

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

ACADEMIC DEPARTMENT PLAN FORM

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: Business

Submitted by: Rachel Raskin

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
Lucas Bernard	lbernard@citytech.cuny.edu	Identify 1 st and 2 nd year students	2/22/2021
Lucas Bernard	lbernard@citytech.cuny.edu	Use Navigate to email 1 st and 2 nd year students to notify them of advisement activities and remind them how to access their advisors	2/25/2021
Lucas Bernard	lbernard@citytech.cuny.edu	Send a second email reminding students of advisement activities and schedule during PLAN week	2/28/2021
Lucas Bernard	lbernard@citytech.cuny.edu	Post Zoom links to advisement sessions on the Department website	2/28/2021
All full-time faculty		Hold advisement during PLAN week	3/1-3/5

