New Faculty Handbook

Massachusetts College of Liberal Arts

2019 - 2020

2019-2020

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1-3 New Student First Days
2 Labor Day
3 Late Registration/Orientation
4 Classes Begin
12 Add/Drop Period Ends

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Columbus Day
16 Incomplete Deadline
16 Mid-term Warnings
30 End of Withdrawal "W"
Day of Service to be determined

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11 Veterans' Day
27-29 Thanksgiving Break

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Classes Resume
9 Last Day of Classes
10,14,15 Reading Days
11 Finals Begin
16 Final End
12 Last Evening Class
18 Grades Due - Noon

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20 MLK Day & Day of Service
21 Late Registration/Orientation
22 Classes Begin
30 Add/Drop Period Ends

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

17 Presidents' Day

MARCH

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Incomplete Deadline
4 Mid-term Warnings
16-20 Spring Break
23 Classes Resume
25 End of Withdrawal "W"

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20 Patriot's Day
23 Undergraduate Research Conf.
Day of Service to be determined

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Last Day of Classes
5,9,10 Reading Days
6 Finals
11 Finals End
6 Last Evening Class
13 Grades Due - Noon
15 Baccalaureate
16 Commencement
25 Memorial Day

Welcome to MCLA!

We are glad that you are joining us in our mission to provide an excellent education for our students. This handbook* has been developed to aid you in your work here at MCLA. If you have any questions, the first person to ask is your department chair. Other people who can help are:

Administrative Assistants

Feigenbaum Center for Science and Innovation (CSI)
Biology, Chemistry, Environmental Studies, Physics, and Psychology:

Karen Claramunt	CSI 132	413.662.5481	K.Claramunt@mcla.edu

Porter Street offices, Church Street Center
Fine and Performing Arts, History, Political Science, Interdisciplinary Studies, Modern Languages, and Philosophy:

Terrie Pratt	94 Porter St. #1	413.662.5255	T.Pratt@mcla.edu

Bowman Hall
Math and Computer Science:

Sherry Burdick	Bowman 221	413.662.5242	S.Burdick@mcla.edu

Mark Hopkins
English/Communications:

Jennifer Dermady	Mark Hopkins 102C	413.662.5371	J.Dermady@mcla.edu

Education (undergraduate):

Michelle Delisle	Mark Hopkins 206B	413.662.5381	M.Delisle@mcla.edu

Graduate Education and Continuing Education:

Betty LeSage	Mark Hopkins 203	413.662.5575	Elizabeth.LeSage@mcla.edu

Murdock Hall
Anthropology/Sociology/Social Work, Business Administration, and Physical Education:

Maria LaValley	Murdock Hall 326	413.662.5016	Maria.LaValley@mcla.edu

Academic Affairs and Teaching and Learning Support

Academic Technology

Gerol Petruzella	Murdock Hall 209	413.662.5570	G.Petruzella@mcla.edu

Assessment

Erin Milne	Bowman Hall 211	413.662.5049	Erin.Milne@mcla.edu

Director of Academic Operations

Deborah Currie	Bowman Hall 221A	413.662.5526	Deborah.Currie@mcla.edu

Dean of Academic Affairs

TBD

Faculty Development Fellow

Ruby Vega	CSI 325C	413.662.5469	Ruby.Vega@mcla.edu

Vice President of Academic Affairs

Adrienne Wootters	Bowman Hall 221E	413.662.5242	Adrienne.Wootters@mcla.edu

Adapted from the Adjunct Faculty Survival Guide from Salem State University

Department Chairs Fall 2018

Business Administration	[Jim Moriarty](#)	413.662.5313
Biology	[Anne Goodwin](#)	413.662.5344
Chemistry	[Carolyn Dehner](#)	413.662.5177
Computer Science	[David Eve](#)	413.662.5595
Education	[Nick Stroud](#)	413.662.5105
English/Communications	[Paul LeSage](#)	413.662.5467
Environmental Studies	[Elena Traister](#)	413.662.5303
Fine and Performing Arts	[Diane Scott](#)	413.662.5349
History/Political Science	[Ely Janis](#)	413.662.5342
Mod. Lang./Phil./Intd. Studies	[Rita Nnodim](#)	413.662.5378
Mathematics	[Chris Thomas](#)	413.662.5361
Physics	[Emily Maher](#)	413.662.5268
Psychology	[Sharon Claffey](#)	413.662.5453
Sociology/Anth./Social Work	[Ingrid Castro](#)	413.662.5476

Mission Statement and Values

Our Mission

Massachusetts College of Liberal Arts (MCLA) is the Commonwealth's public liberal arts college and a campus of the Massachusetts state university system. MCLA promotes excellence in learning and teaching, innovative scholarship, intellectual creativity, public service, applied knowledge, and active and responsible citizenship. MCLA prepares its graduates to be practical problem solvers and engaged, resilient global citizens.

