struggling with food or housing insecurity, need help applying for SNAP or MassHealth are strongly encouraged to visit the Thrive Center. Contact: KC 201 X2349
TRIO	The TRIO Program offers support for students who are first-generation to college, have a financial need, and/or have a documented disability. Students must apply to this program. Contact: DON 240 X2505 Hours: M-F 8:30 a.m.-4:30 p.m.
Veteran Services	The function of the Office of Veteran Services at HCC is to assist our veterans, service members, and their dependents in pursuing their educational, professional, or vocational objectives. Students should go to HCC's website for additional information.

Fall 2024 Academic Calendar

*Edited: 4/4/24

Holyoke Community College
Academic Calendar

2024 SUMMER SESSIONS

Monday, May 27, 2024, Memorial Day; Wednesday, June 19, 2024 Juneteenth Independence Day;
Thursday, July 4, 2024 Independence Day – Campus Closed all three holidays

Session I: May 20 – July 5 (On-campus and Online)	Session II: July 8 – August 23 (On-campus and Online)
5/21 Last Day to Add	7/9 Last Day to Add
•5/22 Last Day to Drop at 100% refund	•7/10 Last Day to Drop at 100% refund
7/5 Last Day Withdraw with the grade W	8/23 Last Day to Withdraw with the grade W
7/5 End of Summer Session I	8/23 End of Summer Session II
Classes meet Monday, June 17 instead of Wednesday, June 19 and	*(On campus classes meet T/W/R, times TBA)*
Monday, July 1 instead of Thursday, July 4	
(On campus classes meet T/W/R, times TBA)	

2024 FLEX START SESSIONS

Flex 1: September 3 - October 23	Flex 2: September 16 – December 19	Flex 3: October 28-December 19
9/4 Last Day to Add	9/17 Last Day to Add	10/29 Last Day to Add
9/9 Last Day to Drop at 100% refund	9/20 Last Day to Drop at 100% refund	11/1 Last Day to Drop at 100% refund
10/23 Last Day to Withdraw with the grade W	12/13 Last Day to Withdraw with the grade W	12/19 Last Day to Withdraw with the grade W
10/23 End of Flex Session 1	12/13 End of Flex Session 2 Classes	12/19 End of Flex Session 3
	FINAL EXAMS: December 16-19, Monday-Thursday	

2024 FALL SESSION

September 2, Monday	Labor Day: LEGAL HOLIDAY (Campus Closed)
September 3, Tuesday	Classes begin for the Fall Semester
September 3-6, Tuesday-Friday	Add/Drop Period - 4 Days (Ends Friday at 4:30 pm)
September 9, Monday	Last day to drop at 100% refund for 15 week semester
October 14, Monday	Columbus Day/Indigenous Peoples Day: LEGAL HOLIDAY (Campus Closed)
October 15, Tuesday	All Classes follow a Monday Schedule
October 18, Friday	Mid Term Grades viewable in Online Services after this Date
October 28, Monday	Open Registration Begins at 8:00 am
November 11, Monday	Veteran's Day: LEGAL HOLIDAY (Campus Closed)
November 27, Wednesday	Classes follow a Friday Schedule
November 28, Thursday	Thanksgiving Day: LEGAL HOLIDAY (Campus Closed)
November 29, Friday	No Classes- Campus OPEN
December 13, Friday	Last day for withdrawal from 15-week Semester Classes
December 13, Friday	End of Fall 15-week Semester Classes
December 16-19, Monday-Thursday	Final Exams (required as scheduled)
December 20, Friday	Make Up Day for Cancelled Final Exams
December 24, Tuesday	Final Grades viewable in Online Services after this Date
December 25, Wednesday	Christmas Day: LEGAL HOLIDAY (Campus Closed)
December 26-31, Thursday-Tuesday	Campus OPEN
January 1, 2025, Wednesday	New Year's Day: LEGAL HOLIDAY (Campus Closed)

M:13, T:14, W:14, R:14, F:15

Spring 2025 Academic Calendar

2025 WINTER SESSIONS

January 3, Friday	Last Day to Add
January 6, Monday	Classes Begin
January 7, Tuesday	Last Days to Drop at 100% refund
January 10, Friday	Last Day to Withdraw with a "W" One Week Session
January 10, Friday	Classes End for One Week Session
January 17, Friday	Last Day to Withdraw with a "W" Two Week Session
January 17, Friday	Classes End for Two Week Session

2025 FLEX START SESSIONS

Flex 1: January 21 - March 12		Flex 2: February 3 - May 15		Flex 3: March 24 - May 14	
1/22	Last Day to Add	2/4	Last Day to Add	3/25	Last Day to Add
1/27	Last Day to Drop at 100% refund	2/7	Last Day to Drop at 100% refund	3/28	Last Day to Drop at 100% refund
3/12	Last Day to Withdraw with the grade W	5/8	Last Day to Withdraw with the grade W	5/14	Last Day to Withdraw with the grade W
3/12	End of Flex Session 1	5/8	End of Flex Session 2	5/14	End of Flex Session 3
			FINAL EXAMS: May 12-15, Monday-Thursday		

