

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.

ACADEMIC DEPARTMENT PLAN FORM

PLAN Week
Spring 2021
March 1, 2, 3, 4 & 5

How will your department participate in PLAN Week?

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[deptSP2021]"

- PLANS are due by Monday Feb 22, at 5:00pm.
- Questions may be directed to Lauri Aguirre at Laguirre@citytech.cuny.edu

PLAN Week materials will be shared on or before February 24 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!!

Department: Entertainment Technology (ENT)

Submitted by: Allison Berkoy

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
Margarette Medina	YMedina@citytech.cuny.edu	Coordinate ENT advisor assignments	Beginning 2/22
Adam Wilson	AWilson@citytech.cuny.edu	Coordinate MTEC program advisor assignments	Beginning 2/22
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	3/1
Allison Berkoy, Heidi Boisvert	aberkoy@citytech.cuny.edu, hjboisvert@citytech.cuny.edu,	Send MTEC-program-specific email to students re: above	3/1
All faculty		Promote PLAN zoom get togethers and workshop schedules with students in 1101 classes, share PLAN promo materials	3/1 – 3/5
Margarette Medina	YMedina@citytech.cuny.edu	Send advisement and PLAN activity reminders via Navigate	3/1 – 3/5
All dept faculty advisors		Hold departmental advisement meetings with students	Beginning 3/8 or when MCF finalized



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