Our Values

Our mission guides the strategic goals that advance MCLA: Excellence in Teaching and Learning; Supportive and Inclusive Community; Responsive and Intentional Stewardship; and Public Purpose and Engagement. These goals reflect the interplay of the shared values that shape our commitment to students, faculty, staff, and our community:

Access: We believe a high quality liberal arts education should be available and affordable to all who aspire to it and are prepared for its challenges. MCLA is committed to providing this opportunity.

Critical Thinking: Through MCLA's role as leader, convener, and partner, we cultivate critical thinking and analysis in our learning and teaching. We promote a spirit of informed and open-ended inquiry. Our community members demonstrate consideration, deliberation, and planning in addressing challenges and opportunities in our society.

Discovery and Understanding: We understand intellectual disciplines and specific courses of study interact dynamically in academic and co-curricular experiences. We believe in strengthening student, faculty, and community interaction through engaging coursework, shared research, and service.

Global Awareness: We know that a liberal arts education affords students an appreciation of the wider world, both as a subject of intellectual discovery and through engagement with our society. We work to create and sustain the breadth of curriculum, experiences, and opportunities that lead us all to understand our active roles as knowledgeable global citizens.

Inclusive Community: MCLA is committed to creating a campus climate and culture of mutual respect that represents and honors diversity in our society. We celebrate this diversity and affirm the dignity and worth of all people. We intentionally integrate topics of social, cultural, and physical diversity in the curricular, co-curricular, and work life of our community.

Innovation, Experimentation and Creativity: We promote creativity and inquiry, and the role of a liberal arts institution to provide students with the freedom and means to explore ideas and take intellectual and creative risks.

Leadership: We believe that leadership is a shared responsibility, and encourage all members of the MCLA community to develop their affinity for leadership through formal coursework, professional development, co-curricular training, and practical application. We cultivate leadership opportunities and development programs to further these goals.

Lifelong Learning: We empower learners to develop habits of learning that have integrity and engender respect for tradition. We deploy 21st century tools for learning in our academic and co-curricular programs that prepare students to be informed, engaged, and capable learners.

Practicality and Application: We believe that the disciplines of arts, sciences, and professional studies empower individuals with broad knowledge and transferable skills, and a strong sense of values and ethics. In its programs and initiatives MCLA forges the connection among academic study, experiential learning, civic engagement, and future success.

Stewardship: We manage our resources responsibly and sustainably, and offer a variety of educational, cultural, and recreational experiences for the campus and local communities. We provide unique resources for the greater Berkshire region. We encourage a spirit of service among students, faculty, staff, alumni, and trustees, and to serve as stewards of the future.

Diversity, Equity, and Inclusion

MCLA is committed to creating a campus climate and culture of mutual respect that represents and honors diversity in our society. We celebrate this diversity and affirm the dignity and worth of all people. We intentionally integrate topics of social, cultural, and physical diversity in the curricular, co-curricular, and work life of our community.

Valuing diversity, continually striving for equity, and seeking inclusion everyday are integral parts of the MCLA mission. As an agent of social change, MCLA is committed to helping achieve respect.

If you would like to learn more about how MCLA meets our commitment to diversity, equity, and inclusion or if you have questions about how you can support this commitment, please contact MCLA's Chief Diversity Officer, Christopher MacDonald-Dennis.

Academic Policies

For descriptions of college policies related to attendance, academic honesty and academic appeals, please visit http://www.mcla.edu/Academics/registrar/academicpolicies

Add/Drop/Withdrawal Procedures

The add/drop period for students begins on the first day of classes and ends one week into classes. Please refer to the Academic Calendar for the exact dates. Students may add and drop courses on their own using Banner or using a paper form from the Registrar's Office. In order to add a course in either case, a student needs your permission.

After the Add/Drop period ends, a student may withdraw from the course with a 'W' until the deadline specified on the Academic Calendar.

