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**PROFESSIONAL STAFF ORIENTATION CALENDAR**

**Fall 2015**

**Tuesday, AUGUST 18**

9:00 a.m. - 11:00 a.m.  
Meeting for course additions/cancellations.  
Department Heads will be notified.  B211

2:00 p.m. – 4:00 p.m.  
Adjunct Orientation.  H224

**Wednesday, AUGUST 19**

9:00 a.m. - 3:00 p.m.  
Academic Orientation for All New Full-time Faculty  
Bowne 122

10:00 a.m. - 12:00 p.m.  
New Student Orientation - Theatre

11:15 a.m. – 12:15 a.m.  
Information Fair – Ritz Lounge

6:00 p.m. – 8:00 p.m.  
Parents’ Night – Theatre

**Thursday, AUGUST 20**

Faculty Return

8:00 a.m. - 9:00 a.m.  
Welcome Back Coffee – All Campus  
Ritz Lounge

9:00 a.m. - 12:00 noon  
Fall Convocation – All Campus  
James & Betty Hall Theatre - Dutchess Hall

12:00 noon - 12:45 p.m.  
Luncheon – All Campus. Drumlin Hall  
Louis Greenspan Dining Room

1:00 p.m. – 2:00 p.m.  
Hispanic Heritage Committee Meeting  H401A
Thursday, AUGUST 20 CONTINUED

3:00 p.m. - 4:00 p.m.  PSO Executive Committee Meeting  H226

3:00 p.m. – 5:00 p.m.  Adjunct Orientation  B116

4:00 p.m. – 6:00 p.m.  Carol Stevens’ Retirement Celebration  Ritz Lounge

5:30 p.m. - 6:00 p.m.  Adjunct Lecturers’ Recognition Ceremony
                        Refreshments will be served.  D101

6:00 p.m. - 8:00 p.m.  Adjunct Lecturers’ Welcome  D101

Friday, AUGUST 21

9:30 a.m. – 11:00 a.m.  President’s Advisory Council  B122

11:00 a.m. – 1:00 p.m.  PSO Leadership Luncheon  (for newly elected standing committee
                        officers), Dutchess 101

12:00 p.m. – 1:00 p.m.  AWDCC Meeting  Dutchess East Lounge (DEL)

1:00 p.m. – 2:00 p.m.  PSO Meeting  – James & Betty Hall Theatre – Dutchess Hall

1:00 p.m. – 2:00 p.m.  Residence Life Orientation (For Parents)  Drumlin Hall

2:30 p.m. – 4:30 p.m.  Academic Department Meetings
                        
                        AHBS     W326
                        BHS      H402B
                        BUS      T209
                        ENACT    T113
                        ENG      H514
                        HGE      H402C
                        HPEAD    F125
                        MPCS     W126
                        NUR      C212A
                        PVAC     W010

3:00 p.m. – 5:00 p.m.  Residence Life Orientation (For Students)  Theatre
Selected Additional Activities:

Monday, August 24
Classes Begin

Tuesday, August 25
Standing Committee Meetings
12:30-1:45
Curriculum Committee – T 209
Educational Environment – T214
Instruction Staff Council – H507
Professional Staff Development – H 502
Student Learning & Assessment – H514

Thursday, August 27
12:30pm-1:45pm
DUE Meeting – James & Betty Hall Theatre – Dutchess Hall

Friday, August 28
12:00-12:50pm
Ad-hoc committees

Wednesday, September 2
2:00pm – 4:00pm
DAC Meeting – B122

Thursday, September 3
Welcome Back Reception Hosted by AWDCC (for all 12:30pm – 1:45pm faculty and staff – Ritz Lounge.

Monday, September 7
Labor Day - College closed

Tuesday, September 8
12:30pm – 1:45pm
Academic Department Meetings

Thursday, September 10
12:30pm – 2:30pm
New Staff Orientation – B122

Tuesday, September 15
Deadline for final requests for payment under last year’s budget. This is the date claims must reach the Business Office after all required approvals, so plan accordingly and submit claims as early as possible before this date.

Friday, September 18
12 noon – 12:50pm
New Faculty and Mentors Lunch
IMPORTANT DEADLINE DATES TO REMEMBER

Payment for previous academic year book reimbursement 9/15/15
Fall DCC Tuition Reimbursement applications and SUNY tuition waivers 9/18/15
Faculty Promotion and Tenure applications to Department Heads 9/18/15
Promotion and Tenure applications to Academic Affairs 11/6/15
Sabbatical Applications Due to Academic Affairs 1/15/16
Spring Tuition Reimbursement applications and SUNY tuition waivers 1/15/16
Summer Tuition Reimbursement Applications Due in OAA 5/6/16
**Institutional Research**

**DCC AT A GLANCE - 2015-2016**

### FALL 2014

<table>
<thead>
<tr>
<th>Category</th>
<th>Fall 2014</th>
<th>Totals:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Students:</td>
<td>4,666 1</td>
<td></td>
</tr>
<tr>
<td>Part-Time Students:</td>
<td>5,239 1</td>
<td></td>
</tr>
<tr>
<td>Total Degree Credit Students:</td>
<td></td>
<td>9,905 1</td>
</tr>
<tr>
<td>Total Credit-Free Registrations</td>
<td></td>
<td>9,500 2</td>
</tr>
<tr>
<td>(Summer 2015, Fall 2014, Spring 2015)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Full-time Faculty (Fall 2014)</td>
<td>124 3</td>
<td></td>
</tr>
<tr>
<td>Number of Administrators (Fall 2014)</td>
<td>70 3</td>
<td></td>
</tr>
<tr>
<td>Degrees Conferred, Total DCC</td>
<td>42,721 4</td>
<td></td>
</tr>
<tr>
<td>Degrees Conferred, Spring 2014</td>
<td>1,198 5</td>
<td></td>
</tr>
<tr>
<td>Library Volumes</td>
<td>89,675 6</td>
<td></td>
</tr>
<tr>
<td>Budget (2013-2014)</td>
<td>$62,179,113 7</td>
<td></td>
</tr>
</tbody>
</table>

**ACCREDITATIONS:** Middle States Association of Colleges and Schools; American Dietetic Association; National League of Nursing; Association of Collegiate Business Schools and Programs; National Accrediting Agency for Clinical Laboratory Sciences

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1. SBII, ESS, 6/24/15, MAR must match #s Dr. Conklin is quoted in Annual Report.
2. **FALL 2013 Data** - ST0107 Report of Non-Credit Instructional Activities
3. IPEDS Spreadsheet, as per DMJ Fall '14,
4. Human Resources (FT Administrators)
5. DCC graduates, as of Spring 2015, added 1,198 to 41,523
6. SBII, ST0121 (Grad Stats)
7. IPEDS Library Survey, Cathy Carl, 7/15/15
7A. DMJ added this line for the approved budget from last year, 7/10/13
   Business Office, D.Rocap-note: this budget been approved by the county (C. Crawford).

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PERSONNEL LISTINGS

MEMBERS OF THE BOARD OF TRUSTEES – 2015-16

Chairperson*
Thomas E. LeGrand

Vice-Chairperson*
Betsy Brown

Secretary*
Sherre Wesley

Michael Francis Dupree
Barbara Hugo
Richard Keller-Coffey
Daniel P. Kuffner
Robert G. Rolison
Denise Doring VanBuren

Student Trustee
Richard Recchia

*Election of officers takes place in September
ADMINISTRATIVE OFFICES

PRESIDENT’S OFFICE

Dr. Pamela R. Edington, President
Linda M. Beasimer, Assistant to the President/Recording Secretary to the Board of Trustees
AnneMarie Andrews, Assistant to the President

ACADEMIC AFFAIRS

Dr. Ellen Gambino, Vice President of Academic Affairs
Carol Helion, Assistant to the Vice President of Academic Affairs
Dr. Holly Molella, Dean of Academic Affairs
Susan McGlynn, Assistant to the Dean of Academic Affairs
Dr. Kristél Kemmerer, Associate Dean of Academic Affair
Colleen Trogisch, Associate Dean of Academic Affairs
TBD, Grants Officer/Grants Director

Lauren Bunnell, Registrar Counselor, Advising
Joanne Tucker, Acting Coordinator of Advising Services

Cathy Carl, Director of the Library
Alice McGovern, Associate Librarian
Thomas Trinchera, Assistant Librarian
Tina Kiernan, Assistant Librarian
TBD, Assistant Librarian

Chrisie Mitchell, Associate Director of the Dr. Mary Louise Van Winkle Teaching Learning Center

Timothy Decker, Director of Programs and Activities, DCC South

Virginia Poznack, Director of Scheduling

Jennifer Wrage, Director of Academic Services
Sally Weglinski, Assistant Director of Academic Services
Lori Scolaro, Assistant Director of Academic Services

Cynthia Worrad, Counselor/Coordinator of C-STEP

Cammie Jones, Community-Based Learning Coordinator

*On leave during the fall semester
**On leave during the spring semester
***On leave during the academic year
STUDENT SERVICES AND ENROLLMENT MANAGEMENT

Ellen Gambino, Vice President of Academic Affairs

Marcia Butland, Director of Student Conduct and Community Standards

Betsy Hoffman, Administrative Assistant
Marta Newkirk, Assistant Dean of Student Services

Linda Bertolozzi, Interim Coordinator of Accommodative Services

Dr. Mark Balaban, Director of Counseling and Career Services
Ted Goehring, Counselor
Tammy MacBrien, Counselor
Jesse Saland, Counselor

Doris Diaz-Kelly, Assistant Dean of Student Services, EOP

Brenda Keller, Health Office

William F. Anderson, Vice President and Dean of Administrative Services

Susan Mead, Director of Financial Aid
Rachel Craparo, Assistant Director of Financial Aid
Anne Gorrick, Assistant Director of Financial Aid
Robert Zasso, Assistant Director of Financial Aid

Marc Lofaro, Co-Athletic Director
Matt Paquet, Co-Athletic Director

Michael Roe, Associate Dean of Enrollment Management
TBD, Director of Admissions
Michelle Diano, Admissions Counselor
Carmen McGill, Admissions/Minority Counselor

Angela Romano, Registrar
William Benedetto, Associate Registrar
Stewart Dawes, Registrar Counselor

Michael Weida, Director of Student Activities
Matthew Hanlon, Assistant Director of Student Activities

* On leave during the fall semester
** On leave during the spring semester
*** On leave during the academic year
ADMINISTRATION

Dr. William Anderson, Vice President and Dean of Administration  
Cristina Crawford, Assistant to the Vice President & Dean of Administration  
Lisa Keto, Assistant to the Dean of Administration  
Donna Rocap, Associate Dean of Administration for Financial Services  
Cathy Morillo, Assistant Dean of Administration for Financial Services  
Bridgette Anderson, Associate Dean of Administration for Campus Facilities Management  
Klaus Gessler, Associate Dean for Information Technology  
Esther Courret, Director of Human Resources Management  
Patrick Griffin, Director of Information Systems  
Ansamma Varkey, Assistant Director of Information Systems  
Edward Cox, Director of Campus Security and Public Safety  
Debra Ramsay, Assistant Dean of Administration for Payroll  
Coreen Sims, Assistant Director of Human Resources Management

COMMUNITY SERVICES AND SPECIAL PROGRAMS

Virginia Stoeffel, Dean of Community Services & Special Programs  
Barbara Mosher, Administrative Assistant  
Troy Adams, Assistant Dean of Community Services & Special Programs  
Tim Vermillion, Assistant Dean of Community Services & Special Programs

INSTITUTIONAL ADVANCEMENT

Diana Pollard, Executive Director of the DCC Foundation  
Martha Russell, Interim Coordinator of the Annual Fundraiser and Special Events

INSTITUTIONAL RESEARCH AND PLANNING

Donna Johnson, Director of Institutional Research, Planning and Assessment

OFFICE OF COMMUNICATIONS AND PUBLIC RELATIONS

Judi Stokes, Director of Communications & Public Relations  
Jason Miller, College Writer  
Jaclyn Murray, Print/Multimedia Designer

*On leave during the fall semester  
**On leave during the spring semester  
***On leave during the academic year
ACADEMIC DEPARTMENTS FOR 2015-2016 ACADEMIC YEAR

Listings show the department head followed by faculty alphabetically, the department assistant and academic support staff. The year is the date of initial full-time appointment to a tenure-track faculty position. Temporary full-time appointments are noted. CA indicates a faculty member has a continuing appointment (tenured).

DEPARTMENT OF ALLIED HEALTH AND BIOLOGICAL SCIENCES
Karen Ingham (1994-CA), Assistant Professor, Department Head, Chair, MLT Program
Teresa Burke, Instructor (TFT)
Dr. Mark Condon (1999-CA), Professor
Carolyn DaMota (2014), Instructor
Constance R. Eames (1975-CA), Professor
Katherine Espinosa (2014), Instructor
Dr. Sandra Fraley (2006-CA), Professor
Elizabeth Justin, (2008-CA) Assistant Professor
Dr. Richard Kirker (1995-CA), Assistant Professor
Gordon Lake, Instructor (TFT)
Dr. Andrew Scala (1990-CA), Professor
David Walsh (2004-CA) Instructor, Chair, Fire Science Program
Department Assistant, Alyson Stewart

DEPARTMENT OF BEHAVIORAL SCIENCES
Michael Hall, (2010-CA) Assistant Professor, Department Head
Jason Bishop, (2013) Instructor
Janay Gasparini (2015), Instructor
David Gavner (2002-CA), Instructor
Cathleen Greenan, (2007-CA) Assistant Professor, Chair, LAH Program
Frank Kolarik, (2015), Instructor
Dr. Mehmet Kucukozer (2013) Assistant Professor
Barbara McArdle, (2011-CA) Associate Professor
Margaret Olimpieri, (2003-CA), Associate Professor
Dr. Peter Phipps (2003-CA), Professor,
Stephanie Roberg-Lopez (1999-CA), Professor
Daniel Valentine, (2000-CA), Assistant Professor and Chair, Criminal Justice Program
Mareve VanVoorhis (2001-CA), Assistant Professor, Chair, Child Care and Human Services
Marguerite Woodcock (2015-CA), Instructor
Department Assistant, Deborah Ackerman
Mary Beth Buglion (2001), Field Lab Supervisor, Behavioral Sciences
Eileen M. Hall (1999), Field Lab Supervisor, Behavioral Sciences
Mallory Jackson (2011) Human Services Field Supervisor
Paula Lockshon (2012) Human Services Field Supervisor
Shelley Squires-Trani (2015), Nursery School Educator
Michelle Murasso (1991), Field Lab Supervisor, Behavioral Sciences
Elaine Myrianthopoulos (2005) Early Childhood Educator

*On leave during the Fall Semester
**On leave during the Spring Semester
***On leave during the Academic Year
DEPARTMENT OF BUSINESS

Michael Araujo (2012 - CA) Associate Professor and Department Head
William Harwood (1975-CA), Professor
Irene Hughes (2014), Instructor
Ahmed Ismail (2014), Assistant Professor
Maryann Longhi (1991-CA), Associate Professor
Joan McFadden (2008-CA) Associate Professor, and Chair, Paralegal Program
Dr. Scott Willmen (2013), Assistant Professor
Department Assistant, Maureen Byrum
Raymond Conklin (2000), Department of Business Technologies

DEPARTMENT OF ENGINEERING, ARCHITECTURE AND COMPUTER TECHNOLOGIES

Mark Courtney (2006-CA), Department Head, Associate Professor and Chair, ENR Program
Dr. Leah Akins (1999-CA), Professor, Coordinator, Verizon Program
Daniel Barbuto (2005-CA), Assistant Professor and Chair, ELT Program
David Freeman (1999-CA), Assistant Professor and Chair, Architectural Technology and Construction Technology Program
Carson Lee McCullers (2013) Instructor
Catherine Tabor-McGuire (2004-CA), Associate Professor
Paul Pilon, (2010-CA) Instructor
John Trosie (2005-CA), Assistant Professor, Chair, Aviation Science Program
Dr. Francis Whittle (1980-CA), Professor and Chair, CIS Program
Department Assistant, TBD
Manuel Sairitupa (2001), Computer Information Systems Lab Assistant
Thomas Storey (2010), Computer Information Systems Lab Assistant

