

*Advising: Plan Now. Succeed Now.* Communications Calendar

October 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
				1 WFD distributes posters and flyers	2 MMS presents at Mid-Level Managers Mtg	3
4	5 ST places posters all across college locations  WFD distributes posters and flyers	6 FS submits Faculty Forum PPT to Lufkin, Dutch, & Gray  ST makes announcement at President's Forum HPT  WFD distributes posters and flyers	7 BS conducted PPT to HT Facilities, Financial Aid/Veterans Affairs, and Advisors  WFD distributes posters and flyers	8  WFD distributes posters and flyers	9 ST puts posters in all advisors' offices  WFD distributes posters and flyers	10
11	12 ST places banner in Advising Center  BS distributes flyers to Facilities/Plant Services  Update QEP Website  Email Weekly & Student Navigator  Launch Landing Page	13 BS distributes posters, flyers to Financial Aid/Veterans' Affairs.  BS sent emails to Business Office, Campus Police, Financial Aid/Veterans Affairs, & Campus Police	14 FS finalizes presentation for Faculty Forum  BS distributes flyers and posters to Campus Police.  ST places table tents in cafeteria	15 CS presents PPT  WFD distributes postcards to students during registration  ST sets up table at Fall Festival; gives out postcards	16 FS presents at Faculty Forum; distributes postcards	17
18 ST advertises QEP on Campus Monitors	19 BS distributes flyers to Finance Services BS makes presentations to Campus Police, Financial Aid/VA, and Business Office Update QEP Website Email Weekly & Student Navigators	20 BS distributes flyers to Finance Services. BS makes presentations to Accounts Payable.  ST makes announcements at NSLS Broadcasts  ST advertises QEP on Campus Monitors	21 BS distributes flyers and pens to Finance Services.  Plan uploaded to QEP website  ST advertises QEP on Campus Monitors	22 ST makes announcement at President's Forum HT  ST presents to PTK	23 ST advertises QEP on Campus Monitors  Overview given to students in ATC while they wait to see advisor/Quizzed afterwards/Given purple sunshades	24

	ST advertises QEP on Campus Monitors			ST advertises QEP on Campus Monitors		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
25 ST advertises QEP on Campus Monitors	26 MMS sends reminder email  BS distributes T-shirts to Facilities and Plant Services  Update QEP Website Email Weekly & Student Navigator  ST presents to SGA  Screen savers put on computers  Overview given to students in ATC while they wait to see advisor/Quizzed afterwards/Given purple sunshades  ST sent message to students via <i>Student Navigator</i> that first 25 to stop by about the QEP gets a prize  ST advertises QEP on Campus Monitors  BS has IT to place screen savers on Visiting Team and Student Services staff's computers  FS distributes pens to faculty	27  BS distributes flyers and pens to Finance Services.  BS makes presentation to Plant Services.  William sends an email reminder to the College community  Overview given to students in ATC while they wait to see advisor/Quizzed afterwards/Given purple sunshades  ST advertises QEP on Campus Monitors  Bookmarks given to Classified on both campuses  FS distributes pens to faculty	28 BS distributes candy bags to Campus Police.  Overview given to students in ATC while they wait to see advisor/Quizzed afterwards/Given purple sunshades  ST advertises QEP on Campus Monitors  ST Advisors will show the student video on their iPads to students who are visiting the ATC  FS distributes pens to faculty  FS posts bookmarks for adjuncts and hold meetings with them	29 Overview given to students in ATC while they wait to see advisor/Quizzed afterwards/Given purple sunshades  Overview given at Pumpkin Carving  ST advertises QEP on Campus Monitors  ST Advisors will show the student video on their iPads to students who are visiting the ATC  FS posts bookmarks for adjuncts and hold meetings with them	30 WFD presents at Workforce Development Staff  Overview given to students in ATC while they wait to see advisor/Quizzed afterwards/Given purple sunshades  ST advertises QEP on Campus Monitors  ST Advisors will show the student video on their iPads to students who are visiting the ATC  FS posts bookmarks for adjuncts and hold meetings with them	31

FS: Faculty Subcommittee  
WFD: Workforce Dev. Subcommittee

MMS: Mid-level Mngrs Subcommittee  
ST: Students Subcommittee

CS: Classified Staff Subcommittee  
BS: Business Office Subcommittee

PR Subcommittee

## November 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>1</b> ST advertises QEP on Campus Monitors (if working)</p>	<p><b>2</b> FS sends email reminder blast to all faculty with link to post QEP info in Bb (Amanda Maule) MMS distributes postcards  BS visits each office as reminder.  Update QEP Website Email Weekly &amp; Student Navigator  William sends an email reminder to the College community  Overview given to students in ATC while they wait to see advisor/Quizzed afterwards/Given purple sunshades  Faculty show video in class  FS distributes postcards and candy to adjuncts  FS posts bookmarks for adjuncts and hold meetings with them  ST advertises QEP on Campus Monitors  ST Advisors will show the student video on their iPads to students who are visiting</p>	<p><b>3</b> CS visits each classified staff members with QEP overview, quiz, pens, and candies  BS visits each office as reminder with QEP swag.  Overview given to students in ATC while they wait to see advisor/Quizzed afterwards/Given purple sunshades  Faculty show video in class  ST advertises QEP on Campus Monitors  ST Advisors will show the student video on their iPads to students who are visiting the ATC  Faculty show video in class  FS distributes postcards and candy to adjuncts</p>	<p><b>4</b> CS visits each classified staff members with QEP overview, quiz, pens, and candies  BS visits each office as reminder With QEP swag.  Overview given to students in ATC while they wait to see advisor/Quizzed afterwards/Given purple sunshades  Faculty show video in class  Overview given at Painting Event  Binders/wristbands/sunshades given to students during Scavenger Hunt  ST advertises QEP on Campus Monitors  ST Advisors will show the student video on their iPads to students who are visiting the ATC</p>	<p><b>5</b> CS visits each classified staff members with QEP overview, pens, quiz, and candies  BS visits each office as reminder with QEP swag.  Overview given to students in ATC while they wait to see advisor/Quizzed afterwards/Given purple sunshades  Faculty show video in class  ST advertises QEP on Campus Monitors  ST Advisors will show the student video on their iPads to students who are visiting the ATC  Faculty show video in class  FS distributes postcards and candy to adjuncts</p>	<p><b>6</b> FS distributes publicity items (cups, pens, etc.)  Overview given to students in ATC while they wait to see advisor/Quizzed afterwards/Given purple sunshades  Faculty show video in class  ST advertises QEP on Campus Monitors  ST Advisors will show the student video on their iPads to students who are visiting the ATC  Faculty show video in class  FS distributes postcards and candy to adjuncts</p>	<p><b>7</b></p>

	the ATC		<p>Faculty show video in class</p> <p>FS distributes postcards and candy to adjuncts</p>			
<p>8 ST advertises QEP on Campus Monitors (if working)</p>	<p>9 CS sends reminder email</p> <p>Overview given to students in ATC while they wait to see advisor/Quizzed afterwards/Given purple sunshades</p> <p>ST advertises QEP on Campus Monitors</p> <p>Monette – put up posters in College Bdrm, libraries, Espada for the Visiting Team</p>	<p>10 ONSITE TEAM VISIT</p> <p>ST advertises QEP on Campus Monitors</p>	<p>11 ONSITE TEAM VISIT</p> <p>ST advertises QEP on Campus Monitors</p>	<p>12 ONSITE TEAM VISIT</p> <p>ST advertises QEP on Campus Monitors</p>		

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