Assessment and Learning

The Office of Assessment is a resource for you. The Director of Assessment, Erin Milne, is eager to work with you to develop, implement, and assess student learning outcomes for your course.

Banner

Banner is MCLA's course management system. You will use Banner to report midterm and final grades, to see your course roster, and to see your own schedule. You can also use Banner for a variety of other uses, including seeing student schedules, the MCLA course schedule, etc. Set up your Banner account here. Your login ID is your A-number. Your initial password is your date of birth in MMDDYY format. For help navigating Banner, talk to your Chair, your program's administrative assistant, or Gerol Petruzella in Academic Technology.

Bookstore

Located in the Campus Center, the Campus Bookstore carries dorm and study supplies, MCLA swag, and of course, textbooks. All faculty and staff receive a 10% discount.

Brown Bag

Brown Bag Lectures are monthly presentations by faculty on work they have done. The series is sponsored by Academic Affairs. All full-time and part-time faculty as well as staff and students are welcome to attend.

Canvas

Canvas is MCLA's Learning Management System (LMS). Faculty use Canvas to post syllabi, files, manage grades, and communicate with students. It is also strongly recommended that faculty who are academic advisors also utilize Canvas for advising. Gerol Petruzella in Academic Technology is your resource for all things Canvas.

Center for Academic Technology

Located in Murdock 209, the Center for Academic Technology is your support for all pedagogical technology, including Banner, Canvas, Degree Works, ePortfolios, and Dropout Detective, our academic alert system.

Center for Student Success and Engagement (CSSE)

Located on the top floor of Eldridge Hall, CSSE offers an array of services and resources to aid students in their academic work. Services include academic support, advising, career advice, and support for disabilities. In addition to providing student support, they are available for answering questions on dealing with a wide variety of student issues.

Class Cancellations

If you need to cancel class for any reason, please notify your students via Canvas, your administrative assistant and your department chair.

Common Time

Commons Times at MCLA are Tuesdays and Thursdays 12:00 – 1:00 PM and Fridays 3:00 – 4:30 PM. During these hours, there are no classes held. This is a time for professional development and for faculty discussions around a variety of issues. A monthly schedule for standing meetings during Common Time for the 2018-2019 academic year will be distributed at the beginning of the Fall semester. With the exception of Chairs' meetings, all meetings will take place in the Faculty Center in Bowman 121.

Computer Labs

MCLA will provide a computer for your professional use.

If you need access to another computer, there are several stationed throughout the campus that are available to all MCLA community members. There are walk-in labs located in Murdock 109 and on the second floor of Freel Library. You may also borrow a laptop for use in the library from the library circulation desk. Finally, there is a computer and printer for faculty use only in the Faculty Center in Bowman 121.

Core Curriculum

The Core Curriculum is MCLA's general education program, and these courses comprise 1/3 of the credits required for graduation. The Core is currently undergoing structural revision, and

the current structure will be in place until Fall 2021. We continually work to make these Core courses meet our [learning outcomes](#) and the needs of our students. All who teach courses that carry Core credit are strongly encouraged to participate in Core meetings in their area. <u>If you are teaching a Core course, please get to know your Core representative, and join in the conversation</u>. The following people are Core contacts:

- Tier I courses:
    - Writing literacy (ENGL 150): [Amber Engelson](#), English/Communications
    - Quantitative literacy (All introductory math courses): [Erin Kiley](#), Mathematics
    - Modern Languages: [Mariana Bolivar](#), Modern Languages
- Tier II courses
    - Creative Arts: [Lisa Donovan](#), Arts Management
    - Human Heritage: [Ely Janis](#), History
    - Science & Technology: [Carolyn Dehner](#), Chemistry
    - Self & Society: [Tom Whalen](#), Business Administration
- Tier III Capstone course: [Rita Nnodim](#), Interdisciplinary Studies
- Physical Education Requirement (graduation requirement): [Pete Hoyt](#), Biology

Copy Center/Copying
Your building assistant is available to assist you in making copies for your courses. Large jobs may be completed by the Copy Center, which is located in the Mail Room in Venable.

Eating on campus
There are cafés in Bowman Hall and Feigenbaum CSI where you may purchase soup, sandwiches, snacks, coffee, etc. between 8 a.m. and 2 p.m. when classes are in session. Additionally, there is a convenience store, a Subway, a coffee shop featuring Starbucks coffee, and a dining hall in the [Amlser Campus Center](#).