*On leave during the Fall Semester
**On leave during the Spring Semester
***On leave during the Academic Year
DEPARTMENT OF ENGLISH AND HUMANITIES
Dr. Richard A. Malboeuf (1982-CA), Professor and Department Head
Dr. Joseph Allen (1998-CA), Professor
Jordan Bell (2015), Instructor
Dr. Kevin Cavanaugh (2005-CA), Associate Professor
Dr. Lucia Cherciu (2001-CA), Professor
Thomas Denton (1977-CA), Professor
John M. Desmond (1982 –CA), Associate Professor
Michele Elone (1992-CA), Assistant Professor
Jacqueline Goffe-McNish (1991-CA), Professor
Dr. Navina Hooker (2000-CA), Professor
Tina Iraca (2013) Instructor
Melanie Klein (2005-CA), Associate Professor
Carol Kushner (2000-CA), Assistant Professor
Kevin Lang (2013) Instructor
Dr. Ornella Mazzuca (2000-CA), Professor
Dean J. Nelson (1979-CA), Professor
Dr. Keith O'Neill (2002-CA), Professor
Patricia Phillips (2015), Instructor
Michael Rambadt (2015), Instructor
Dr. Brenda DeMartini-Squires (2012) Assistant Professor
Jody Sterling (2003-CA), Professor
Dr. Craig Stokes (2004 - CA), Associate Professor
Dr. David Teague (1995-CA), Associate Professor
Lisa Treacy-Pignetti (2003-CA), Assistant Professor
Dr. Gail Upchurch (2012) Assistant Professor
Rose Wiley, (2010-CA) Instructor
Leigh Williams (1995-CA), Professor
Jennifer Yanoti (2015), Instructor
Department Assistant, Rita Vitulli

DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, ATHLETICS AND DANCE
Tara Sweet (1999-CA), Associate Professor and Department Head
Susan Kennen (1979-CA), Professor
Kathleen Hanlon O'Connell (2011-CA), Assistant Professor
Deborah VanBuren (2001-CA) Associate Professor
Department Assistant, Debra Miller

*On leave during the Fall Semester
**On leave during the Spring Semester
***On leave during the Academic Year
DEPARTMENT OF HISTORY, GOVERNMENT & ECONOMICS
Dr. Werner Steger (2000-CA), Professor, Department Head
Seemi Ahmad (1994-CA), Professor
Dr. Michael Boden (2011), Assistant Professor
Dr. Mikko Manner, (2009-CA), Associate Professor
Dr. Weldon McWilliams (2013) Assistant Professor
Dr. Laura Murphy (2007-CA), Associate Professor
Matthew Murray (2015), Instructor
Dr. Joseph Norton (1994-CA), Professor
Karin Riedl (2015), Assistant Professor
*Dr. Andrew Rieser (2003-CA), Professor and Chair, LAH Program
Todd Wilmot, (2011-CA), Assistant Professor
Department Assistant, Andrea Townsend

DEPARTMENT OF MATHEMATICS, PHYSICAL AND COMPUTER SCIENCES
Tony Zito (1991-CA), Associate Professor and Department Head
Dr. Jean-Michel Campagne (2014), Assistant Professor
Dr. Jefferson Cavalieri (1992-CA), Professor
Jeffrey Clark (1979-CA), Associate Professor
Susan Conrad (2003-CA), Associate Professor
Philip Darcy, (2010-CA) Assistant Professor
Sandra DeGuzman (2005-CA) Associate Professor
Carla DelTreste (2007-CA), Assistant Professor
Barbara Dolansky (2000-CA), Associate Professor
Jessica Geer (2015), Assistant Professor
Jason Gumaer, Instructor (TFT)
Johanna Halsey (1990-CA), Professor
Manish Jadhav (2014), Assistant Professor
Maryanne Johnson (2013) Instructor
Renee Lathrop (2003 CA), Associate Professor
Mark McConnaughhay (1988-CA), Professor
Tammy Powell- Kopolak (2002-CA), Associate Professor
Mark Roland (2004-CA), Instructor
Diana Staats (1982-CA), Professor
Sara Taylor (2004-CA), Associate Professor
Rachel VanDerStuyf (2015), Instructor
Tim Welling (2000-CA), Associate Professor
Department Assistant, Ann Marie Rambo

*On leave during the Fall Semester
**On leave during the Spring Semester
***On leave during the Academic Year
DEPARTMENT OF NURSING
Ingeborg Grutzner (1990-CA), Professor and Department Head
Karen Desmond (1980-CA), Professor
Pamela Duda (2013) Instructor
Barbara Kabbash (1992-CA), Associate Professor
Michele Lopez (2015), Instructor
Nancy Moskowitz (2002-CA), Assistant Professor
Kathleen Reitter (2015), Instructor
Treesa Scaria (2013) Assistant Professor
Department Assistant, Susan Barlanti
Nancy Checchi (2015), Nursing Clinical Lab Coordinator

DEPARTMENT OF PERFORMING, VISUAL ARTS AND COMMUNICATIONS
Joseph Cosentino (1999-CA), Professor, Department Head and Chair, PFA Program
Michael Adams (2015), Instructor
Dr. Christopher Brellochs, (2011-CA) Associate Professor, Chair, Music Program
Dr. Thomas Costello, (2013) Assistant Professor
Margaret Craig, (2010-CA) Assistant Professor, Interim Chair, CAR, ART Program
Juan Garcia-Nunez (2000-CA), Associate Professor
Lindsey Guile, Instructor (TFT)
Lowell Handler (2000-CA), Associate Professor
Margeaux Lippman Hoskins (2015), Instructor
Holly McCabe, Instructor (TFT)
Camilo Rojas (1992-CA), Professor
Eric Somers (1987-CA), Professor
*Dana Weidman (2003-CA), Associate Professor and Chair, COM Program
Department Assistant, Marie Vivirito

*On leave during the Fall Semester
**On leave during the Spring Semester
***On leave during the Academic Year
Academic Departments Organization Chart - Fall 2015

Allied Health & Biological Sciences
K. Ingham, Head
T. Burke
M. Condon
C. DaMota
C. Eames
K. Espinosa
S. Fraley
E. Justin
R. Kirker
G. Lake
A. Scala
D. Walsh

Behavioral Science
M. Hall, Head
J. Bishop
J. Gasparini
D. Gavner
C. Greenan
F. Kolarik
M. Kucukozer
B. McArdle
M. Olimpieri
P. Phipps
S. Roberg-Lopez
D. Valentine
M. VanVoorhis
M. Woodcock

Business
M. Araujo, Head
W. Harwood
I. Hughes
A. Ismail
M. Longhi
J. McFadden
S. Willmen

Engineering, Architecture & Computer Technologies
M. Courtney, Head
L. Akins
D. Barbuto
D. Freeman
C. McCullers
C. McGuire
P. Pilon
J. Trosie
F. Whittle

English & Humanities
R. Malboeuf, Head
J. Allen
J. Bell
K. Cavanaugh
L. Cherciu
T. Denton
J. Desmond
M. Elone
J. Goffe-McNish
N. Hooker
T. Iraca
M. Klein
C. Kushner
K. Lang
O. Mazzuca
D. Nelson
K. O’Neill
P. Phillips
M. Rambadt
B. Squires
J. Sterling
C. Stokes
D. Teague
L. Treacy-Pignetti,
G. Upchurch
R. Wiley
L. Williams
J. Yanoti

Health, Physical Education, Athletics & Dance
T. Sweet, Head
S. Kennan
K. O’Connell
D. VanBuren

History, Government & Economics
W. Steger, Head
S. Ahmad
M. Manner
W. McWilliams
L. Murphy
M. Murray
J. Norton
K. Riedl
A. Rieser*
T. Wilmot

Mathematics, Physical & Computer Science
A. Zito, Head
J. Campagne
J. Cavalieri
J. Clark
S. Conrad
P. Darcy
S. DeGuzman
C. DelTreste
B. Dolansky
J. Geer
J. Gumae
J. Halsey
M. Jadhav
M. Johnson
R. Lathrop
M. McConnaughhay
T. Powell-Kopilak
M. Roland
D. Staats
S. Taylor
R. Vanderstuyf
T. Welling

Nursing
I. Grutzner, Head
K. Desmond
P. Duda
B. Kabbash
M. Lopez
N. Moskowitz
K. Reitter
T. Scaria

Performing, Visual Arts and Communications
J. Cosentino, Head
M. Adams
C. Brellochs
T. Costello
M. Craig
J. Garcia-Nunez
L. Guile
L. Handler
M. Lippman Hoskins
H. McCabe
C. Rojas
E. Somers
D. Weidman*

Sabbatical *

Academic Support Staff: M. Buglion, R. Conklin, E. Hall, M. Jackson, P. Lockshon,
M. Murasso, E. Myrianthopoulos, S. Squires-Trani, M. Sairitupa, T. Storey
FULL-TIME ADMINISTRATORS NEW TO THE COLLEGE
SINCE SEPTEMBER 2014

Marcia Butland

POSITION: Director of Student Conduct and Community Standards

EDUCATION: M.S., Central Connecticut State University
B.A., SUNY The University at Albany
A.A., Dutchess Community College

EXPERIENCE: Coordinator of Student Judicial Processes, Dutchess Community College, January 2015-present
Assistant to the Director, Student Financial Aid and Student Employment, 2013-14; Assistant to the Director of Housing and Resident Life/Resident Director, 2002-08; Western Connecticut State University, Danbury, CT
Assistant Director/University Student Conduct Hearing Officer, 2012-13; Program Assistant/University Student Conduct Hearing Officer, 2008-12; Central Connecticut State University, New Britain, CT
Residential Life Coordinator, University of Hawai‘i at Manoa, Honolulu, HI, 2000-02
Academic Advisor, New Student Advisement Center, Daytona Beach Community College, Daytona Beach, FL, 2000

TRAINING: Special Trainings Designed Specifically for the Development of Competencies for Student Conduct Administration Practitioners:
The Donald D. Gehring Academy for Student Conduct Administration Mid-level Managers Institute, University of Louisville, Louisville, KY, 2010;
The Donald D. Gehring Training Institute for Student Conduct Administration, The University of Utah, Salt Lake City, Utah, 2009; The Donald D. Gehring Academy for Student Conduct Administration Mediation Institute, The University of Utah, Salt Lake City, Utah, 2009
Title IX Related Training:

AFFILIATIONS: Current, Association of Student Conduct Administrators (ASCA)
National Behavioral Intervention Team Association (NaBITA)
Student Affairs Administrators in Higher Education (NASPA))
The National Academic Advising Association, 2008-09 (NACADA)
American College Personnel Association, Standing Committee for Women (ACPA), 2004-05
Nancy Gartin Checchi

POSITION: Clinical Lab Coordinator, Department of Nursing

EDUCATION: B.S., Marymount College, Tarrytown, NY

EXPERIENCE: One year Adjunct Clinical Instructor, Mount Saint Mary’s College School of Nursing Thirteen years, Registered School Nurse, Union Free School District of Tarrytowns, Tarrytown, NY Five years, Substitute Administrator, Union Free School District of the Tarrytowns, Tarrytown, NY Four years, Registered Professional Nurse Level III, Phelps Memorial Hospital Center, Sleepy Hollow, NY One year, Registered Staff Nurse, St. John’s Riverside Hospital, Yonkers, NY

DISTINCTIONS: Received Chapman Award for Nursing

ADDITIONAL INFORMATION: Registered Professional Nurse, New York State Member of the NY State Association of School Nurses Member of American Nurses Association Expected to Receive Family Nurse Practitioner Graduate Degree from Mount Saint Mary’s College, June 2015

Kristél Pfeil Kemmerer

POSITION: Associate Dean of Academic Affairs


EXPERIENCE: Three years, Associate Dean/Associate Professor, Mike Curb College of Entertainment & Music Business Two years, Chair, Commercial Music, Lamar State College One year and a half, Dean of Students, Alvernia University One year, Acting Dean of Students, Albright College Three years, Acting Dean of Undergraduate Studies, Albright College Two years, Assistant Professor of Music, Albright College Five years, Full Time Instructor of Music, Albright College
Jaclyn Murray

POSITION: Print/Multimedia Designer

EDUCATION: B.S., Ithaca College, 2007

EXPERIENCE: Graphic Specialist, Dutchess Community College, 2015-present
Graphic Designer, Jaclyn Murray Graphic Design, Kingston, NY, 2010-present
Art Director, A. Cohen Marketing and Public Relations, Kingston, NY, 2008-10
Gallery Attendant, Dia: Beacon, Riggio Galleries, Beacon, NY, 2007-08
Development Assistant, Tompkins County Library Foundation, Ithaca, NY, 2005-07

Shelley Squires-Trani

POSITION: Lab Nursery School Early Childhood Educator

EDUCATION: A.A.S./Commercial Art, Dutchess Community College
A.A.S./Early Childhood Education, Dutchess Community College
B.F.A./Printmaking, SUNY Purchase
M.P.S./Humanistic/Multicultural Education, SUNY New Paltz

EXPERIENCE: Three years, Director, Dutchess Community College Daycare Center
Ten years, Lead Preschool Teacher, Dutchess Community College Daycare
One year, Lead Preschool Teacher, The Park Center, Highland, New York
Five years, Assistant Preschool Teacher, Bambi Day School, Marlboro, New York
Two years, Lead Teacher and Co-Teacher, Dutchess Community College Kids on Campus Summer Program
Two years, Field Supervisor, Childhood Education, Dutchess Community College

WORKSHOP PRESENTATIONS: Have designed and taught local workshops for early childhood professionals on Group Dynamics and Affective Education topics
Presented “Parent Communication” workshop, Child Care Council of Dutchess and Putnam Counties for the Infant/Toddler Coalition, 2014
FULL-TIME FACULTY MEMBERS NEW TO THE COLLEGE
SINCE SEPTEMBER 2014

Janay Gasparini

POSITION: Instructor of Criminal Justice, Department of Behavioral Sciences

EDUCATION: A.A., State University of New York College of Technology at Delhi
B.A., State University of New York at New Paltz
M. A., Boston University

EXPERIENCE: Six years, Adjunct Instructor, Ulster Community College
Ulster County Law Enforcement Training Group Police Academy Physical Fitness and
General Topics Instructor
Five years, City of Poughkeepsie Police Department, Police Officer
Four Years, Town of New Paltz Police Department, Police Officer

CERTIFICATIONS: Ulster County Law Enforcement Training Group, Kingston, New York
Police Academy
Police General Topics Instructor, NYS Department of Criminal Justice
Services
Police Ethics Instructor, NYS Department of Criminal Justice
Services
School Resource Officer, NYS Department of Criminal Justice
Services

DISTINCTIONS: City of Poughkeepsie Police, Department Citations: Merit 2, Merit 3
Ulster County Chiefs of Police Award: Meritorious Service Lifesaving
Top Academic Graduate, Ulster County Police Academy

Jessica Geer

POSITION: Assistant Professor of Chemistry, Department of Mathematics, Physical and Computer
Sciences

EDUCATION: B.A., Chemistry, Temple University
Ph.D., Chemistry, University of the Sciences in Philadelphia, PA

EXPERIENCE: One year, Adjunct Instructor, Dutchess Community College
One year, Visiting Laboratory Instructor, Bard College
Two years, Instructional Aide/Lab Manager, Community College of Philadelphia
Five years, Adjunct Instructor, University of the Sciences in Philadelphia
Six years, Student Academic Services, Supplemental Instruction, University of the
Sciences in Philadelphia
Six years, Student Academic Services, University of the Sciences in Philadelphia

PUBLICATIONS: “Hydrogen Bond Sharing in ortho-Substituted Diaryl Amide Compounds: A Quantum
Chemistry and Molecular Dynamics Study,” J. Geer, Z. Liu, G. Moyna, V. Pophristic.

