

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: Chemistry

Submitted by: Ivana Jovanovic

| 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 |
|--|--|---|----------------------------|
| Chemistry Ivana Jovanovic Alberto Martinez | ijovanovic@citytech.cuny.edu AMartinez@citytech.cuny.edu | Email all students (AS and BS): degree map, academic planner, the advisement schedule, connect students to advisement webpage resources | Feb 22-26 |
| Chemistry Ivana Jovanovic Alberto Martinez | ijovanovic@citytech.cuny.edu AMartinez@citytech.cuny.edu | Promote PLAN workshop schedules with students (AS and BS) and the faculty via email. Ask faculty to share PLAN promo materials during the class, and post material on Blackboard. | Feb 22-26 |
| Chemistry Ivana Jovanovic | ijovanovic@citytech.cuny.edu | Remind student cohorts via Navigate of PLAN Week activities. | March 1-5 |
| Chemistry Ivana Jovanovic | ijovanovic@citytech.cuny.edu | Email 1 st year students (Fall 2020 and Spring 2021) and members of the Chemistry club about the meeting on March 4 | Feb 25 |
| Chemistry Ivana Jovanovic | ijovanovic@citytech.cuny.edu | A meeting about improving communication among students (1 st year and club members). In addition, inform students about: tutoring; advisement, club activities. | March 4 |
| Chemistry Diana Samaroo | dsamaroo@citytech.cuny.edu | Locate your advisor on CUNYFirst (chemistry students are assigned to an advisor in the department). Send an email with information how to find the advisor. | March 1-4 |



NEW YORK CITY COLLEGE OF TECHNOLOGY

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