2025 SPRING SESSION

January 20, Monday	Martin Luther King, Jr. Day: LEGAL HOLIDAY (Campus Closed)
January 21, Tuesday	Classes begin for the Spring Semester
January 21-24 Tuesday- Friday	Add/Drop Period - 4 Days (Ends Friday at 4:30 pm)
January 27, Monday	Last day to drop at 100% refund for 15 week semester
February 17, Monday	Presidents' Day: LEGAL HOLIDAY (Campus Closed)
February 18, Tuesday	All Classes Follow a Monday Schedule
March 7, Friday	Mid Term Grades viewable in Online Services after this Date
March 17 – March 21	Spring Recess
April 2, Wednesday	Assessment Day for Faculty and Staff - No Classes
April 7, Monday	Open Registration Begins at 8:00 am
April 21, Monday	Patriot's Day: LEGAL HOLIDAY (Campus Closed)
April 24, Thursday	Classes follow a Monday Schedule
May 8, Thursday	Last day for withdrawal from 15-week Semester Classes
May 8, Thursday	End of Spring 15-week Semester Classes
May 9, Friday	Make Up Day for Cancelled Classes
May 12-15 Monday-Thursday	Final Exams (required as scheduled)
May 20, Tuesday	Final Grades viewable in Online Services after this Date
May 21, Wednesday	Honors & Awards Night - 6:30 pm
May 26, Monday	Memorial Day: LEGAL HOLIDAY (Campus Closed)
May 27, Tuesday	Start of Summer Session I

M:14, T:14, W:14, R:14, F:14

May 31, 2025 Saturday Commencement – 10:00 a.m.

2/12/24 Final Posted

Fall 2024 Calendar of Meetings

Holyoke Community College
Faculty & Staff Calendar of Meetings *

Fall 2024	
August 28, Wednesday	Professional Day (full day-required)
August 28, Wednesday	Department PD Day (2:30 pm)
August 29, Thursday	Faculty Assessment Day (half day-required)
September 3, Tuesday	Classes begin for the Fall Semester
September 4, Wednesday @ 2:30 pm	Division Meetings
As scheduled by committee	September Shared Governance Committees
September 11, Wednesday @ 2:30 pm	Curriculum Committee
September 18, Wednesday @ 2:30 pm	CAC Steering Committee
September 20, Friday	Last day to use financial aid for books
September 23, Monday – October 7, Monday	Progress Reports
September 25, Wednesday @ 2:30 pm	College Advisory Council (CAC)
As scheduled by committee	October Shared Governance Committees
October 2, Wednesday @ 2:30 pm	Department Meetings
October 9, Wednesday @ 2:30 pm	Division Meetings
October 16, Wednesday @ 2:30 pm	Curriculum Committee
October 18, Friday	MCCC Prof Staff/AFSCME Staff Prof Day (required)
October 18, Friday	Mid Terms grade due by noon
October 23, Wednesday @ 2:30 pm	CAC Steering Committee
October 28, Monday	Open Registration begins at 8:00 am
October 30, Wednesday @ 2:30 pm	College Advisory Council (CAC)
As scheduled by committee	November Shared Governance Committees
November 6, Wednesday @ 2:30 pm	Department Meetings
November 13, Wednesday @ 2:30 pm	Division Meetings
November 20, Wednesday @ 2:30 pm	Curriculum Committee
November 27, Wednesday @ 2:30 pm	Classes Follow a Friday schedule
As scheduled by committee	December Shared Governance Committees
December 4, Wednesday @ 2:30 pm	CAC Steering Committee
December 2. Monday @ 5:30 pm	Fall Graduate Reception
December 11, Wednesday @ 2:30 pm	College Advisory Council (CAC)
December 13, Friday	Last day for full semester AW
December 13, Friday	End of Fall 15-week Semester Classes
December 24, Tuesday	Final grades due to Registrar by noon

NOTE: Budget Advisory Committee (BAC) meets the 1rst Wednesday each month at 1:30; Planning & Innovation Committee (PIC) meets the 2nd Tuesday of the month at 4:00 pm
NOTE: All other Shared Governance committees schedule monthly meetings based on the scheduling needs of the committee members
NOTE: Suggested blocks for Shared Governance committee meetings based on course schedule: MTRF 4:00-5:00, W 3:00-4:00, 4:00-5:00 pm

Winter 2025	
January 15, Wednesday	Winter Professional Day (required)
January 16, Thursday	Winter Professional Day (snow day)

