Academic Programmatic E-mail Messages via BlackBoard

Submit requests here: https://forms.gle/ejBLtXuD4jFxUt1D6

Data sources from OIE
- Declared majors (will align with our degrees and certificates)
- Customized lists

Guidelines
- Departments should only communicate information that is specific to the department/major
- Campus-wide announcements go into the student newsletter or other forms of communication
- Maximum of two messages per month

Process for Declared Majors
- Department Chair drafts message and submits to Dean via Google Form at least two weeks in advance of desired send date
- AA staff member forwards Google Form message to Dean
- Dean reviews message for accuracy and appropriateness
- If changes are needed, Dean works with Department Chair
- After Dean approval, Dean forwards to AA staff member with BlackBoard access to send message

Process for Customized List
- Department Chair requests customized contact list from OIE via online form at least two weeks in advance
  - OIE creates list, uploads it to BlackBoard, and informs the Department Chair and AA staff member with BlackBoard access of the list name
- Department Chair drafts message and submits to Dean via Google Form at least two weeks in advance of desired send date
- AA staff member forwards Google Form message to Dean
- Dean reviews message for accuracy and appropriateness
- If changes are needed, Dean works with Department Chair
- After Dean approval, Dean forwards to AA staff member with BlackBoard access to send message

Alternative Forms of Communication to Students
- Student newsletter
- Calendar
- Social media
- Kiosk