AWARDS: “The John Nikelly Excellence in Teaching Award in Organic Chemistry,” University of
the Sciences in Philadelphia
“Advancing Science Travel Award,” NOBCChE, Houston, Texas
“Women Chemist of Color Summit Travel Award,” American Chemical Society
Francis Kolarik

POSITION: Instructor of Criminal Justice, Department of Behavioral Science

EDUCATION: M. P. A., and B.S., Marist College

EXPERIENCE: One and one-half Years, Temporary, Full-time Instructor, Dutchess Community College
Four years, Adjunct Instructor, Dutchess Community College
Nineteen years, Town of North Castle Police Department Detective, Youth Division and Patrol Officer
Thirteen Years, State of New York Police Juvenile Officers Association, Executive Board
Two Years, Village of Wappingers Falls Police Department, Detective, and Patrol
Three Years, New York Power Authority Indian Point, Nuclear Security Officer
U.S. Army Non-Commissioned Officer’s Academy, Criminal Investigation Division, Sergeant, Parachute Infantry Regiment, 82nd Airborne Division

CERTIFICATIONS: New York State Municipal Police Training Council

DISTINCTIONS: Dispute Mediator, Emergency Services Tactical Team, Scuba Unit

COMMUNITY SERVICE: New York State Dare Coordinator Liaison for Public Relations
Poughkeepsie United Methodist Church Adult Discipleship Committee, Chairman of Administrative Board

Margeaux Lippman Hoskins

POSITION: Instructor of Speech, Department of Performing, Visual Arts and Communication

EDUCATION: B.A., Marist College
M.A., Pepperdine University
Ph.D. Candidate, University of Washington

EXPERIENCE: Four years pre-doctoral teaching associate, Instructor of Record, University of Washington
One year, Adjunct, Skagit Valley College
One year, Adjunct, Pepperdine University
Three years, Graduate Assistant Debate Coach

Double-Octofinalist, Cross Examination Debate Association National Tournament, 2009

PUBLICATIONS: Glee and being “born this way”: Therapeutic and postracial rhetoric. In D.K. Faill and B.C. Johnson (Eds.), Glee and “new directions” for social change.

PRESENTATION: 99th annual convention of the National Communication Association, Washington, D.C.
Michele Lopez

POSITION: Instructor of Nursing, Department of Nursing

EDUCATION: B.A., Pace University
Certified Nurse Educator Program, University of Northern Colorado
M. A., Columbia University

EXPERIENCE: Eleven years, Dutchess County BOCES Career & Technical Institute
Faculty
Four years, University of Phoenix
Faculty, Graduate Nursing Program
Two years, Cardinal Hayes Home for Children Nursing Supervisor

CERTIFICATIONS: New York State Teaching License - Professional
Certified Nurse Educator
New York State Registered Nurse
New York State Licensed Practical Nurse

Michael Rambadt

POSITION: Instructor of English, Department of English and Humanities

EDUCATION: A.A., Dutchess Community College
B.A., Vassar College
M.A., SUNY New Paltz

EXPERIENCE: Three years, temporary, full-time instructor, Dutchess Community College
Four years, adjunct instructor, SUNY New Paltz
Four years, adjunct instructor, Dutchess Community College
One year, writing workshop assistant, Dutchess Community College
Three years, Assistant Director for Regional Programs, Vassar College

DISTINCTIONS: Dean's/President's List, 1990-1993
DCC Most Distinguished Student Award 1993
SUNY New Paltz Most Distinguished Graduate, 2009

COLLEGE SERVICE: DCC Open Admissions Open House Representative
DCC English 101 Committee
DCC Faculty Round Table Discussion Group
Vassar College Exploring Transfer Program reunion chair – 1995
Vassar College Reunion Chair 2005-2010

COMMUNITY SERVICE: Volunteer, Amenia Senior Citizen Friendship Center
Volunteer, Provincetown Pets Fundraising and Awareness
Kathleen Reitter

POSITION: Instructor of Nursing, Department of Nursing

EDUCATION: B.S.N. with honors, Alfred University
M.S., Pace University

EXPERIENCE: Eight years, Family Nurse Practitioner, TLC Pediatrics
15 years, Family Nurse Practitioner, Hudson Valley Primary Care
Three years, Family Nurse Practitioner, Community Primary Care

HONORS: Sigma Theta Tau, International Nursing Honor Society

CERTIFICATIONS: New York State Certified Family Nurse Practitioner
ANCC Certified Family Nurse Practitioner
Post-Masters Certificate in Nursing Education, The Sage Colleges
New York States Licenses (RN, FNP)

Karin Riedl

POSITION: Assistant Professor of Government, Department of History, Government and Economics

EDUCATION: B.A. (Honors), Queen Mary and Westfield College, London University, London, UK
M.A., Monterey Institute of International Studies, CA
Ph.D., Graduate Center, CUNY, NY

EXPERIENCE: Seven years, adjunct lecturer, Hunter College
Three years, lecturer, Pace University
Two years, adjunct lecturer, Queens College, CUNY

PROFESSIONAL EXPERIENCE: Advisor, Office of the Permanent Observer to the United Nations, NY
Co-Founder and Program Officer, Positive Life Africa, NY
Research Assistant, Center for Nonproliferation Studies, CA
Assistant Analyst, Jupiter Media Matrix, London, UK

FELLOWSHIPS AND RESEARCH GRANTS: World Politics and Statecraft Fellowship, Smith Richardson Foundation
Research Grant for Doctoral Studies, Graduate Center, CUNY
Graduate Teaching Fellowship, Graduate Center, CUNY

“Beyond Numbers: The participation of indigenous peoples in parliaments," Inter-Parliamentary Union, 2014

Marguerite (Rita) Woodcock

POSITION: Instructor of Early Childhood and Elementary Education

EDUCATION: B.A., Empire State College
            M.S., Concordia University

EXPERIENCE: 11 years, Adjunct Instructor, Dutchess Community College
             11 years, Field Supervisor, Early Childhood Education, Dutchess Community College
             5 years, Director of the Kids on Campus Summer Program, Dutchess Community College
             9 years, Lead Teacher, St. Francis Hospital Daycare Center

PROFESSIONAL AFFILIATIONS:
                      Mid-Hudson Infant-Toddler Coalition
                      National Association for the Education of Young Children
                      Mid-Hudson Association for the Education of Young Children
COLLEGE STANDING COMMITTEES and COUNCILS

PRESIDENT'S STANDING COMMITTEES

BLACK HISTORY
(one year term, selected in the spring)

Troy Adams
Jordan Bell - Chair
Ruth Howell
Ahmed Ismail
Manish Jadhav
Kevin Lang
Wesley Lee
Carmen McGill
Susan McGlynn
Jackie Goffe McNish
Weldon McWilliams
John Murphy
Gail Upchurch-Mills
Michael Weida

CHANCELLOR’S AWARDS FOR EXCELLENCE IN PROFESSIONAL AND CLASSIFIED SERVICE
(two year terms, student one year, selected in the fall)

ISC Irene Hughes
ISC John Trosie
ISC TBD
ISC TBD
ASC Cathy Carl
ASC Doris Diaz-Kelly
ASC Virginia Poznack
ASC Judi Stokes
ASC TBD
ASC TBD
CSEA TBD
CSEA TBD
CSEA TBD
ADJUNCT TBD
ADJUNCT TBD
PSO TBD
SGA TBD
Ex Officio Colleen Trogisch
CHANCELLOR’S AWARDS FOR EXCELLENCE IN FULL-TIME AND ADJUNCT TEACHING
(two year terms, student one year)

AHBS  Andrew Scala ’17
BHS   Frank Kolarik, ’17
BUS   Maryann Longhi, ’17
ENACT Paul Pilon, ’17
ENG   Kevin Cavanaugh, ’17
HGE   Seemi Ahmad, ’17
HPEAD Kathleen O’Connell, ’17
MPCS  Sandra DeGuzman, ’17
NUR   TBD, ’17
PVAC  Michael Adams, ’17
ADJUNCT TBD
ADJUNCT TBD
ASC   Tim Decker
CSEA  TBD
PSO   TBD
SGA   TBD
Ex-officio Colleen Trogisch

ENROLLMENT STABILIZATION
(all ex-officio)
William Anderson
Pamela Edington
Ellen Gambino
Donna Johnson
Holly Molella
Michael Roe, Chair
Angela Romano
Judi Stokes
Colleen Trogisch

CORE ENROLLMENT COMMITTEE
College President: Pamela Edington
VP of Academic Affairs: Ellen Gambino
Director of Admissions: Michael Roe
Registrar: Angela Romano, Chair
Associate Registrar: Bill Benedetto
Assistant Dean of Administration – Financial Services: Cathy Morillo
Director of Academic Services: Jennifer Wrage
Director of Financial Aid: Sue Mead
Associate Dean of Academic Affairs: TBD
Director of Programs and Activities, DCC South: Tim Decker

HISPANIC HERITAGE COMMITTEE
(one year term, selected in the spring)

Jean-Michel Campagne  Susan McGlynn
Katherine Espinosa  Stephanie Roberg-Lopez
Matt Hanlon  Camilo Rojas
Mehmet Kucukozer, Co-Chair  Manuel Sairitupa
Ornella Mazzuca  Craig Stokes, Co-Chair
PERSONNEL EVALUATION
(two year terms, students one year, selected in October)

<table>
<thead>
<tr>
<th>ISG</th>
<th>Tara Sweet, '16</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISG</td>
<td>Sandra DeGuzman, '16</td>
</tr>
<tr>
<td>ISG</td>
<td>Elizabeth Justin, '16</td>
</tr>
<tr>
<td>ISG</td>
<td>TBD, '17</td>
</tr>
<tr>
<td>Students (4)</td>
<td>TBA</td>
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<tr>
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<td>TBA</td>
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<td>TBA</td>
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<td></td>
<td>TBA</td>
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<tr>
<td></td>
<td>Trustee</td>
</tr>
<tr>
<td></td>
<td>Betsy Brown</td>
</tr>
<tr>
<td></td>
<td>Pres. Appt.</td>
</tr>
<tr>
<td></td>
<td>Esther Couret</td>
</tr>
<tr>
<td></td>
<td>Pres. Appt.</td>
</tr>
<tr>
<td></td>
<td>Susan McGlynn</td>
</tr>
</tbody>
</table>

PROMOTION AND TENURE
(two year terms, elected in October)

<table>
<thead>
<tr>
<th>AHBS</th>
<th>TBD</th>
<th>HGE</th>
<th>Joseph Norton</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHS</td>
<td>TBD</td>
<td>HPEAD</td>
<td>Sue Kennen</td>
</tr>
<tr>
<td>BUS</td>
<td>TBD</td>
<td>MPCS</td>
<td>Jeffrey Clark</td>
</tr>
<tr>
<td>ENG</td>
<td>Navina Hooker</td>
<td>NUR</td>
<td>TBD</td>
</tr>
<tr>
<td>ENACT</td>
<td>TBD</td>
<td>PVAC</td>
<td>Margaret Craig</td>
</tr>
</tbody>
</table>

WOMEN'S ACTIVITIES
(one year term, appointed in September)

Susan Howes Conrad, Co-Chair
Carolyn DaMota
Tina Iraca, Co-Chair
Tammy MacBrien
Jason Miller
Kathleen O'Connell
Virginia Poznack
Brenda Squires
Gail Upchurch-Mills
Sally Weglinski
Student - TBD

DEAN'S COMMITTEES

DEPARTMENTAL AFFAIRS COUNCIL (DAC)

<table>
<thead>
<tr>
<th>AHBS</th>
<th>Karen Ingham</th>
<th>MPCS</th>
<th>Tony Zito</th>
</tr>
</thead>
<tbody>
<tr>
<td>BHS</td>
<td>Michael Hall</td>
<td>NUR</td>
<td>Ingeborg Grutzner</td>
</tr>
<tr>
<td>BUS</td>
<td>Michael Araujo</td>
<td>PVAC</td>
<td>Joe Cosentino</td>
</tr>
<tr>
<td>ENACT</td>
<td>Mark Courtney</td>
<td>OAA</td>
<td>Holly Molella, Chair</td>
</tr>
<tr>
<td>ENG</td>
<td>Richard Malboeuf</td>
<td>OAA</td>
<td>Kristél Kemmerer</td>
</tr>
<tr>
<td>HGE</td>
<td>Werner Steger</td>
<td>OAA</td>
<td>Colleen Trogisch</td>
</tr>
<tr>
<td>HPEAD</td>
<td>Tara Sweet</td>
<td>OAA</td>
<td>Susan McGlynn</td>
</tr>
</tbody>
</table>
## PSO STANDING COMMITTEES

### PROFESSIONAL STAFF ORGANIZATION EXECUTIVE COUNCIL

(one-year term, elected in May)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Renee Lathrop</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Cathleen Greenan</td>
</tr>
<tr>
<td>Secretary</td>
<td>Thomas Costello</td>
</tr>
<tr>
<td>Faculty Members at Large</td>
<td>Sara Taylor</td>
</tr>
<tr>
<td>NTE Member at Large</td>
<td>Doris Diaz-Kelly</td>
</tr>
<tr>
<td>ISC Chair</td>
<td>Ornella Mazzuca</td>
</tr>
<tr>
<td>ASC Chair</td>
<td>Tina Kiernan</td>
</tr>
<tr>
<td>FCCC Representative</td>
<td>Melanie Klein</td>
</tr>
<tr>
<td>FCCC Alternate</td>
<td>Joan McFadden</td>
</tr>
<tr>
<td>Parliamentarian (appointed)</td>
<td>Michael Adams</td>
</tr>
</tbody>
</table>

### ADMINISTRATIVE STAFF COUNCIL

(one-year term, elected in May)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Tina Kiernan</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Virginia Poznack</td>
</tr>
<tr>
<td>Secretary</td>
<td>Cathy Morillo</td>
</tr>
</tbody>
</table>

### INSTRUCTIONAL STAFF COUNCIL

(two-year term, elected in May)

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHBS</td>
<td>Elizabeth Justin,’16</td>
</tr>
<tr>
<td>BHS</td>
<td>David Gavner,’16</td>
</tr>
<tr>
<td>BUS</td>
<td>Irene Hughes,’17</td>
</tr>
<tr>
<td>ENACT</td>
<td>John Trosie,’16</td>
</tr>
<tr>
<td>ENG</td>
<td>Ornella Mazzuca, ‘16-Chair</td>
</tr>
<tr>
<td>HGE</td>
<td>Todd Wilmot,’17</td>
</tr>
<tr>
<td>HPEAD</td>
<td>Debbie VanBuren,’16</td>
</tr>
<tr>
<td>MPCS</td>
<td>Tammy Powell-Kopilak,’17, Vice Chair</td>
</tr>
<tr>
<td>NUR</td>
<td>Pamela Duda,’17</td>
</tr>
<tr>
<td>PVAC</td>
<td>Thomas Costello,’17</td>
</tr>
</tbody>
</table>
COMMITTEE ON STUDENT LEARNING AND ASSESSMENT (CSLA)
(two-year term, elected in May)

AHBS       Teresa Burke, ‘16
BHS        Mehmet Kucukozer, ‘16
BUS        Joan McFadden, ‘17
ENACT      Dan Barbuto, ‘16 - Chair
ENG        Tina Iraca, ‘16
HGE        Matthew Murray, ‘17
HPEAD      ......
MPCS       Maryanne Johnson, ‘17
NUR        Treesa Scaria, ‘17
PVAC       Michael Adams, ‘17
ASC        Donna Johnson, ‘17
ASC        Tom Trinchera, ‘17
ASC        Sally Weglinski, ‘16
OAA        Holly Molella. Ex-officio

CURRICULUM
(two-year term, elected in May)

AHBS       Sandra Fraley ’17 - Chair
BHS        Peter Phipps ‘17
BUS        Michael Araujo,’17
ENACT      David Freeman, ‘17
ENG        Brenda Squires,’16
HGE        Mikko Manner ‘17
HPEAD      Kathleen O’Connell ‘16 - Vice Chair
MPCS       Carla DelTreste ’16
NUR        Nancy Moskowitz,’16
PVAC       Christopher Brelochs,’16
ASC        Tim Decker,’16
ASC        Marta Newkirk, ‘17
ASC        Virginia Poznack, ’16
OAA        Ellen Gambino, Ex-officio
OAA        Colleen Trogisch, Ex-officio
Library    Alice McGovern, Non-Voting
OCS        Tim Vermillion, Non-Voting
Registrar  Angela Romano, Non-Voting
Scheduling  Virginia Poznack Non-Voting (ASC representative through ’17)
EDUCATIONAL ENVIRONMENT  
(two-year term, elected in May) 

