

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: Hospitality Management

Submitted by: Thalia Pericles (on behalf of the HMGT Academic Advisement Task Force)

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				
Dept.	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
HMGT	Karen Goodlad (Task force Chair) Thalia Pericles John Akana Susan Lowry Robert Walljasper Elizabeth Schaible (Chair)	Entire HMGT HMGT Advisement Task Force: KGoodlad@citytech.cuny.edu TPericles@citytech.cuny.edu JAkana@citytech.cuny.edu SLifrieri@citytech.cuny.edu Lowry@citytech.cuny.edu RWalljasper@citytech.cuny.edu EShaible@citytech.cuny.edu	HMGT Advisement Task Force Meeting to discuss and plan for PLAN week	Oct 14
HMGT	John Akana Robert Walljasper	JAkana@citytech.cuny.edu RWalljasper@citytech.cuny.edu	Identify and organize list of HMGT students with less than 60 credits according to last name	Oct 15
HMGT	John Akana	JAkana@citytech.cuny.edu	Create email template which all faculty members will use to send a message to the list of students to which they have been assigned	Oct. 15
HMGT	Elizabeth Schaible Karen Goodlad	EShaible@citytech.cuny.edu KGoodlad@citytech.cuny.edu	Create an outline and agenda for "Meet the Chair Zoom meeting"	Week of Oct 19 th
HMGT	HMGT Task Force	(see above)	Introduce HMGT faculty to PLAN week	Oct. 20



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HMGT	HMGT Task Force	(see above)	Meet to finalize agenda and responsibilities for PLAN week	Oct 20
HMGT	Thalia Pericles (Navigate) Robert Walljasper (Bb) John Akana (Bb) Jill Keller (Social Media)	TPericles@citytech.cuny.edu RWalljasper@citytech.cuny.edu JAkana@citytech.cuny.edu JKeller@citytech.cuny.edu	Send advisor list (and link) to students via Navigate, email, and social media (FB and IG)	Oct. 22
HMGT	All HMGT Faculty	http://citytech.cuny.edu/hospitality/	Send an email to assigned list of students with faculty member's bio link, and invitation to a 'Meet your Advisor' Zoom office hour session during PLAN week.	Oct 21 & 22
HMGT	Thalia Pericles (Navigate) Robert Walljasper (Bb) John Akana (Bb) Jill Keller (Social Media)	TPericles@citytech.cuny.edu RWalljasper@citytech.cuny.edu JAkana@citytech.cuny.edu JKeller@citytech.cuny.edu	Promote PLAN week workshop schedule and share PLAN promo materials with all students registered in Fall 2020 classes via email, social media and Navigate	Oct 22
HMGT	Thalia Pericles (Navigate) Robert Walljasper (Bb) John Akana (Bb) Jill Keller (Social Media)	TPericles@citytech.cuny.edu RWalljasper@citytech.cuny.edu JAkana@citytech.cuny.edu JKeller@citytech.cuny.edu	Send reminder about Meet the Chair Zoom (Navigate, Bb, Social Media: direct students to check email for details and zoom log in credentials)	Oct 28 a.m
HMGT	Elizabeth Schaible (Chair) Susan Lowry	EShaible@citytech.cuny.edu SLifrieri-Lowry@citytech.cuny.edu	Meet the Chair Zoom meeting- where HMGT students are invited to meet, and hear from the HMGT Department Chair (moderated by Prof. Lowry)	Wed. Oct 28 5:30-6:15pm Thur. Oct 29 1:15-2pm
HMGT	Robert Walljasper (Bb) John Akana (Bb)	RWalljasper@citytech.cuny.edu JAkana@citytech.cuny.edu	Send all registered Fall 2020 students degree map, how to connect to virtual advisor, connect students to advisement webpage resources, goal setting and suggestions for engaging in college activities (Blackboard)	Oct 26-29 PLAN week



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HMGT	Thalia Pericles	TPericles@citytech.cuny.edu	Send daily Navigate messages alerting students of daily plan week activities.	Oct. 26-29
HMGT	Jill Keller	JKeller@citytech.cuny.edu	Post PLAN week Infographics to social media	Oct 26-29 PLAN week
HMGT	Thalia Pericles Karen Goodlad	TPericles@citytech.cuny.edu KGoodlad@citytech.cuny.edu	Send email with Google survey to all HMGT faculty for feedback on PLAN Week activities	Nov. 2