Email
Your MCLA email is your official channel for communication to and from all offices and functions of the College. All offices will use it to relay official correspondence, requests, etc. You may <u>not</u> use another email in place of it. To the extent allowed, you may forward emails from your MCLA account to another account. For further information, please contact the Help Desk.

Emergency Closings
[School closings](#) are posted on the campus website: [campus.mcla.edu](#). To check for school closings from off campus call 413.662.5299. Local radio stations, Springfield MA TV stations 40 and 22, and Albany, NY TV stations 10 and 13 carry information as well.

Emergency Notification System
During an emergency or critical incident, you will be contacted through a variety of methods, including texts and voicemail. In order to send you emergency voice and text messages via your cell phone, you must provide MCLA with your mobile phone information. You may sign up through Banner; click on Personal Information $\rightarrow$ Update Emergency Contacts and Cell Phone Information.

Emergency Calls

A working campus telephone is installed in every classroom and meeting room on campus, usually near the front door. If there is an emergency, Campus Police can be reached at 911 or x5100. Emergency call boxes are located throughout campus, identified by the large blue light on top. On your cell phone, you can call Campus Police in emergency at 413.662.5100.

Employment Contracts

Every course taught at MCLA is either taught in the Day Division or in the Division of Graduate and Continuing Education (DGCE). DGCE courses typically meet after 4:30 p.m. or weekends. The two division have separate contracts, and faculty are paid at different rates according to contract negotiations. Current and historic contracts for both Day Division and DGCE may be found at mscaunion.org/contract. These contracts are legally binding agreements that entail your rights and responsibilities

Employment contracts for the fall semester are typically sent to instructors in July or August, and contracts for the spring semester are typically sent in January. For Day courses, if a course is under-enrolled (typically fewer than 10 students), the Dean of Academic Affairs has 30 days before the start of classes to notify you that that course may be cancelled. A week before classes begin, the Dean will reevaluate the enrollment numbers to determine whether the course will run.

For DGCE courses, if a course has fewer than 10 students enrolled after pre-registration, the Dean retains the right to convert the course to a CBA (course by arrangement). The salary for that course may be prorated to reflect the low enrollment; the instructor has the right to decline teaching the course, thus cancelling the course. Any prorating will be according to the number of students in the course as of the end of the Add/Drop period, allowing for more students to add the course. *Contracts for courses converted to CBAs will necessarily be late (after the Add/Drop period), and the first payment will thus be later than normal.*
It is MCLA's policy that part-time faculty cannot teach more than nine credit hours per semester total, including both the day and evening divisions.

Faculty Center

Located in Bowman 121, the Faculty Center is both a place and a program. It's a place for all faculty, full and part time, to relax, study, have coffee or lunch, attend workshops, special events, read, prep classes. Coffee, tea, and a microwave are available. Sometimes there are snacks. There is also a computer and printer for your use. All full-time and part-time faculty have ID card access to the room. If your ID card does not grant you access to the room, please contact Ruby Vega, Faculty Development Fellow, and she will take care of it.

Faculty Association

The MCLA Faculty Association is your union representative for both the Day Division and DGCE contracts. If you have any questions about either contract, please contact the MSCA campus representative, Jim Moriarty.

Faculty Forum

The Faculty Forum is conducted by the Faculty Association. It is a time for faculty to come together to discuss a variety of issues. Faculty Forums are scheduled at the noon hour (during

Common Time) on the 2nd Tuesdays and 4th Thursdays of every month, and will meet in the Faculty Center. All full-time and part-time faculty are welcome to attend.

Final Exams
The Academic Calendar lists the final exam period. After the first few weeks of class, the Registrar's Office will publish the Final Exam Schedule. In order to protect students from timing conflicts, all final exams must be given during the designated times. Any faculty member wishing to reschedule a final exam must have the permission of the Academic Dean.

Fitness Center
The campus Fitness Center is available for community members' use. It is located in the Amsler Campus Center.

Grade Submission
Final grades are submitted through Banner. Grades will be available for students to see by the end of that day. During the Final period, you may change grades on Banner until the grade deadline. After the deadline, any grade changes must be processed through the Registrar's office.

Library Services
Freel Library provides a wide range of hard-copy and digital resources. Librarians are eager to help you with anything you need, including reserving books for courses, interlibrary loan, and instructional services. They are also available to work with students in your course. See their Faculty guide to find multiple ways to connect.