AHBS  Gordon Lake, ‘16  
BHS  Jason Bishop, ‘16  
BUS  Ahmed Ismail, ‘17  
ENACT  Carson Lee McCullers, ‘16  
ENG  Gail Upchurch, ‘16  
HGE  Weldon McWilliams, ‘16  
HPEAD  Susan Kennen, ‘16  
MPCS  Jean-Michel Campagne, ‘17  
NUR  Kathleen Reitter, ‘17  
PVAC  Holly McCabe, ‘17  
ASC  Bill Benedetto, ‘16  
ASC  Lisa Keto, ‘17  
ASC  Chrisie Mitchell, ‘17  
Ex-officio  William Anderson  
Ex-officio  Bridgette Anderson  
Ex-officio  Klaus Gessler

PROFESSIONAL STAFF DEVELOPMENT  
(two-year term, elected in May) 

AHBS  Richard Kirker, ‘16  
BHS  Margaret Olimpieri ’17-Chair  
BUS  Scott Willmen, ‘17  
ENACT  Catherine McGuire ‘16  
ENG  Patricia Phillips ‘16  
HGE  Laura Murphy ‘17  
HPEAD  ---  
MPCS  Susan Conrad,’17  
NUR  Michele Lopez,’17  
PVAC  Lindsey Guile,’17  
ASC  Lori Scolaro, ‘17  
ASC  ---  
ASC  ---  
Ex-officio  TBD, Associate Dean, OAA  
Ex-officio  Esther Couret
OTHER COLLEGE ORGANIZATIONS

AWDCC (Association of Women at Dutchess Community College)

President    Lori Scolaro
Vice President Cindy Worrad
Secretary     Doris Diaz-Kelly
Treasurer     Sally Weglinski
Historian     Sandra Fraley

DUTCHESS UNITED EDUCATORS
(one year term; elected in May)

President        Johanna Halsey
Vice President – Full Time Faculty Laura Murphy
Vice President – Full Time NTE’s Bill Benedetto
Vice President – Part Time Educators Paul J. Upham
Secretary        Michael Hall
Treasurer        Mikko Manner
Members at Large, Full Time Faculty Kevin Cavanaugh, Melanie Klein
Members at Large, Part Time Faculty Jeffrey Armstrong, Donna Logan
Assistants (Non-Voting) Leah Akins, Mary Buglion
SUPPORT FOR PROFESSIONAL DEVELOPMENT

DCC Individual Professional Funds (Book Allowance)

Endowed Chairs

Handel Family Faculty Endowed Chair to Perpetuate the Legacy of Franklin and Eleanor Roosevelt

Leaves without pay

Promotions

Load redistribution for graduate work

DCC Tuition Reimbursement

DCC Tuition Waiver

SUNY Tuition Waiver

DCC Credit-free Tuition Waiver

Several of these are described on the next few pages.
IMPROVEMENT OF INSTRUCTION POLICY AND PROCEDURE

PURPOSE:
The primary purpose of Professional Development Projects is the improvement of instruction through projects outside the normal course development activities regularly engaged in by faculty. These may include such activities as the production of videotapes, multimedia presentations, computer simulations, self-paced tutorials, instructional manuals, or other course materials for department use; development of faculty seminars which may include the use of outside scholars or consultants; or participation in off-campus workshops or credit-free courses which bear directly upon instruction and course content.

Note: This benefit is dependent on the College budget.

CRITERIA:
While it is almost impossible to define with great detail the kinds of applications which are appropriate, some general examples might be helpful. Projects such as the creation of supplementary materials to be used by multiple instructors in all sections of a course, or the development of extensive materials for alternate modes of instruction are eligible, while activities such as regular course revision and the development of routine support materials are not eligible for funding. Off-campus seminar or conference fees and expenses are eligible for support, with those activities which relate most directly to the improvement of instruction having top priority. A similar test will apply to on-campus seminars or group activities involving outside consultants or speakers. Attach a descriptive brochure or announcement to all applications for participation in seminars, workshops, credit-free short courses and similar activities.

ELIGIBILITY:
All full-time members of the professional staff are eligible to apply for Improvement of Instruction awards.

APPLICATION PROCEDURE:
Applications must be approved by the Department Head and should be forwarded to the Office of Academic Affairs by the announced deadline. For joint projects, submit one application identifying the co-applicants; the first name listed will be considered the contact person for the grant.

DCC MINIGRANT PURPOSE AND PROCEDURE

The purpose of the DCC Foundation Mini-Grant Program is to encourage innovative activities or projects by individuals or groups of the professional staff that will have a significant impact on students and college life. All applications will be considered for funding, but preference will be given to projects that address College objectives for the coming academic year.

There are different types of mini-grants available, which may have different requirements and award amounts.

Note: This benefit is dependent on the DCC Foundation budget.

Guidelines and Application Procedures:

1. Purchased equipment will become the property of the College.

2. Obtain an application from your department head or from the Office of Academic Affairs. Applications are also available on the DCC web site at Academics, Documents.
TUITION REIMBURSEMENT POLICY

The following guidelines govern the administration of the tuition reimbursement policy covered by section 5.3 of the latest Negotiated Agreement.

1. Priority I applicants include the following:
   a. Teaching educators on continuing or term appointments who are taking graduate courses to satisfy promotion and tenure requirements.
   b. Non-teaching educators.
   c. Educators directed by the Academic Dean to pursue studies to meet a specific college need.
   d. Educators on sabbatical leave doing graduate work.

2. Priority II applicants include the following:
   a. Full Professors pursuing graduate study to enhance their professional development. 75% initial support, full balance if available.

3. Priority III applicants include the following:
   a. Temporary full-time faculty. 60% initial support, full balance if available.

4. The Dean of Academic Affairs may approve partial grants even to Priority I applicants in order to have funds available for the full academic year.

5. The Dean of Academic Affairs may approve lesser grants or no grants for Priority II and III applicants should the Dean judge that Priority I applicants require all available funding.

6. Applicants should apply in September for funds for the entire academic year including the following summer. Approval to apply at a later date may be given by the Dean of Academic Affairs.

7. The total reimbursement from a combination of SUNY Tuition Waiver and DCC Tuition Reimbursement may not exceed $1400 per professional staff member in the 2014-2015 academic year.
**BOOK and TRAVEL ALLOWANCE POLICY**

The following guidelines govern the reimbursement of the cost of job-related books, journals, computer hardware/software, professional travel, membership in professional organizations and subscriptions (refer to section 5.2 of the Agreement between Dutchess Community College and Dutchess United Educators).

1. The job-related professional books, journals, computer hardware/software become the property of the professional staff member.

2. The contractual limit of reimbursement to an educator in a single college academic/fiscal year is $350. Educators may choose to carryover funds in a fixed two-year cycle providing the educator is eligible to do so. Consult the 2011-2015 Collective Bargaining Agreement for information regarding this benefit.

3. Book allowance reimbursement shall be made by the Dean of Administration or his designee under the following conditions:
   a. A completed Professional Book Reimbursement Request form listing the professional books and/or journals by title and author and/or computer software/hardware amount is submitted. The form must be signed by the staff member and the Department Head, whose approval affirms that purchases are job-related.
   b. Proof of payment, which shall consist of either a paid receipt(s) identifying books, journals, computer software/hardware or a photocopy of both sides of a cancelled check for these expenses, accompanied by an invoice identifying these expenses, is attached to the request form.
   c. The completed and signed Professional Book Reimbursement Request, with a compete set of receipts, is submitted to the supervising Dean, who will approve and forward it to the Business Office not later than August 31st of the following year.

5. Reimbursement for professional travel will follow the same procedures as the Conference Attendance Policy located on myDCC.
CONFERENCES ATTENDANCE AND TRAVEL POLICY

The policy on Conference Attendance and Travel is located in the Professional Staff Handbook. Please refer to section 20.1 - Travel Authorization and Allowances.

TUITION WAIVER PROGRAM FOR CREDIT COURSES

The following guidelines govern the administration of the contractual benefit allowing professional staff and their dependents to enroll in Dutchess Community College courses without paying tuition. Courses may be taken for grade or for audit.

The conditions under which this benefit may be exercised are:

1. Students must be eligible for participation in the program pursuant to the Collective Bargaining Agreement. Individuals claimed as a dependent must meet all relevant IRS criteria to qualify as a dependent.

2. A Tuition Waiver Form must be obtained from the Office of Human Resources Management.

3. The waiver may be used for courses taken for credit or audit.

4. The waiver applies only to tuition, not fees.

5. The student is not guaranteed placement into a particular course or section.

6. After approval by the Office of Human Resources Management, the student completes the regular registration process, submitting all forms and payment of fees by the normal deadlines. Auditors should wait until the first day of the semester to register.

7. The grade for the course, or an indication of audit status, will be available on an official transcript.
ATTENDANCE AT DCC CREDIT-FREE COURSES

[Includes Ed2Go online courses]

The following guidelines govern the administration of the contractual benefit allowing professional staff to attend job-related Dutchess Community College credit-free courses.

IMPORTANT: two actions are required. The professional staff member must obtain the waiver form, described below, and then also register for the course through the Office of Community Services.

1. This benefit applies only to members of the Professional Staff. The following process eliminates the necessity of the individual paying and being reimbursed.

2. Credit-free courses must be related to the professional staff member's field of expertise, in the judgment of the appropriate Department Head and the Office of Academic Affairs.

3. The professional staff member obtains approval via a Credit-Free Tuition Waiver form, available in the Office of Academic Affairs. This form must be signed by the Department Head and forwarded to the Office of Academic Affairs. The approved form will be returned to the individual.

   Note: In appropriate cases, the Dean of Academic Affairs may require that the individual complete other forms, such as an Application for an Improvement of Instruction Grant.

4. The professional staff member also must register for the course through the Office of Community Services through the normal registration process. Present the signed Credit-Free Tuition Waiver form when registering.
Class Cancellation Procedures

Online
The preferred method to cancel classes is to submit them online. To cancel your class online, log into myDCC and go to the My Courses tab. The Faculty Class Cancellations channel is on the top right of the page. Click on Submit Class Cancellations, then complete and submit the form. If you have any questions, go to the icon, or the DCC Wiki at http://wiki.sunydutchess.edu.

Via Phone
Faculty who do not have access to a computer may call in their cancellation. You must call 845-431-8679. Listen carefully to the prompts and respond to all the questions asked by the voicemail interview box.

Phone Cancellation Instructions
The procedure for processing phone cancellations is automated in order to ensure that the information received is accurate and posted immediately to the website.

When calling 845-431-8679 you will be prompted to verify your identity by:
- Entering your date of birth (first the month, then the day, then the full year)
- Entering the last 4 digits of your social security number.

Then the system will ask if you are:
- Canceling classes for the current day or the following day.
- Canceling all your classes or just specific classes.
  - If you are not canceling all your classes, you will hear a list of all your classes for the day you have selected
  - You will have the option of responding “Yes” or “NO” to cancel specific classes for the day you have selected.

After you have finished entering your cancellations, you will be asked to confirm your choices. Once you have done so, updates will automatically be applied to the college’s web pages, the campus message channel displays and the 845-431-8001 class cancellation line.

We suggest that you add the class cancellation number (845-431-8679) to your phonebook.

If you have questions or concerns, please contact Klaus Gessler ext. 8939.
EXTENDED COURSE OUTLINES (EXO)

The Extended Course Outline is the primary vehicle for describing each credit bearing course offered at Dutchess Community College. It forms the basis for a contract among the student, the program or department, and the college by identifying the basic components of the course. The course description should be a clear and understandable abstract and will be published in the college catalog, and/or schedule of classes, and/or addenda. The Student Learning Outcomes included in the EXO are the basis for course assessment activities and should describe, in terms that can be measured, what a student will know or be able to do by the end of the course. Whenever a course is revised or updated, it is the Extended Course Outline that documents the changes.

The Extended Course Outline should not be confused with the syllabus. While the EXO contains the basic components of the course required to be taught by all instructors, the syllabus describes how the individual instructor will implement that outline through specific assignments. Faculty will distribute syllabi to their individual classes that may include specific information such as contact data (office location, office hours, email, phone), daily / weekly topics, assignments, test dates, grading standards, and other statements concerning the conduct of the course as required by the individual instructor. All syllabi should include the course description and objectives that match those in the Extended Course Outline.

Comprehensive Guidelines for Extended Course Outlines have been developed and approved by the Curriculum Committee. They can be found in the Curriculum Committee Handbook and on the “Documents” link from the “Working at DCC tab” on myDCC. Please refer to that document for information when completing an Extended Course Outline.

FAQ's about EXO's:

1. When is an EXO required?
   An EXO is initially required when a new course is proposed. For any existing course, an EXO must be completed whenever changes are made to a course title, description, co- or pre-requisites, the textbook or whenever a course is substantially revised. Extended Course Outlines must be reviewed and updated at least every three (3) years.

2. Who gets a copy of the revised EXO?
   An electronic file copy along with a signed hardcopy of the signed Extended Course Outline for each course offered by the College must be on file in the Office of Academic Affairs. Each academic department should also maintain a file of its current Extended Course Outlines.

3. Can I use the EXO as a syllabus?
   The EXO can be distributed to students if an instructor chooses to do so. However, since the EXO is a generic course document, a cover sheet should be included that includes class specific information such as contact data (office location, office hours, email, phone), daily / weekly topics, assignments, test dates, grading standards, and other statements concerning the conduct of the course as required by the individual instructor.
GRADE APPEAL PROCESS

Informal Appeal Process

If a student wishes to discuss a grade that he/she has received for a test or an assignment or the final grade in a course, this step is for the student to meet with the instructor to resolve the concern in an informal manner.

Formal Appeal Process

Introduction

It is the responsibility of Dutchess Community College faculty members to establish clear grading policies and standards for academic performance in their courses. These policies must be stated in writing. Individual approaches to grading are valid, as long as faculty members evaluate student work fairly and consistently, there should be no need for students to challenge their grading.

Grounds for Formal Appeal

Students may appeal grades in DCC courses on the following grounds, provided that they have evidence, or believe that evidence exists, to support their claims:

A. Failure by the instructor to explain clearly the method by which grades in the course would be determined.

B. Assignment of a course grade by substantial departure from the announced method.

C. Capricious or prejudiced grading.

Step 1

To initiate a formal appeal, the student must obtain a Grade Appeal Form from the academic department secretary, The Office of Student Services, or the Office of Academic Affairs. Complete the first portion of the Grade Appeal Form and submit it to the instructor and request a meeting. This meeting should normally take place within fourteen days of the instructor’s receipt of the Grade Appeal Form. If the student goes first to the Dean, Academic Department Head or Departmental Supervisor, that person should refer the student to the instructor as the first step in the process. Under extraordinary circumstances, the Department Head may choose to waive the first step and proceed to set up a meeting with the student and the instructor as outlined in Step Two.

The formal appeal of a grade for a test or assignment must begin within thirty calendar days of the receipt of the grade. If the appeal is related to the grade for a course, the process is similar to that for an assignment or test grade, except that the student has until the end of the second week of the following semester to begin the process.
Step 2
If the meeting with the instructor does not result in a solution satisfactory to the student, the student has fourteen calendar days to appeal to the Department Head.

The Department Head will review the Grade Appeal Form and attached materials, and meet with the student and the instructor to discuss the matter. The Department Head will report his/her decision and rationale in writing to both the student and the instructor within fourteen days of meeting with the student and the instructor.