*Subject to change

Spring 2025 Calendar of Meetings

Holyoke Community College
Faculty & Staff Calendar of Meetings*

Spring 2025	
January 21, Tuesday	Classes begin for the Spring Semester
As scheduled by committee	January Shared Governance Committees
January 22, Wednesday @ 2:30 pm	Department Meetings
January 29, Wednesday @ 2:30 pm	Division Meetings
As scheduled by committee	February Shared Governance Committees
February 5, Wednesday @ 2:30 pm	Curriculum Committee
February 7, Friday	Last day to use financial aid for books
February 10, Monday – February 24, Monday	Progress Reports
February 12, Wednesday @ 2:30 pm	CAC Steering Committee
February 19, Wednesday @ 2:30 pm	College Advisory Council (CAC)
February 26, Wednesday @ 2:30 pm	Department Meetings
February 28, Friday	MCCC Prof Staff/AFSCME Staff Prof Day (required)
As scheduled by committee	March Shared Governance Committees
March 5, Wednesday @ 2:30 pm	Division Meetings
March 7, Friday	Mid Terms grade due by noon
March 12, Wednesday @ 2:30 pm	Curriculum Committee
March 17, Monday – March 21, Saturday	SPRING RECESS
March 26, Wednesday @ 2:30 pm	CAC Steering Committee
As scheduled by committee	April Shared Governance Committees
April 2, Wednesday	Assessment Day (full day-required) No Classes
April 2, Wednesday @2:30 pm	College Advisory Council (CAC)
April 7, Monday	Open registration
April 9, Wednesday @ 2:30 pm	Department Meetings
April 16, Wednesday @ 2:30 pm	Division Meetings
April 23, Wednesday @ 2:30 pm	Curriculum Committee
April 30, Wednesday @ 2:30 pm	CAC Steering Committee
As scheduled by committee	May Shared Governance Committees
May 7, Wednesday @ 2:30 pm	College Advisory Council (CAC)
May 8, Thursday	Last day for full semester AW
May 8, Thursday	End of Spring 15-week Semester Classes
May 20, Tuesday	Final grades due to Registrar by noon
May 21, Wednesday@ 9:30-11 am	Celebration of Faculty & Staff
May 21, Wednesday @ 6:30 pm	Honors & Awards Night
May 21, Wednesday	Faculty Assessment Day (half day-required)
May 22, Thursday	Faculty Assessment Day (half day-required)
May 31, Saturday @ 10:00 am	Commencement
June 5, Thursday	AES Professional/Assessment Day (half day-required)

NOTE: Budget Advisory Committee (BAC) meets the 1rst Wednesday each month at 1:30; Planning & Innovation Committee (PIC) meets the 2nd Tuesday of the month at 4.00 pm
NOTE: All other Shared Governance committees schedule monthly meetings based on the scheduling needs of the committee members
NOTE: Suggested blocks for Shared Governance committee meetings based on course schedule: MTRF 4:00-5:00, W 3:00-4:00, 4:00-5:00 pm

*Subject to change

E2: Syllabus Checklist

XIII-E2 CHECKLIST FOR COURSE MATERIALS

Faculty Member: _____

Course Title and section: _____

Year and Semester: _____

_____ 1. Instructor's Name, office location, email address, and telephone number (either college, administrative assistant, or office)

_____ 2. Course Title/Number

_____ 3. Meeting days and times

_____ 4. General course description and prerequisites (according to College catalogue)

_____ 5. All required course readings (whether written or electronic), including information on publisher and edition used or website address or link

_____ 6. Student Learning Outcomes (list)*

_____ 7. Teaching procedures (briefly describe)

_____ 8. Course topics and/or assignments and/or required and/or supplemental reading

_____ 9. Tentative test schedule/assignment(s) schedule

_____ 10. Basis for student grading and calculation of final grade as well as criteria for evaluating student performance

_____ 11. Attendance policy

_____ 12. Institutional Disability Services statement

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 to the concerns within fourteen (14) calendar days.

*See #6 in the "Principles Statement on Student Learning Outcomes and Assessment" (Appendix A in the contract).

_____
Evaluator's Signature   Date

E4: Advising Log

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

XIII-E4 STUDENT ADVISEMENT LOG

Advisor: _____   Semester: _____   Year: _____

Evaluator: _____   Title: _____   Date Submitted: _____

Department/Program: _____   Division: _____

Student's Name	Program	Date of Conference	Recommendation/ Purpose

XIII-E4

E5: College Service

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

XIII-E5 COLLEGE SERVICE ACTIVITIES

Unit Member:_____

Department/Program:_____

Division:_____

Evaluator:_____

_____

1. No later than October 15th for the fall semester and February 15th for the spring semester for faculty and no later than December 30th for the fall semester and May 30th for the spring semester for professional staff, list the college service activities assigned pursuant to Article XIII, Section 13.02B4 and 13.03B3.

_____

2. Activities Completed and Brief Summary of Work   Date(s) of Participation
                                                           (if applicable)

_____

3. Attach any documentation which evidences participation in the college
   service activities set forth above (if requested).

I hereby certify that I have participated in the college service activities as set forth above.

_____
Unit Member

Date:_____