Mail
In most cases, your paper mail will be delivered to your program's administrative assistant. If you have items to mail, either on- or off-campus, they will have envelopes, etc. for your use. You may send out personal mail through the outgoing mailboxes, but you must apply your own postage.

Media Services
Media Services, located on the second floor of Murdock Hall, provides technical support and setups of instructional technology and audiovisual equipment campus wide. They schedule and deliver classroom AV equipment and are responsible for sound reinforcement and other media activities at academic, student and administrative functions. Media Services also coordinates activities related to satellite and PolyCom video conference systems, off-air television recording and maintains the faculty Multimedia Development Lab (digital imaging, digital audio and video editing, CD and DVD production).

Office Hours
Please send your office hours to the appropriate administrative assistant at the start of each semester. Full-time instructors must maintain at least three office hours per week on at least two separate days. Part-time instructors must be available outside of class the equivalent of at least 30 minutes prior to and 30 minutes after each class as necessary. Office hours must be posted.

Parking
Parking permits are required to park in faculty/staff lots. You can get a parking decal from Public Safety-Campus Police at 255 Ashland St.

Annually the City of North Adams announces when street parking will be banned to facilitate snow removal. Those parking on the designated streets after that date will be subjected to ticketing and towing. This announcement will be reposted by the College.

Pronouns
Most students prefer people to refer to them with the pronouns they had at birth (she/her; he/him). However, there are students on campus who identify as transgender or non-gender (they/them, ze/zir, for example).   Best practices dictate that you ask *all* students at the beginning of the semester to identify their preferred pronouns and then follow through and show respect for the student by using those pronouns!

SafeZone Training
A safe zone or a safe space is a confidential place where all people can bring their authentic selves and feel safe, welcome and included. SafeZone training was created to develop, enhance and maintain environments that are culturally competent and supportive to LGBTQ (lesbian, gay, bisexual, transgender and queer/questioning) individuals, as well as straight, cisgender people who care about diversity, equality and inclusion. All faculty are encouraged to participate in SafeZone training. Training dates will be announced throughout the year.

Student Attendance
To comply with federal financial aid regulations, twice per semester, all instructors are asked to report student attendance. You will be asked to go into Banner and verify that each student on your class roster is continuing to attend class. This is not a report on daily attendance, but rather a report that the student is still attending your course on a regular basis. If any students have stopped attending but are still listed as enrolled in your course, you will be asked to mark them as no longer attending.

Student Evaluations
Evaluations are conducted during the last weeks of each semester, and they are a contractual obligation. The instructor cannot administer the survey or be present in the room when students are filling them out. Another instructor or staff member must oversee the process and then turn them into the building administrator.

You and your department chair will receive a summary of your student evaluations during the following semester. Your chair may choose to discuss the results with you as part of your ongoing professional development. The evaluation results may be used to inform suggested professional development and/or future promotion decisions.

Student Resources

You may want to direct your students to some of these resources:

- Counseling Services is located in MountainOne Student Wellness Center, 2nd floor.
- Health Services is located in MountainOne Student Wellness Center, 1st floor
- The Chief Diversity Officer is located in Bowman Hall 221. Contact Christopher MacDonald-Dennis, (413) 662-5300
- The Multicultural Education Resource Center is located in Campus Center 318. Contact Arlene Theodore, (413) 662-5440
- The Susan B. Anthony Women's Center is located in Campus Center 323. Contact Amanda Beckwith, 413.662.5061
- Identity and Gender Equality (IGE) Resource Center is located in Campus Center 321. Contact Amanda Beckwith, 413.662.5061

Syllabi

At the beginning of each semester, you must email a copy of your course syllabus to your administrative assistant. Your chair may also request a copy. Within the first week of classes, you must distribute to each student in your course a dated syllabus that includes, at the minimum, the following information:

- Instructor's name, office location, contact information, and office hours
- Texts required and suggested
- Course description
- Course goals and learning outcomes
- Course requirements for assessment (homework, papers, exams, etc.) with due dates where possible.
- Grading scheme
- Attendance policy
- Late work policy
- Academic Honesty policy
- A link to required MCLA Academic Policies
- Any special rules, regulations, or procedures in the course.

For support in writing syllabi, course assessment, and best practices in the classroom, please contact the Faculty Development Fellow, Ruby Vega and/or the Director of Assessment Erin Milne.