Step 3
If the decision of the Department Head does not result in a satisfactory resolution, the student or instructor may submit, within fourteen days of receiving the decision of the Department Head, the Grade Appeal Form to the Dean of Academic Affairs, as an appeal to an Academic Review Committee. The Committee, consisting of three members, will be chaired by an Associate Dean of Academic Affairs, appointed by the Dean of Academic Affairs. The Associate Dean will choose the two additional members of the committee from the faculty on the Academic Standards Committee. The faculty selected for the committee will be from outside the academic department with which the appeal is concerned.

The Academic Review Committee will meet and consider all the documentation provided by the Department Head, the student and the instructor. Both the student and the instructor will be given an opportunity to appear before the Academic Review Committee. The Committee will report its decision and rationale in writing to the student, the Department Head and the instructor normally within fourteen days of the Committee meeting. A copy of the Academic Review Committee’s decision and rationale will also be sent to the Dean of Academic Affairs.

Step 4
If the student or instructor does not accept the decision of the Committee, that decision may be appealed to the Dean of Academic Affairs within fourteen days for final review. The Dean of Academic Affairs, with full access to all documentation from previous levels of appeal, and any additional conferences with involved parties, will be the final College arbiter of the appeal. The Dean’s decision will normally be made within fourteen calendar days of the date on which the appeal was received from the student or instructor.

The Dean will report his/her decision and rationale in writing to the student, the Department Head, the instructor, and the members of the Academic Review Committee.

NOTE: The timetable noted above assumes no interruptions in the regular college calendar, such as semester or spring breaks, which would alter the timetable. For an appeal of a grade for a spring semester course, the “following semester” is defined as the following fall semester.
ACADEMIC DISHONESTY POLICY

A. Academic dishonesty includes, but is not limited to, the following:
   1. Cheating on examinations
   2. Plagiarism, the representation of another’s ideas or writing as one’s own, including but not limited to:
      a. presenting all or part of another person’s published work as something one has written;
      b. paraphrasing or summarizing another’s writing without proper acknowledgement;
      c. representing another’s artistic or technical work or creation as one’s own.
   3. Willingly collaborating with others in any of the above actions which result(s) in work being submitted which is not the student’s own.
   4. Stealing examinations, falsifying academic records and other such offenses.
   5. Submitting work previously presented in another course without permission of instructor.
   6. Unauthorized duplication of computer software.
   7. Unauthorized use of copyrighted or published material.

B. If, based on substantial evidence, an instructor deems that a student is guilty of academic dishonesty, the instructor may initiate disciplinary action.
   1. The instructor may require that the student repeat the assignment or examination, or
   2. The instructor may give the student a failing grade for the assignment or examination, or
   3. The instructor may give the student a failing grade for the course.
   4. Additionally, the instructor may require that the student receive counseling on academic honesty through the Office of the Dean of Student Services.

C. Academic Dishonesty Appeal Process
   1. Informal Appeal Process
      If a student wishes to discuss a disciplinary action that she/he has received for an alleged instance of academic dishonesty, the initial step is for the student to meet with the instructor to attempt to resolve the issue in an informal manner.
   2. Formal Appeal Process
      Step 1
      To initiate a formal appeal, the student must obtain an Academic Dishonesty Appeal Form from the Academic Department Secretary, the Office of Student Services, or the Office of Academic Affairs. The student must complete the first portion of the Academic Dishonesty Appeal Form and submit it to the instructor and request a meeting. This meeting should normally take place within fourteen days of the instructor’s receipt of the Academic Dishonesty Appeal Form. If the student goes first to the Dean, Academic Department Head or Departmental Supervisor, that person should refer the student to the instructor as the first step in this process. If the student
is reluctant to meet independently with the instructor, the Department Head may choose to waive the first step and proceed to set up a meeting with the student and the instructor as outlined in Step Two. The formal appeal of an alleged instance of academic dishonesty must begin within thirty calendar days of any disciplinary action initiated by the instructor.

Step 2
If the meeting with the instructor does not result in a satisfactory resolution of the issue, the student has fourteen calendar days to appeal to the Department Head. The Department Head will review the Academic Dishonesty Appeal Form and attached materials, and meet with the student and the instructor to discuss the matter. The Department Head will report her/his decision in writing to both the student and the instructor within fourteen calendar days of meeting with the student and the instructor.

Step 3
If the decision of the Department Head does not result in a satisfactory resolution, the student may submit, within fourteen days of receiving the decision of the Department Head, the Academic Dishonesty Appeal Form to the Dean of Academic Affairs, as an appeal to convene an Academic Review Committee. The Committee, consisting of five members, will be chaired by an Associate Dean of Academic Affairs, appointed by the Dean of Academic Affairs. The Associate Dean will choose two faculty members for the committee from the faculty on the Academic Standards Committee. The faculty selected for the committee will be from outside the academic department with which the appeal is concerned. The president of Student Senate will select two student representatives to serve on the committee. Any member who feels unable to approach a case in a spirit of neutrality may ask to be excused from hearing the case. An alternate appointed by the officer of the appropriate appointing group will fill said member’s place. Any member whom the committee feels cannot approach a case in a spirit of neutrality will be examined on the matter by the committee, and if neutrality is not established, the committee, on the basis of a majority vote, will ask that member not to hear the case. The presiding officer of the appropriate appointing group will appoint an alternate.

The Academic Review Committee will meet and consider all the documentation provided by the Department Head, the student and the instructor. Both the student and the instructor will be given an opportunity to appear before the Academic Review Committee. The student may, if she/he chooses, be accompanied by a member of the college community to serve as an advocate. The Committee will report in writing to the student, the Department Head and the instructor normally within fourteen calendar days of the Committee meeting. A copy of the Academic Review Committee decision will also be sent to the Dean of Academic Affairs.

Step 4
If the student does not accept the decision of the Committee, that decision may be appealed to the Dean of Academic Affairs within fourteen days for final review. The Dean of Academic Affairs, with full access to all documentation from previous levels of appeal, and any additional conferences with involved parties, will be the final College arbiter of the appeal. The Dean’s decision will normally be made within fourteen calendar days of the date on which the appeal was received from the student. NOTE: The timetable noted above assumes no interruption in the regular college calendar, such as semester or spring breaks, which would alter the timetable. For an appeal of an occurrence of academic dishonesty during the spring semester, the “following semester” is defined as the following fall semester.

(DCC Board of Trustees Resolutions No. 2000-29 and No. 2007-70)
### ACADEMIC SUPPORT SERVICES AT DUTCHESS COMMUNITY COLLEGE

<table>
<thead>
<tr>
<th>Services Offered</th>
<th>Location</th>
<th>Hours*</th>
<th>Contact</th>
</tr>
</thead>
</table>
| **Student Academic Success Center (SASC)** | Hudson Hall Room 315 | Monday – Thursday: 8:30 am – 7:00 pm  
Friday: 8:30 am – 4:00 pm  
Saturday: 11 am – 3 pm | (845) 431-8090  
sunydutchess.edu/academicservices/ |
| **Math Center** | Washington Hall Room 224 | Monday-Thursday: 9 am – 6 pm  
Friday: 9 am – 5 pm | (845) 431-8538  
sunydutchess.edu/mathcenter/ |
| **Writing Center** | Hudson Hall Room 503 | Monday – Thursday: 9 am – 7:30 pm  
Friday: 9 am – 4 pm | (845) 431-8095  
sunydutchess.edu/writingcenter/ |
| **Student Academic Success Center At DCC South** | Dutchess South Room 237 | Monday – Friday: 8:30 am – 5:00 pm | (845) 790-3613  
sunydutchess.edu/academicservices/dcc_south |
| **Biology Open Lab** | Washington Hall Rooms, 324, 328, 332 | Vary by Semester | (845) 431-8310 |
| **Business Resource Center** | Taconic Hall Room 316 | Monday – Thursday: 8 am – 8 pm  
Friday: 8 am – 5 pm | (845) 431-8386  
brc@sunydutchess.edu |
| **Online Tutoring** | My Courses tab in myDCC – see Online Tutoring | Evenings and weekends for most subjects, with select subjects available 24/7. | See Online Tutoring on the My Courses tab in myDCC. |

*Hours subject to change.

### SPECIAL PROGRAMS & SERVICES

<table>
<thead>
<tr>
<th>Program</th>
<th>Location</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOP (Educational Opportunity Program)</td>
<td>Student Services Center Room 303</td>
<td>Doris Diaz-Kelly (845) 431-8037</td>
</tr>
<tr>
<td>C-STEP (Collegiate Science &amp; Technology Entry Program)</td>
<td>Hudson Hall Room 400</td>
<td>Cindy Worrard (845) 431-8089</td>
</tr>
<tr>
<td>SMARTSTART and FOCUS</td>
<td>Academic Services Hudson Hall Room 315</td>
<td>Lori Scolaro (845) 431-8587</td>
</tr>
<tr>
<td>Office of Accommodative Services</td>
<td>Student Services Center Room 303</td>
<td>Linda Bertolozzi (845) 431-8055</td>
</tr>
</tbody>
</table>
ADVISORY COMMITTEES

Dutchess Community College has active Advisory Committees that meet with the program chair at least twice a year to identify needs of the community and to offer advice for effective program development.

- Accounting: Michael Araujo
- Architectural Technology, Construction: Dave Freeman
- Business Administration: Michael Araujo
- Career & Technical Education Council: Susan McGlynn
- Computer Information Systems: Frank Whittle
- Criminal Justice: Dan Valentine
- Early Childhood: Marguerite Woodcock
- Electrical Engineering Technology: Dan Barbuto
- Exercise Science and Wellness: Tara Sweet-Flagler
- Fire Protection Technology: Dave Walsh
- Human Services: Mareve VanVoorhis
- Medical Laboratory Technology: Karen Ingham
- Nursing: Ingeborg Grutzner
- Paralegal: Joan McFadden
- Paramedic: Bernadette Cekuta

In the fall, Advisory Committee meetings are usually scheduled in October and November. The spring meetings, followed by the Recognition Dinner, will be held on April 7, 2016, where service awards will be presented to eligible members in appreciation of their milestone years of service to Dutchess Community College.

Copies of all correspondence, agendas, and minutes must be maintained by the Office of Academic Affairs (OAA). Please be sure to send copies of these items to the OAA (attention: Sue McGlynn).
ADVISORY COMMITTEES (continued)

Fall Schedule

By September 18, 2015, the chairperson of each committee should send dates, times, and room locations (obtained through Allison Miller in Scheduling) of meetings to OAA (Sue McGlynn). Agendas should be sent to OAA as well. The use of email is encouraged for communicating with your committee, including meeting agendas. If a chairperson requests that the OAA send the agenda, the OAA will do so. Meeting invitations/agendas should be (e)mailed three weeks prior to the meeting date.

Spring Schedule

In the spring, all meetings will be held on April 7, 2016 either at 4:00 or 4:30 p.m., unless there is a special request for another date/time.

By March 1, 2016, the chairperson of each committee should send dates, times, and room locations (obtained through Allison Miller in Scheduling) of meetings to OAA (Sue McGlynn). Agendas should be sent to OAA as well. The use of email is encouraged for communicating with your committee. Meeting/Recognition Dinner invitations will be mailed at least three weeks prior to the meeting date by the OAA. If you wish to include your agenda in this mailing, you may do so or you may choose to send it to your committee members yourself.

Procedure for Adding/Removing an Advisory Committee Member

Chairpersons are encouraged to review their roster each year and to propose additions or deletions as appropriate.

New members are invited to serve by the President. VITA forms should be completed by the Chairperson for each new candidate and submitted to the OAA. The forms are available in the OAA. These forms should be accompanied by a resume and professional VITA.

The President is given the completed VITA form and resume/VITA (if included). Based on the consideration of the President, an invitation letter may be sent to the prospective advisory committee member, which also contains information as to how the individual can accept or decline the invitation to join the Advisory Committee.

When a chairperson removes someone from their committee, they should notify the OAA so a letter thanking the person for having served on a curriculum advisory committee can be sent and accurate records can be maintained.
The Francis U. and Mary F. Ritz Library

The Ritz Library is a vital educational resource center dedicated to providing high quality service and support for the instructional and research needs of our diverse college community.

Centrally located on the 2nd and 3rd floors of Hudson Hall, the Library provides ample study areas, computers, and convenient access to a wide variety of electronic and print resources. Our collections of books, periodicals, newspapers and media support the instructional programs offered by the college. The Library’s homepage is http://www.suny dutchess.edu/academics/library/

**Hours**

Fall and Spring semesters when classes are in session:
- Monday-Thursday: 8:00 am to 9:00 pm
- Friday: 8:00 am to 5:00 pm
- Saturday: 11:00 am to 3:00 pm
- Sunday: 1:00 pm to 6:00 pm

Summer sessions: Monday-Thursday 8:00 am to 8:00 pm

When classes are not in session, exclusive of college holidays:
- Monday-Friday: 8:00 am to 5:00 pm

For additional information, or for exceptions to our regular hours, please phone 431-8630 or visit our homepage.

**Borrowing Privileges**

A current SUNYCard is needed to borrow books, print, or use group study rooms. Books may be borrowed for a three-week period and most may be renewed. All borrowed books must be returned at the end of each semester. Reserve items are for in-house use only and may be borrowed for one hour. For more information on borrowing privileges, please phone 431-8639.

**Collections**

The Library supports a hardcopy collection of over 87,000 books, with an additional 135,000 books available online. We subscribe to more than 100 databases which contain millions of journal, magazine, and newspaper articles covering a broad range of academic disciplines.

To search the databases first logon to MyDCC. A simple search box is available on the library tab. For assistance in navigating the library website or assistance with database searching, contact the Library’s reference department at 431-8634.

The Library maintains an extensive collection of instructional media programs, including CDs, DVDs and videocassettes. Descriptions of items are included in the Library catalog. DVDs and videocassettes may be checked out by faculty or adjunct lecturers for use in campus classrooms. Media can be reserved for pickup by calling (845) 431-8639.

Media items may be needed by more than one instructor or department, so faculty are asked to be considerate of the needs of others and return items in a timely fashion. Media can be borrowed for two weeks, and renewals are allowed if the item has not been requested by another instructor.

Faculty and adjunct faculty are reminded that they are responsible for the item until its return and should not ask students to return an item in their place. As a convenience or to return an item when the Library is closed,
drop boxes are available at the east and west entrances to Hudson Hall.

**Interlibrary Loan**

As a member of the Southeastern New York Library Resources Council, the Library offers interlibrary loan service, which permits the borrowing of items in other libraries’ collections. Current faculty, staff and DCC students enrolled in credit-bearing coursework are eligible to use this service. Interlibrary loan requests may be submitted online at [http://suny dutchess.illiad.oclc.org/illiad/logon.html](http://suny dutchess.illiad.oclc.org/illiad/logon.html). Your first use of the system will require you to set up an account. Please use your MyDCC username and password. If you have any questions, please call 431-8636.

**Information Literacy**

Information literacy programs to acquaint students with the Library’s resources and services are provided upon the request of instructors. Offerings include:

- Overviews of the Library’s resources and services.
- Tours of the Ritz Library.
- Assignment driven research assistance.
- In-depth subject-specific research methods.

To schedule information literacy programs for your classes, contact the Library’s reference department at 431-8634.

**Placing Items on Reserve**

The Ritz Library provides the current textbook on reserve for those courses with the highest enrollments. To find out whether a particular textbook is on reserve, phone 431-8632. Students are allowed to circulate a reserve textbook for one hour within the library.

You can place other materials such as books, chapters of books, entire magazines, or other items on reserve. To place an item on reserve, please complete a “Request for Materials to Be Placed on Library Reserve.” This form is available online at [http://libraryreference.suny dutchess.edu/reserveform.htm](http://libraryreference.suny dutchess.edu/reserveform.htm). It is also available at the Library’s circulation desk. While reserve items are processed as quickly as possible, please allow a minimum of 24 hours between the time the library receives the request and you announce that an item is on reserve. For more information about placing items on reserve, phone 431-8632.

All reserve items must comply with copyright regulations and the responsibility for copyright clearance rests with the requesting instructor. Questions regarding copyright compliance should be directed to the Library’s Head of Access Services at 431-8631.

Access to electronic articles from journals, magazines, and newspapers should be provided through Angel, DCC’s course management software, rather than through the reserve process. For information on Angel, contact the Professional Staff Teaching/Learning Center at 431-8959.

