

STUDENT-READY COLLEGE: A STUDENT SUCCESS PARTNERSHIP

Student Success Partnership at City Tech is a creative, intentional process in which members of the college community develop and improve student success and experience. Working across the college leads to greater opportunities to share our vision and engage our students with what they need to plan their path to graduation and beyond.

PLAN Week 2020
October 26, 27, 28, 29

ACADEMIC DEPARTMENT PLAN FORM

How will your department participate in PLAN Week?

Department: Entertainment Technology

Submitted by: Allison Berkoy

Please complete the PLAN Week table below, save it as a PDF, and upload the PDF your department's PLAN Week Activities to the file section of the [Student-Ready College Committee OpenLab](#) site.

Upload the PDF with the name: "PLAN[deptF2020]"

- PLANS are due by Friday, October 16 at 5:00pm.
- Questions may be directed to Lauri Aguirre at Laguirre@citytech.cuny.edu

PLAN Week materials will be shared on or before October 13 for all departments and college office use. These will include: 6 Steps to Prepare for Academic Advisement, PLAN week schedules flier with registration info, and PLAN week workshops flier.

Thank you!!

PLAN WEEK 2020: October 26-29

Department	Person(s) Responsible Identify the faculty member(s) involved with PLAN week activities	Email address for responsible faculty member(s)	Activity(s) List the activities your department will schedule in preparation for and during PLAN Week.	Date/time of activities
ENT	Adam Wilson, Margarette Medina	AWilson@citytech.cuny.edu , YMedina@citytech.cuny.edu	Identify student cohorts (1 st semester, 2 nd semester, graduating, etc.)	By Oct 23
ENT	Adam Wilson	AWilson@citytech.cuny.edu	Search Navigate to break down MTEC program students by concentration	Oct 14-16
ENT	John McCullough	JMcCullough@citytech.cuny.edu	Add advisement calendar to department website	By Oct 23
ENT	John McCullough	JMcCullough@citytech.cuny.edu	Send full department email to students re: degree map, how to connect to virtual advisor, connect students to advisement webpage resources, goal setting and suggestions for engaging in college activities	By Oct 23
ENT	Allison Berkoy, Heidi Boisvert	aberkoy@citytech.cuny.edu, hjoisvert@citytech.cuny.edu,	Send MTEC-program-specific email to students re: above	By Oct 23
ENT	All faculty		Promote PLAN zoom get togethers and workshop schedules with students in 1101 classes, share PLAN promo materials	Oct 19-29



NEW YORK CITY COLLEGE OF TECHNOLOGY

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	Margarette Medina	YMedina@citytech.cuny.edu	Send advisement and PLAN activity reminders via Navigate	Oct 23-29
	All dept faculty advisors		Hold departmental advisement meetings with students	Beginning Oct 26