Teaching Supplies

Teaching supplies including pens, dry erase markers, pads, etc., can be obtained from your administrative assistant.

Technology Help Desk

The Help Desk staff (Murdock Hall, 2nd floor, 413.662.5276) are your resource for all non-academic tech-related questions and problems. These good folks will help you get your computer, telephone, email, etc. set up. For online support, go to TechHelp.mcla.edu.

Textbooks

Once you know what texts you want to use, please contact Rhys Simpson at the MCLA Bookstore.

Voicemail

If you have an office phone, you will need to set up voicemail. The TechHelp page will walk you through the process: http://techhelp.mcla.edu/index.php/Voicemail_Setup
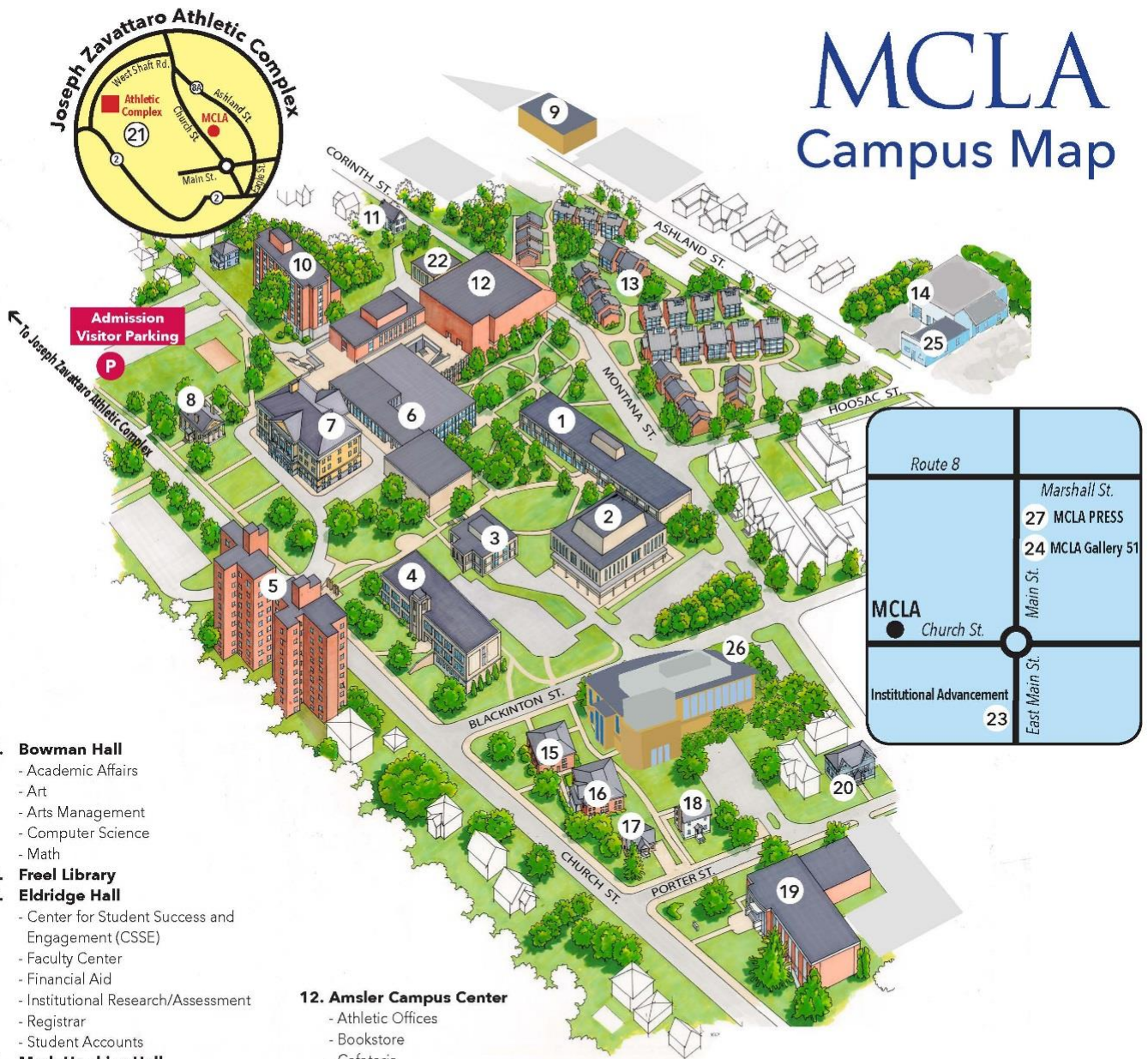
Wireless Access