**Library Liaison Program**

To enhance collaboration between the Library and academic departments, a Library Liaison program has been established. If you have suggestions on books, journals, media or databases that you feel should be added to the Library’s collection, contact the faculty liaison for your department.
DR. MARY LOUISE VAN WINKLE
PROFESSIONAL STAFF TEACHING/LEARNING CENTER (TLC)

Dr. Mary Louise Van Winkle Professional Staff Teaching Learning Center (TLC)

The Teaching Learning Center aspires to promote active teaching and learning by making current instructional technologies available and accessible to the faculty and professional staff at Dutchess Community College. The Center serves as a resource and support center where faculty and professional staff can obtain access to and technical assistance and training for software used for course-related purposes. The center provides a central facility for academic departments, faculty, and professional staff to enhance, present, organize and manage their course content and administrative materials through the use of various technologies. Equipment, software, and training sessions are available to assist faculty and staff with the design and creation of multimedia instructional materials for both traditional and online courses.

The Teaching Learning Center can assist with:
- **Technology Training**: Getting up to speed with Angel, Banner, or myDCC.
- **Course Enhancement**: Enhancing a traditional classroom course with a multimedia format.
- **Component Design and Development**: Creating a new online feature or component of a traditional or online course.
- **Course Conversion to Online Formats**: Adapting a face-to-face course to a partially or completely online format.
- **Course Design and Development**: Design and development of a new online course tutorial, or lesson.
- **Accessibility**: Making a course accessible for students with disabilities.

The Center provides a computer lab and a software tutorial and resource library located on the lower level of the Francis U. and Mary F. Ritz Library in Hudson Hall. The computer stations and multimedia software are available for use by the faculty and professional staff. Staff can answer questions about and assist with a wide variety of software issues ranging from creating electronic course presentations and online learning modules, creating and editing video and audio files, and organizing course-related content on Angel.

The Teaching Learning Center is open Monday Friday, 9:30am – 5:00pm in H232 or by appointment. It is advisable that you phone in advance, 431-8959 to check on the availability of staff and computer resources.

Regardless of your technical skills, we're here to assist and empower you with technology for your classroom management and content delivery. For more details, email tlchelp@sunydutchess.edu or visit our channel on myDCC, under the “Working@DCC” tab.
Mission:
To ensure the campus is inclusive to our community, we provide leadership and facilitate equal access to educational programs, campus activities, career exploration and employment opportunities for eligible students with disabilities. To promote student learning and development outcomes that are aligned with the college’s mission and goals, that fosters student success and persistence. The Office of Accommodative Services strives to strengthen and develop inter-departmental and community partnerships in order to accomplish its purpose and goals.

Purpose:
To eliminate competitive disadvantages and remove environmental barriers that impact learning while fostering independent, self-determined learners.

Learning Outcomes:
As a result of our orientation workshops, initial intake process, the development of a comprehensive accommodation plan and our formal outreach efforts, students who engage with the Office of Accommodative Services will be able to:
- Communicate the point of environmental impact of their disability and its implication in the educational setting.
- Demonstrate continued self-advocacy and the ability to communicate his/her needs by utilizing accommodations that are necessary to minimize environmental barriers present in the various elements of campus life.
- Acquire knowledge pertaining to the full spectrum of support services available to all students on campus.

Process:
Students who believe they have a current and essential need for accommodative services are encouraged to self-identify, provide documentation of their disability (prepared by a qualified professional), complete the student ‘Self-Assessment Survey’ and meet with our professional staff. Together a comprehensive accommodation plan is developed and their initial ‘letter of accommodation’ for faculty is generated. Accommodations are fluid and students can meet with our staff at any point to reevaluate needs.

Prospective students can email (OASdocumentation@sunydutchess.edu) or fax (888-965-6996) documentation to OAS directly. Documentation is kept confidential and if a student decides not to enroll at DCC, documentation will be purged from our records.

After the initial intake, students request accommodation letters each subsequent semester. Barring no changes, no appointment is necessary.

Services for Students:
- Help in transitioning from high school to college, including an on-campus transition workshop for high school students, parents and HS educators.
- New student orientation workshops
Classroom accommodations such as interpretive services for the deaf, preferred seating, arrangements for note takers, adaptive tables and chairs, assisted listening devices, and assistance with arrangements to make audio recordings of classes

Testing Accommodations such as extended time, alternate location, access to screen readers, scribes and/or speech recognition software

One-On-One Academic Support including, but is not limited to, time management and organization, study skills, note taking, test taking, adaptive tech training, academic advisement, and professional tutoring in a wide variety of subjects and study skills

Workshops/Group Work based on student need: study groups can be customized for a particular subject or desired training

Smart Pen/Live Scribe Pen training

Early Warning Outreach

Adaptive Technology like CCTV, screen readers and magnifiers, speech recognition software, alternate text format, and self-editing software

ADA Generation News and Views—Student Edition, our newsletter, and other timely communications which keep students informed about important deadlines, accommodations and services, adaptive technology, and news and issues

Access and Equity Facebook Page

National Voter Registration Act (NVRA) site

Services for Faculty:

Instructional Support strategies for effective teaching methods that foster universal design including supplemental instruction of content material may be provided.

Early Warning Outreach- These warnings allow faculty to provide early alerts and specific suggestions that our professional tutors and advisors will use when they work one-on-one with students academically at-risk.

ADA Generation News and Views—Faculty Edition and professional development opportunities discussing issues in disability services for higher education and best practices for instruction and assessment.

Syllabus Statement:

“Students with disabilities who believe that they may need testing or classroom accommodations in any class are encouraged to contact The Office of Accommodative Services at 845-431-8055/SSB303 as soon as possible to better ensure that such accommodations are implemented in a timely fashion.”
## Electronic Classrooms Information Chart

<table>
<thead>
<tr>
<th>Rooms</th>
<th>Number of Computers</th>
<th>Responsible For Scheduling</th>
<th>Available For Occasional Classes Of Depts. That Do Not Have Their Own Computer Labs?</th>
<th>Is There A Lab Assistant?</th>
</tr>
</thead>
<tbody>
<tr>
<td>B 116</td>
<td>18</td>
<td>Community Services</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>CBI Nur Lab Area</td>
<td>8</td>
<td>Scheduling And P. Duda</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>CBI 110 MAC Lab</td>
<td>24</td>
<td>Scheduling</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>CBI 119</td>
<td>14</td>
<td>C. Brellochs</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>CBI 208B</td>
<td>24</td>
<td>Scheduling And F. Whittle</td>
<td>Yes</td>
<td>M. Sairitupa</td>
</tr>
<tr>
<td>CBI 208C</td>
<td>20</td>
<td>Scheduling And F. Whittle</td>
<td>No</td>
<td>M. Sairitupa</td>
</tr>
<tr>
<td>CBI 208G</td>
<td>24</td>
<td>F. Whittle</td>
<td>No</td>
<td>M. Sairitupa</td>
</tr>
<tr>
<td>H 214</td>
<td>24</td>
<td>Scheduling And A. Gray</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>H 216</td>
<td>18</td>
<td>Scheduling And A. Gray</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>H 315</td>
<td>11</td>
<td>A. Gray</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>H 501</td>
<td>27</td>
<td>Scheduling And E. Gray</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>H 503 Writing Center</td>
<td>20</td>
<td>Scheduling And E. Gray</td>
<td>No</td>
<td>E. Gray</td>
</tr>
<tr>
<td>H 504</td>
<td>26</td>
<td>Scheduling And E. Gray</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>H 506</td>
<td>25</td>
<td>Scheduling And E. Gray</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>T 101</td>
<td>8</td>
<td>Scheduling</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>T 102</td>
<td>12</td>
<td>Community Services</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>T 105</td>
<td>24</td>
<td>Community Services</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>T 113</td>
<td>8</td>
<td>Scheduling</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>T 301 Auto Cad</td>
<td>26</td>
<td>Scheduling And M. Courtney</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>T 304 Auto Cad</td>
<td>16</td>
<td>Scheduling And M. Courtney</td>
<td>No</td>
<td>No</td>
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<tr>
<td>T 311</td>
<td>24</td>
<td>Scheduling</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>T 314</td>
<td>24</td>
<td>Scheduling</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>T 316 Bus. Resource Center</td>
<td>12</td>
<td>Scheduling</td>
<td>No</td>
<td>R. Conklin</td>
</tr>
<tr>
<td>W 038 Design Lab</td>
<td>20</td>
<td>Scheduling And J. Cosentino</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>W 040 Design Lab</td>
<td>20</td>
<td>Scheduling And J. Cosentino</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>W 128 Math Computers</td>
<td>24</td>
<td>Scheduling</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>W 226 Newton's Corner</td>
<td>24</td>
<td>Scheduling And A. Zito</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>W 240</td>
<td>24</td>
<td>Scheduling</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>W 248</td>
<td>24</td>
<td>Scheduling</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>W324 Open Bio Computers</td>
<td>18</td>
<td>Scheduling And K. Ingham</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>DS 107</td>
<td>24</td>
<td>Scheduling</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>DS 117</td>
<td>13</td>
<td>Community Services</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>DS 121</td>
<td>12</td>
<td>Scheduling</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>DS 234</td>
<td>24</td>
<td>Community Services</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>DS 246</td>
<td>24</td>
<td>Scheduling</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
TELECOMMUNICATIONS AND INSTRUCTIONAL MEDIA SERVICES

Technology Support

The Information Technology department provides implementation and support services for all faculty and staff members. Please use the Help Desk as the primary access point to services provided by the department.

Help Desk

The college staffs a Help Desk service for all technology related problems. The Help Desk can be reached by:

- Phone on main campus at ext. 4357 (HELP)
- Phone from off campus at (845) 431-8000, extension 4357
- Email – helpdesk@sunydutchess.edu
- Web - mydcc.sunydutchess.edu

Hours of operation are Monday through Friday from 8 am to 9 pm.

Help Desk staff will assess the nature of your issue, create a work request, and if necessary, dispatch a technician to assist you.

DCC Wiki

The Help Desk has a searchable wiki (knowledgebase) available for your reference. The wiki can be accessed at http://wiki.sunydutchess.edu

Smart Classrooms

Many college classrooms are equipped with data projectors, visual presenters, and instructor workstations. Training sessions are offered at the start of each semester and can be arranged at other times if requested. Please contact the Help Desk to request training, or in the event you are experiencing difficulty with smart classroom operations during your class. Information on how to use the audio/video equipment in smart classrooms along with “virtual room tours” can be found in the DCC wiki.

Grade Scanners

Grade scanners are located in various locations around campus. Information on locations and how to use the grade scanners can be found in the DCC wiki. Please contact the Teaching Learning Center (TLC) or your department secretary for assistance.

Network and Email Accounts

The college provides network and email accounts for all faculty members. Both on campus and off campus access are provided using either Microsoft Outlook or Outlook Webmail. Faculty should use their DCC email accounts when communicating with students. Accounts are set up by the Help Desk shortly after time of hire. If you do not have an account, please contact Human Resources in Bowne Hall, room 220, to have them submit a request.
“myDCC”

The myDCC campus portal provides features designed to help you interact more effectively with the college via email, calendar, course tools, and other features. Content is displayed through channels that provide easy access to information, applications and web resources you may wish to access. Access myDCC from any page on the campus website http://www.suny dutchess.edu/

Banner

The College uses the Banner student information management system. This system allows students to register online and to view their grades, financial obligations, courses and other information about their status as a DCC student. Faculty can view class lists online and are required to enter student grades online. Students and faculty can access Banner through the myDCC portal on the College’s website by clicking on the link for Self Service Banner. For additional training on Banner and other technology related resources, contact the Teaching Learning Center (TLC). As a result of increased access to information, the College has placed additional emphasis on security standards. More information is available below about the TLC and the DCC Information Security Standards.

Technology Training

The Teaching Learning Center located in Hudson-232 is your resource for personalized technology assistance and technology training materials. The TLC can be contacted at ext. 8959. Please refer to the TLC section in this handbook for more information.

Technology Policies - Professional Staff Handbook Section 15.8

All computer facilities at Dutchess Community College are provided for the needs of the College in student instruction, academic uses by faculty and students, administrative data processing, and other activities sponsored or contracted by the College. The full policy is available in myDCC by clicking on the Working@DCC tab, then Campus Resources, Documents.

DCC Information Security Standards

- Information security is the responsibility of EVERYONE who has access to information contained in college administrative systems. That information may reside on computer systems or on paper reports

- The protection of DCC student and employee information is REQUIRED BY LAW
  - The college must adhere to Federal Family Educational Rights and Privacy Act (FERPA) and Health Insurance and Portability and Accountability Act (HIPAA) laws.
  - New York State requires the college to adhere to a minimum set of information security standards. The NYS policy can be viewed in myDCC on the Working@DCC tab.

- What data is “confidential”?
  - Information maintained in college administrative systems should be assumed to be confidential unless otherwise specified
  - MOST personal student and employee data is confidential and must be protected.
  - Only directory information is considered public information.
    - Directory information is limited to: Name, Email, Dates of attendance, Date of graduation, Degree Enrollment status
    - A student may submit a waiver prohibiting the college from releasing his/her directory information, so even releasing directory information requires judgment
• Employees are responsible for understanding and complying with policies regarding to access, and the secure disposal of information they have access to.
  – Staff employees should discuss and review policies with their supervisor,
  – Faculty should review policies with the Office of Academic Affairs.
  – College policies can be viewed from the Working@DCC tab on myDCC by selecting the Campus Documents link. Policies are found under the Technology and Security Documents heading.
• Employees should raise an alarm if they think information is not being properly handled. They should notify their supervisor or the Associate Dean of Information Technology.
• Employees are accountable for their actions.
• Employees should have no expectation of privacy regarding the information stored on college computer systems.

**Information Security Best Practices**

• **NEVER** release information over the phone unless you can positively confirm the identity of the caller.
• Be vigilant and protect access to your computer account - **NEVER** allow **ANYONE** to use your computer account and password
• **NEVER** download college data to laptops or removable storage (CDs, diskettes or flash drives).
• Be sure records on your desk cannot be viewed by the public. Always keep reports an arm’s length away from public areas
• **ALWAYS** keep reports locked up when not in use.
• **ALWAYS** shred or discard in secure disposal containers any forms and printouts with student information
• Save the **MINIMUM** data required by the NYS Records Retention and Dispersal Schedule available in your office. Make a particular effort to dispose of old records.
• Faculty must be vigilant and keep each student’s information (grades, schedule, etc.) private.
• **ALWAYS** lock your computer screen when you step away (Windows Key/L)
• Voice your concerns about information security questions or if you witness any security breaches. Report any security breaches to the Associate Dean of Information Technology.

REMEMBER, without **YOUR** diligence and support student and employee information cannot be protected.

**Copyright**

College owned programs may only be used for DCC-sponsored functions. Restrictions apply to exhibition of “Home Use” video programs rented from local outlets or purchased by instructors as well as programs taped “off-the-air” by individuals at home. Unauthorized copies of copyrighted programs cannot be used on campus. The College adheres to the guidelines of the Teach Act and the “fair use” provisions of the copyright law, and College personnel are assumed responsible in adhering to copyright law when using media materials in their teaching.
GENERAL INFORMATION AND ANNOUNCEMENTS

ACADEMIC ADVISING CENTER

The Academic Advising Center is located in the Student Services Center, Room 201. It is a walk-in center where students may receive advisement, register, add/drop, change curriculum and apply for graduation. Professional staff may use the Center as a resource for their questions about advisement or program requirements. They may also obtain, from the Center, program completion sheets, curriculum information, and Advisor Hot Sheets as well as assistance with accessing advisee information on Banner.

CHILDREN IN CLASSROOMS, LABORATORIES AND ON CAMPUS

College policy states that the children of students and/or employees are not permitted in classrooms or laboratories at any time. They are not permitted in College buildings or on the campus unless accompanied by a parent or other responsible adult.

COLLEGE NURSE

The College Health Office is located in the Student Services Center, Room 110 and is open weekdays from 8:30AM to 4:30PM. A Registered Nurse is available during those hours. In an emergency, call 431-8070 or from a campus phone 4911 (Security Office emergency line).

DISPOSAL OF FURNITURE & CAPITAL ASSETS

To make arrangements for the disposal of unwanted furniture and other capital assets, a work order (http://www.suny dutchess.edu.workorder) or e-mail to Michael Sheehan with the following information: Your name & phone number; asset tag number of item (Bar Code sticker); description of the item; condition (working, repairable, obsolete, etc.); location of item. Arrangements will be made to remove the item(s) to Falcon 002 for processing. It is imperative that the correct procedure is used for disposal of these items to ensure the accuracy of our inventory.

EMERGENCIES

The emergency phone number on campus is 4911, and will ring in the Security office. Other numbers to call are listed below.
  Security Office    Ext. 8070 (regular number)
  Physical Plant    Ext. 8650
EMERGENCY TELEPHONES

Campus Buildings – Just pick up the receiver or push the button on the emergency call boxes and the emergency telephone number automatically rings to Security. See locations below.

Parking Lots
A-Lot
B-Lot Walkway
B-Lot HC Parking
C-Lot
D-LOT NE
D-LOT SW
E-Lot S
E-Lot N
Washington Hall Turnaround Parking

Bowen Hall
Bowen Basement
Bowen 1st Floor Lobby
Bowen 2nd Floor Lobby
Bowen Elevator

CBI
CBI- Elevator
CBI-1st Floor South
CBI-1st Floor North
CBI-2nd Floor South
CBI-2nd Floor North

Drumlin Hall
Drumlin Hall West Exit
Drumlin Hall Small Café
Drumlin Hall Large Café
Dutchess Hall 2nd Floor Lobby

Falcon Hall
Falcon Hall Elevator
Falcon Hall 202
Falcon Hall 210
Falcon Hall Women’s Hallway
Falcon Hall Main lobby
Falcon Hall outside Main Door

Hudson Hall
Hudson Hall Elevator -W
Hudson Hall Elevator -C
Hudson Hall Elevator -E
Hudson Hall Elevator –N

Hudson Hall Creek Road Lobby
Hudson Hall Vending 2nd Floor Hallway
Hudson Hall Library 2nd Floor Hallway
Hudson Hall 2nd Floor Elevator Door
Hudson Hall Stair Tower 2 2nd Floor
Hudson Hall 3rd Floor Elevator Door
Hudson Hall Stair Tower 2 3rd Floor
Hudson Hall 4th Floor Elevator Door
Hudson Hall Stair Tower 2 4th Floor
Hudson Hall 503C Lab
Hudson Hall 5th Floor Elevator Door
Hudson Hall Stair Tower 1 5th Floor
Hudson Hall Stair Tower 2 5th Floor
Hudson Hall Stair Tower 3 5th Floor
Hudson Hall Stair Tower 4 5th Floor

Student Services Building
SSB- Elevator
SSB-1 Elevator Door
SSB-2 Elevator Door
SSB-3 Elevator Door

Taconic Hall
Taconic Hall 1st Floor Elevator Door
Taconic Hall 2nd Floor Elevator Door
Taconic Hall 3rd Floor Elevator Door
Taconic Hall Elevator

Washington Hall
Washington Hall Elevator -W
Washington Hall Elevator -E
Washington Hall Stair Tower 1 0-Level
Washington Hall Stair Tower 1 2nd Floor
Washington Hall Stair Tower 1 3rd Floor
Washington Hall Stair Tower 2 0 Level
Washington Hall Stair Tower 2 2nd Floor
Washington Hall Stair Tower 2 3rd Floor
Washington Hall 0 Level Elevator Door
Washington Hall 1st Elevator Door
Washington Hall 2nd Elevator Door
Washington Hall 3rd Elevator Door
FIELD TRIPS
Faculty members may schedule field trips at their own discretion. Each faculty member is, however, responsible for making all the arrangements necessary to make the trip a worthwhile educational experience.

The Academic Dean’s Office should be informed of all field trips at least two weeks in advance and should be supplied with a list of students involved. The Request for Approval of Field Trip form must be submitted for approval of the Dean of Academic Affairs at least two weeks prior to the date of the trip. Copies of approved field trip requests will be automatically forwarded to the Director of Scheduling so that the necessary notice concerning students being excused from classes can be posted under QuickLinks on the home page of myDCC. In order to minimize class conflicts, faculty members should not generally plan more than one field trip a semester, outside of normal class meeting times, for a given class. Field trips are not to be scheduled during the week when mid-term grades are due or during the fourteenth or fifteenth week of the semester. Field trips cannot be a course requirement unless scheduled prior to grades being submitted.

FIRE DRILLS
Unannounced fire drills are held several times throughout the year. All occupants of the building are required to participate in each drill. Instructions for vacating buildings in the event of a fire drill or fire are posted in every classroom and office, and each instructor is responsible for acquainting the students in his/her classes with these procedures.
Instructions should be read aloud early in each semester.

A sounding of the gong or horn is the signal to vacate the building. All windows are to be closed, lights turned off and doors closed. Persons should not use building elevators during any emergency. Building occupants who are unable to evacuate due to disability or infirmity should seek shelter in Areas of Refuge, typically in the building stairwells, and notify Security via the emergency telephones in each Area of Refuge. After leaving the building, all groups must proceed to at least 50 yards from the nearest wall of the building and wait until there is an all-clear signal. Driveways and access roads are to be left clear for the fire equipment.

LOCATIONS OF FIRST AID KITS, BLOOD BORNE PATHOGENS AND DEFIBRILLATORS

See next page for locations.
<table>
<thead>
<tr>
<th>Location</th>
<th>First Aid Kits</th>
<th>Blood Borne Pathogens</th>
<th>Defibrillators</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bowen Hall</strong></td>
<td>Business Office 205</td>
<td>Community Services 118</td>
<td>1st floor by elevator</td>
</tr>
<tr>
<td>Community Relations 204</td>
<td>Community Services 118</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Center for Business &amp; Industry (CBI)</strong></td>
<td>Instructional Media 130 J &amp; K 2nd flr - Computer Center, 201</td>
<td>Room 109</td>
<td>North Lobby by Elevator</td>
</tr>
<tr>
<td><strong>Conklin Hall</strong></td>
<td>1st floor lobby behind secretary’s desk</td>
<td></td>
<td>1st floor lobby behind secretary’s desk and basement hallway near Fitness Center</td>
</tr>
<tr>
<td><strong>Day Care Center</strong></td>
<td>Each classroom</td>
<td>Center of main hallway</td>
<td>Center of main hallway</td>
</tr>
<tr>
<td><strong>Drumlin Hall</strong></td>
<td>Kitchen</td>
<td>Kitchen</td>
<td>East exit by ATM</td>
</tr>
<tr>
<td><strong>Dutchess Hall</strong></td>
<td>Student Activities Office 201</td>
<td>Scenic Shop 211</td>
<td>2nd floor by Student Activities 201</td>
</tr>
<tr>
<td><strong>Falcon Hall</strong></td>
<td>Treatment Room 111</td>
<td>Weight Room</td>
<td>Main Entrance Lobby an 1st floor Fitness Center</td>
</tr>
<tr>
<td></td>
<td>Athletic Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hudson Hall</strong></td>
<td>Rooms 315, 330, 354, 401</td>
<td>Library</td>
<td>5th floor by elevator</td>
</tr>
<tr>
<td></td>
<td>The Writing Center 503</td>
<td>The Writing Center 503</td>
<td></td>
</tr>
<tr>
<td><strong>Physical Plant</strong></td>
<td>Rooms 012, 013</td>
<td>Carpenter Shop</td>
<td>Main Office Common Area</td>
</tr>
<tr>
<td></td>
<td>Main Office Grounds, Receiving Warehouse</td>
<td>Automotive Shop</td>
<td></td>
</tr>
<tr>
<td><strong>Student Services Center</strong></td>
<td>Security Office 114</td>
<td>Security Office 114</td>
<td>2nd floor by elevator</td>
</tr>
<tr>
<td></td>
<td>Health Office 110</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Taconic Hall</strong></td>
<td>Room 110</td>
<td>Room 110</td>
<td>2nd floor Main Lobby</td>
</tr>
<tr>
<td></td>
<td>Janitor’s Closet 2nd floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Washington Center</strong></td>
<td>Rooms 026, 030, 044 110, 210, 230, 234, 238, 310, 338, 340</td>
<td>Rooms 026, 044, 238</td>
<td>1st floor lobby</td>
</tr>
<tr>
<td><strong>Dutchess South</strong></td>
<td>Room 103</td>
<td>Paramedic</td>
<td>Center staircase</td>
</tr>
</tbody>
</table>

Please note the first aid kits are for minor injuries or when the Health Office is closed. The Health Office or Office of Safety and Security should be contacted for any injury requiring professional service or evaluation.
MAIL SERVICE

College mail is generally distributed shortly after the morning delivery. Small packages will be held in the mailroom for pickup, and a notice will be placed in the box of the addressee. Large, bulky items will be delivered in the afternoon by the college driver to either the department or the individual's office. Mailboxes should be checked at least once daily. Outgoing mail should be left in the Mailroom prior to 2:00 p.m. each day. Staff members may not use these facilities for either the receipt or sending of personal mail. There is a U.S. Postal Box on the loading dock outside the Mailroom for personal mail. Stamps can be purchased in the Bookstore.

MOTOR VEHICLE USAGE PROCEDURES

The College has explicit written procedures to be followed when using a College motor vehicle. The procedures also cover reporting an accident, related costs of a trip, use of a credit card, traffic infractions, mechanical breakdowns, and driver's license requirements. A complete copy of the procedures is available by calling or visiting the Security Office between the hours of 8 am and 4 pm, business days. The phone number of the Security Office is 431-8070.

PARKING

Most of parking lot A and all of lot B have been reserved for staff members. Staff areas are indicated by red markings on the College signs. Lots D and E are open to students, staff persons, and visitors. New faculty members and administrators should obtain parking permits as soon as possible from the Security Office located in the Student Service Center. The Security Office is open 24 hours per day. Professional staff or students requiring medical permits should apply at their City, Town or Village Clerk's office. Staff members having more than one car should obtain an additional permit for each additional vehicle they may be using during the year. Temporary permits are available for additional vehicles which are to be used for very brief periods.

PHOTO-IDENTIFICATION

The College requires all full-time and part-time staff members to carry a current photo-identification card with them. Professional staff members must obtain a new SUNYCARD. This card is necessary to use the Library and other college services.

POSTING GRADES

Posting of student grades is illegal under the Family Education Rights and Privacy Act (the Buckley Amendment). The Registrar's Office issues grades promptly; however, faculty may tell any individual student what grade he/she received if one chooses to do so. The grades may not under any conditions be posted or released to anyone other than the student.
PRINTING AND DUPLICATION WORK

All off-campus printing must be approved by the Director of Communications and Public Relations if the work is to be paid for by the College. Duplication work done in the mailroom is charged back to the department, program or office requesting the work. Departmental Head approval, if needed, is to be obtained before submittal of work requests. The following information must be provided on the Office Services Work Order:

1. Department, program or office to be charged
2. Account number to be charged
3. Submission date and due date
4. Number of originals and number of copies
5. Name of person requesting the work

RECYCLING

The campus has participated in a recycling program for paper, cardboard and glass for a number of years. This program has not only been good for the environment, but has also saved the College money in refuse removal.

Each office has been provided with a blue recycle container for this purpose. Larger bins are also available from the Housekeeping Department if required. All faculty and staff are requested to cooperate in this effort.

RESEARCH USING DCC STUDENTS

Research conducted by faculty, staff, or administration of the College as well as any outside researcher utilizing Dutchess Community College students directly as subjects which falls outside the realm of standard practice within general classroom instruction, should be first reviewed by the Director of Institutional Research, Planning and Assessment and must be approved by the Dutchess Community College Institutional Review Board.

RESERVING A ROOM

All College organizations or individuals wishing to reserve space on campus must complete a Facilities Request Form for each event they wish to hold. Reservations are required to reserve a room, a lobby and even an outdoor venue. The completed form should be submitted to Allison Miller in the Office of Scheduling in Bowne Hall, Room 210F, at least six (6) weekdays prior to the proposed activity. Facilities Request Forms are available from the Office of Scheduling and from all department secretaries. The Facilities Request Form is also available on myDCC under Campus Resources on the Working @ DCC tab.
SECURITY & SAFETY

To provide round-the-clock protection against fire, theft, and vandalism, the College employs a private security service under the direction of the College's Director of Campus Safety. Uniformed security guards are on duty, making a continuous tour of the campus and all buildings 24 hours a day, seven days a week.

Staff members wishing to enter buildings at times when the College is normally closed should check in at the Security Office located in the Student Service Center. Staff cooperation in providing proper identification is requested.

**ESCORT SERVICE** - Especially after dark. Call ext. 8070; give your name, location, and calling number.

**PERSONAL PROPERTY** - Mark and secure all property in your car (books, stereo, radar or other equipment, etc.). The safest place is a locked luggage compartment.

**PREVENT CRIME** - Secure your property before it is stolen or your vehicle damaged!

SHIPPING AND RECEIVING

All shipping and receiving activities, with the exception of the US Mail are handled by the Shipping, Receiving and Warehousing Department located in the North Annex. Michael Sheehan is the department supervisor. When ordering equipment and/or supplies, they are to be sent directly there by the shipper. **No deliveries are to be made directly to the buildings.**

An item that has to be shipped must be dropped off at the North Annex or brought to the mail room. If the package is large, a work order can be sent ([http://www.suny dutchess.edu.workorder](http://www.suny dutchess.edu.workorder)) and it will be picked up. The following information is required: Your Name & Department, Name & Address of where it is to be shipped and any special handling required (i.e. Value over $100, 2 Day delivery, etc.).

SUBSCRIPTIONS

The College is enrolled with a subscription agency, EBSCO. Whenever possible, subscriptions will be ordered by the Purchasing Department through this agency. Those not available through EBSCO will be ordered directly from the publisher.