The best and easiest way to connect to MCLA's wireless network is to use BlazerNet. When connecting to BlazerNet for the first time you should open a web browser that will then redirect you to a device registration portal. You will need your MCLA User ID and password to log in. Once logged in, you will have the option to register the device that you are connecting with. After the device is successfully registered, it will be able to connect to the network without any further action needed. BlazerNet also provides the ability to connect devices that do not have a web browser such as media players, gaming consoles, and smart TVs.

Building Abbreviations

B   (Bowman Hall)
CC   (Campus Center)
CH   (Church Street Center)
CSI   (Feigenbaum Center for Science and Innovation)
G49   (Design Space, 49 Main St.)
G51   (Gallery 51, 51 Main St.)

HIST CONF   (Conference Room, History House, 72 Porter St.)
MH   (Mark Hopkins)
M   (Murdock Hall)
PITT CONT   (Conte Federal Building, 78 Center St., Pittsfield)
V   (Venable)

MCLA
Campus Map

Joseph Zavattaro Athletic Complex

West Shaft Rd.
Ashland St.
Athletic Complex
MCLA
21
2
Main St.
Church St.
Belle St.

Admission Visitor Parking
P

To Joseph Zavattaro Athletic Complex

CORINTH ST.
ASHLAND ST.
MONTANA ST.
HOOSAC ST.
BLACKINTON ST.
CHURCH ST.
PORTER ST.

Route 8
Marshall St.
27 MCLA PRESS
24 MCLA Gallery 51
MCLA
Church St.
Main St.
East Main St.
Institutional Advancement
23

1. **Bowman Hall**
   - Academic Affairs
   - Art
   - Arts Management
   - Computer Science
   - Math
2. **Freel Library**
3. **Eldridge Hall**
   - Center for Student Success and Engagement (CSSE)
   - Faculty Center
   - Financial Aid
   - Institutional Research/Assessment
   - Registrar
   - Student Accounts
4. **Mark Hopkins Hall**
   - Education
   - English/Communications
   - Honors Center
   - Human Resources
   - TV Studio
5. **Berkshire Towers**
   - Student Housing
6. **Venable Hall**
   - Athletic Training
   - Venable Gym
   - Venable Theatre
7. **Murdock Hall**
   - Academic Technology Center
   - Business Administration
   - Computer Support Services
   - Sociology/Anthropology/Social Work
8. **Smith House**
   - Office of Admission
9. **Facilities Management**
10. **Hoosac Hall**
    - Student Housing
11. **Administration & Finance**

12. **Amsler Campus Center**
    - Athletic Offices
    - Bookstore
    - Cafeteria
    - Convenience Store
    - Fitness Center
    - Gymnasium
    - Radio Station
    - Student Affairs
    - Swimming Pool
13. **Flagg Townhouse Apartment Complex**
    - Student Housing
    - Residential Programs & Services Office (RPS) - TH #89
14. **Shipping and Receiving**
15. **87 Blackinton Street**
    - President's Office
16. **Mountain One Student Wellness Center**
    - Health & Counseling Services
17. **100 Porter Street**
    - Interdisciplinary Studies/Modern Languages/Philosophy
18. **94 Porter Street**
    - Fine & Performing Arts
19. **Church Street Center**
    - Eleanor Furst Roberts Auditorium
20. **72 Porter Street**
    - History/Political Science

21. **Joseph Zavattaro Athletic Complex**
    - Ron Shewcraft Turf Field:
      Men's & Women's Soccer, Women's Lacrosse
    - Baseball Field
    - Softball Field
    - Tennis Courts
22. **Power Plant**
23. **Institutional Advancement/Alumni Relations**
    - located at 228 East Main Street in North Adams
24. **MCLA Gallery 51**
    - located at 51 Main Street in North Adams
25. **Public Safety**
26. **Feigenbaum Center for Science and Innovation**
    - Biology
    - Chemistry
    - Environmental Studies & Geography
    - Physics
    - Psychology
27. **MCLA "PRESS" Gallery**
    - located at 49 Main Street in North Adams