Subscription orders require prior approval by the Department Head and the supervising Dean if they are to be paid from the subscription expense account. The College can only subscribe to institutional memberships. Individual memberships will be reimbursed through and individual’s book allowance.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, August 20</td>
<td>All faculty report</td>
</tr>
<tr>
<td>Monday, August 24</td>
<td>Credit classes begin</td>
</tr>
<tr>
<td>Saturday, September 5</td>
<td>No Saturday credit classes</td>
</tr>
<tr>
<td>Monday, September 7</td>
<td>Labor Day, College closed</td>
</tr>
<tr>
<td>Monday, September 14</td>
<td>Census Date</td>
</tr>
<tr>
<td>Saturday, October 10</td>
<td>No Saturday credit classes</td>
</tr>
<tr>
<td>Monday, October 12</td>
<td>Columbus Day, No Credit Classes, College is open</td>
</tr>
<tr>
<td>Tuesday, October 13</td>
<td>No Credit Classes, College is open</td>
</tr>
<tr>
<td>Wednesday, October 14</td>
<td>Monday Make-up Day - DAY CREDIT CLASSES</td>
</tr>
<tr>
<td>Friday, October 16</td>
<td>Mid-term grades due at 5 PM</td>
</tr>
<tr>
<td>Monday, November 2</td>
<td>Last date to withdraw from a course with a “W”</td>
</tr>
<tr>
<td>Wednesday, November 25</td>
<td>College closes at 5:15 PM for Thanksgiving recess</td>
</tr>
<tr>
<td></td>
<td>NO EVENING CREDIT CLASSES</td>
</tr>
<tr>
<td>Thursday, November 26</td>
<td>Thanksgiving, College closed</td>
</tr>
<tr>
<td>Friday, November 27</td>
<td>Thanksgiving recess, College closed</td>
</tr>
<tr>
<td>Saturday, November 28</td>
<td>No Saturday credit classes</td>
</tr>
<tr>
<td>Friday, December 4</td>
<td>Last date to withdraw from all courses with a “W”</td>
</tr>
<tr>
<td>Friday, December 11</td>
<td>Last day of regularly scheduled DAY credit classes</td>
</tr>
<tr>
<td>Monday, December 7–</td>
<td>Day Evaluation and Exam period</td>
</tr>
<tr>
<td>Wednesday, December 16</td>
<td></td>
</tr>
<tr>
<td>Monday, December 14 –</td>
<td>Day block final exam period</td>
</tr>
<tr>
<td>Wednesday, December 16</td>
<td></td>
</tr>
<tr>
<td>Monday, December 21</td>
<td>Grades due at 8 AM</td>
</tr>
</tbody>
</table>

---------over---------
Evening/Weekend Exam Schedule:
Monday Evening Classes: 12/14
Tuesday Evening Classes: 12/8
Wednesday Evening Classes: 12/9
Thursday Evening Classes: 12/10
Friday Evening Classes: 12/11
Saturday Classes: 12/12
Mon-Wed Evening Classes: 12/14
Tues-Thurs Evening Classes: 12/10

DAY & EVENING CLASSES:

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday meetings -- DAY (total 15):</td>
<td>8/24, 8/31, 9/14, 9/21, 9/28, 10/5, 10/14, 10/19, 10/26, 11/2, 11/9, 11/16, 11/23, 11/30, 12/7</td>
</tr>
<tr>
<td>Monday meetings -- EVENING (total 15):</td>
<td>8/24, 8/31, 9/14, 9/21, 9/28, 10/5, 10/19, 10/26, 11/2, 11/9, 11/16, 11/23, 11/30, 12/7, 12/14</td>
</tr>
<tr>
<td>Tuesday meetings -- DAY AND EVENING (total 15):</td>
<td>8/25, 9/1, 9/8, 9/15, 9/22, 9/29, 10/6, 10/20, 10/27, 11/3, 11/10, 11/17, 11/24, 12/1, 12/8</td>
</tr>
<tr>
<td>Wednesday meetings -- DAY (total 15):</td>
<td>8/26, 9/2, 9/9, 9/16, 9/23, 9/30, 10/7, 10/21, 10/28, 11/4, 11/11, 11/18, 11/25, 12/2, 12/9</td>
</tr>
<tr>
<td>Wednesday meetings -- EVENING (total 15):</td>
<td>8/26, 9/2, 9/9, 9/16, 9/23, 9/30, 10/7, 10/14, 10/21, 10/28, 11/4, 11/11, 11/18, 12/2, 12/9</td>
</tr>
<tr>
<td>Thursday meetings -- DAY AND EVENING (total 15):</td>
<td>8/27, 9/3, 9/10, 9/17, 9/24, 10/1, 10/8, 10/15, 10/22, 10/29, 11/5, 11/12, 11/19, 12/3, 12/10</td>
</tr>
<tr>
<td>Friday meetings -- DAY AND EVENING (total 15):</td>
<td>8/28, 9/4, 9/11, 9/18, 9/25, 10/2, 10/9, 10/16, 10/23, 10/30, 11/6, 11/13, 11/20, 12/4, 12/11</td>
</tr>
<tr>
<td>Saturday meetings (total 13):</td>
<td>8/29, 9/12, 9/19, 9/26, 10/3, 10/17, 10/24, 10/31, 11/7, 11/14, 11/21, 12/5, 12/12</td>
</tr>
</tbody>
</table>

2/3/15
### Winter Session 2015-2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, December 21, 2015</td>
<td>Online Credit Classes Begin</td>
</tr>
<tr>
<td>Wednesday, December 23, 2015</td>
<td>Census Date (Deadline for withdrawal with 25% refund) for online classes</td>
</tr>
<tr>
<td>Friday, December 25, 2015</td>
<td>Christmas Day, College closed</td>
</tr>
<tr>
<td>Friday, January 1, 2016</td>
<td>New Year’s Day, College closed</td>
</tr>
<tr>
<td>Monday, January 4, 2016</td>
<td>On campus classes begin</td>
</tr>
<tr>
<td>Tuesday, January 5, 2016</td>
<td>Census Date (Deadline for withdrawal with 25% refund) for on campus classes</td>
</tr>
<tr>
<td>Wednesday, January 6, 2016</td>
<td>Deadline for withdrawal without academic penalty for online classes</td>
</tr>
<tr>
<td>Friday, January 8, 2016</td>
<td>Deadline for withdrawal without academic penalty for on campus classes</td>
</tr>
<tr>
<td>Wednesday, January 13, 2016</td>
<td>Last day of classes in Winter Session</td>
</tr>
<tr>
<td>Thursday, January 14, 2016</td>
<td>On campus makeup day, if needed</td>
</tr>
<tr>
<td>Friday, January 15, 2016</td>
<td>On campus makeup day, if needed</td>
</tr>
<tr>
<td>Friday, January 15, 2016</td>
<td>Grades due by 5pm for all Winter Session classes</td>
</tr>
<tr>
<td>Days in session:</td>
<td>14 days for online classes; 8 days for on campus classes</td>
</tr>
<tr>
<td>Online Classes in Session:</td>
<td>12/21, 12/22, 12/23, 12/28, 12/29, 12/30, 1/4, 1/5, 1/6, 1/7, 1/8, 1/11, 1/12, 1/13</td>
</tr>
<tr>
<td>On Campus Classes in Session:</td>
<td>1/4, 1/5, 1/6, 1/7, 1/8, 1/11, 1/12, 1/13, SNOW MAKE-UP DAYS: 1/14, 1/15</td>
</tr>
</tbody>
</table>

Prepared by the Scheduling Office
6/12/15
ACADEMIC CALENDAR FOR SPRING 2016

Monday, January 11  Faculty report
Monday, January 18  Martin Luther King Day, College closed
Tuesday, January 19  Credit Classes begin
Saturday, February 13  No Saturday credit classes
Monday, February 15  President’s Day, College is closed
Tuesday, February 16  No Day or Evening Credit Classes, College is open
Wednesday, February 17  Monday Make-up Day, Day & Evening CREDIT CLASSES
Friday, March 11  Mid-term grades due
Monday, March 14 – Sunday, March 20  Mid-semester recess
Saturday, March 19  No Saturday credit classes
Friday, March 25  Good Friday, College is open, classes in session
Saturday, March 26  Easter Saturday
Snow make-up day for Saturday credit classes
Monday, April 4  Last date to withdraw from a course with a “W”
Wednesday, May 4  Last date to withdraw from all courses with a “W”
Wednesday, May 11  Last day of credit classes
Thursday, May 5 through Wednesday, May 11  Day & Evening final evaluation period
Thursday, May 12 and Friday, May 13  Make-up Days, if needed
Wednesday, May 18  Grades due by 6 pm
Wednesday, May 18  Scholarship Ceremony
Thursday, May 19  Graduation
Friday, May 20  Last day of Faculty obligation

----------over for details of exams and class meetings----------
**Evening/Weekend Exam Schedule:**

Monday Evening Classes: 5/9
Tuesday Evening Classes: 5/10
Wednesday Evening Classes: 5/11
Thursday Evening Classes: 5/5
Friday Evening Classes: 5/6
Saturday Classes: 5/7
Mon-Wed Evening Classes: 5/11
Tues-Thurs Evening Classes: 5/10

**DAY CLASSES and EVENING CLASSES**

Monday Meetings – DAY AND EVENING (total 15):  
1/25, 2/1, 2/8, 2/17, 2/22, 2/29, 3/7, 3/21, 3/28, 4/4, 4/11, 4/18, 4/25, 5/2, 5/9

Tuesday meetings – DAY AND EVENING (total 15):  
1/19, 1/26, 2/2, 2/9, 2/23, 3/1, 3/8, 3/22, 3/29, 4/5, 4/12, 4/19, 4/26, 5/3, 5/10

Wednesday meetings – DAY AND EVENING (total 15):  

Thursday Meetings – DAY AND EVENING (total 15):  

Friday meetings – DAY AND EVENING (total 15):  
1/22, 1/29, 2/5, 2/12, 2/19, 2/26, 3/4, 3/11, 3/25, 4/1, 4/8, 4/15, 4/22, 4/29, 5/6

Saturday meetings (total 13):  
1/23, 1/30, 2/6, 2/20, 2/27, 3/5, 3/12, 4/2, 4/9, 4/16, 4/23, 4/30, 5/7
SUMMER 2016
CALENDAR

Full Term 12 Week Session
5/23, Monday  Classes Begin
5/30, Monday  No credit classes, College closed, Memorial Day
6/7, Tuesday  Deadline for withdrawal with 25% refund
7/12, Tuesday  Deadline for withdrawal without academic penalty
8/10, Wednesday  Last day of classes in Full Term 12-week session

1st 6-Week Session
5/23, Monday  Classes Begin
5/30, Monday  No credit classes, College closed, Memorial Day
5/31, Tuesday  Deadline for withdrawal with 25% refund
6/14, Tuesday  Deadline for withdrawal without academic penalty
6/29, Wednesday  Last day of classes in 1st 6-week session
7/5, Tuesday  1st 6-week session grades due to Registrar, 6 pm

2nd 6-Week Session
7/5, Tuesday  Classes Begin
7/12, Tuesday  Deadline for withdrawal with 25% refund
7/26, Tuesday  Deadline for withdrawal without academic penalty
8/10, Wednesday  Last day of classes in 2nd 6-week session

8/15, Monday  All outstanding summer grades due to Registrar, 6 pm
2015-2016 MEETINGS AND ACTIVITIES

PSO Meetings – Dutchess Theatre (R. Lathrop)

Friday, August 21; 1-2:30 p.m.
Thursday, September 17, 12:30 p.m.
Thursday, October 8; 12:30 p.m.
Tuesday, November 10; 12:30 p.m.
Tuesday, December 1; 12:30 p.m.

Thursday, January 21; 12:30 p.m.
Thursday, February 18; 12:30 p.m.
Tuesday, March 22; 12:30 p.m.
Tuesday, April 12; 12:30 p.m.
Thursday, May 19, 11:00 a.m.

PSO Executive Committee Meetings – Hudson 234 (R. Lathrop)

Thursday, August 20; 3-4:00 p.m.
Tuesday, September 1; 12:30 p.m. (New Member Training)
Thursday, September 10; 12:30 p.m.
Thursday, October 1; 12:30 p.m.
Tuesday, November 3; 12:30 p.m.
Thursday, November 19; 12:30 p.m.

Thursday, January 14; 12:30 p.m.
Thursday, February 11; 12:30 p.m.
Thursday, March 10; 12:30 p.m.
Friday, April 1; 12:00 p.m.
Tuesday, May 3; 12:30 p.m.

DUE Meetings – Dutchess Theatre (J. Halsey)

Thursday, August 27; 12:30 p.m.
Friday, October 9; 12:00 p.m.
Friday, November 13; 12:00 p.m.

Friday, January 29; 12:00 p.m.
Friday, February 26; 12:00 p.m.
Friday, April 15; 12:00 p.m.

DUE Executive Committee Meetings – B203 (J. Halsey)

Thursday, August 20; 3-4:00 p.m.
Thursday, September 10; 12:30 p.m.
Thursday, October 1; 12:30 p.m.
Tuesday, November 3; 12:30 p.m.
Thursday, November 19; 12:30 p.m.
DUE Executive Committee Meetings – B203 Cont’d (J. Halsey)

Thursday, January 14; 12:30 p.m.
Thursday, February 11; 12:30 p.m.
Thursday, March 10; 12:30 p.m.
Friday, April 1; 12:00 p.m.
Tuesday, May 3; 12:30 p.m.

ASC Meetings – 2:30 p.m.; Handel Family Dining/Conference Room (T. Kiernan)

Wednesday, September 9
Wednesday, October 7
Wednesday, November 4
Wednesday, December 2

Wednesday, February 10
Wednesday, March 2
Wednesday, April 20
Wednesday, May 11

Standing Committee Meetings

Tuesday, August 25; 12:30 p.m.
Tuesday, September 22; 12:30 p.m.
Tuesday, October 6; 12:30 p.m.
Tuesday, November 17; 12:30 p.m.

Tuesday, January 26; 12:30 p.m.
Tuesday, March 1; 12:30 p.m.
Tuesday, March 29; 12:30 p.m.
Tuesday, April 19; 12:30 p.m.
Wednesday, May 18; 2:30 p.m.

Curriculum Committee and Committee on Student Learning and Assessment Friday Meetings

Friday, October 2; 12:00 p.m.
Friday, October 30; 12:00 p.m.
Friday, December 4; 12:00 p.m.

Friday, February 5 12:00 p.m. – Curriculum Committee only
Friday, February 19; 12:00 p.m.
Friday, March 11; 12:00 p.m.
Friday, April 22; 12:00 p.m.
**Ad Hoc Committee Meetings**

Women’s Activities Committee – Bowne 203 (S. Conrad)

- Tuesday, September 15; 12:30 p.m.
- Friday, October 16; 12:00 p.m.
- Tuesday, November 3; 12:30 p.m.
- Thursday, December 10; 12:30 p.m.
- Tuesday, January 19; 12:30 p.m.
- Tuesday, February 23; 12:30 p.m.
- Thursday, April 21; 12:30 p.m.
- Tuesday, May 3; 12:30 p.m.

**Department Meetings**

- Friday, August 21; 2:30 p.m.
- Tuesday, September 8; 12:30 p.m.
- Tuesday, September 29; 12:30 p.m.
- Tuesday, October 27; 12:30 p.m.
- Tuesday, November 24; 12:30 p.m.
- Tuesday, February 9; 12:30 p.m.
- Tuesday, March 8; 12:30 p.m.
- Tuesday, April 5; 12:30 p.m.
- Tuesday, April 26; 12:30 p.m.
- Wednesday, May 18; 9:00 a.m.

**Professional Staff Development Committee Workshops** (M. Olimpieri)

- Tuesday, November 3; 12:30 p.m.
- Friday, November 6; 12:00 p.m.
- Thursday, November 12; 12:30 p.m.
- Friday, November 20; 12:00 p.m.
- Friday, March 4; 12:00 p.m.
- Friday March 25; 12:00 p.m.
- Friday, April 8; 12:00 p.m.
- Thursday, April 14; 12:30 p.m.
- Thursday, April 28; 12:30 p.m.
- Friday, April 29; 12:00 p.m.
- Tuesday, May 17; 9:30 a.m.
- Friday, May 20; 9:30 a.m.
**ISC Faculty Forums** (O. Mazzuca)

Monday, October 5; 4:00 p.m.; Bowne 122
Thursday, November 5; 12:30 p.m.; Bowne 122
Thursday, February 25; 12:30 p.m.; Bowne 122
Monday, April 11; 4:00 p.m.; Bowne 122

**Roundtable Discussion Group – 12:00 noon: Hudson 234** (L. Williams)

Friday, September 11
Friday, September 25
Friday, October 16
Friday, October 30
Friday, November 20

Friday, February 5
Friday, February 12
Friday, March 4
Friday, March 11
Friday, April 8

**Departmental Affairs Council – 2:00 p.m.: Bowne 203** (Academic Dean)

Wednesday, September 2
Wednesday, September 16
Wednesday, October 21
Wednesday, November 11

Wednesday, January 20
Wednesday, January 27
Wednesday, February 3
Wednesday, February 24
Wednesday, March 30
Wednesday, April 13
Wednesday April 27

Prepared by the Scheduling Office
August 6, 2015
The College’s phone number is:

(845) 431-8000

The College’s World Wide Web site address is

www.sunydutchess.edu

College e-mail accounts may be accessed from off-campus via

The College Website

New employees should obtain a SUNYCARD
from the SECURITY OFFICE IN SSC

This Academic Year Handbook is published annually in late August and contains important reference information for the upcoming academic year. You should also consult the Supercalendar and the Campus Directory for other important information.

Additional copies are available from the Office of Academic Affairs.

This document is also available online through the campus intranet (on-campus access only). From the College website, go to myDCC, then Working @ DCC, Campus Resources, Documents, Miscellaneous Documents and Reports.

Office of Academic Affairs
Dutchess Community College
53 Pendell Road
Poughkeepsie, New York 12601
(845) 431-8950
www.sunydutchess.edu/academics