<table>
<thead>
<tr>
<th>Priority Group Recommendations</th>
<th>Implementation Dates</th>
<th>Responsible Office/Individual</th>
<th>Action Steps or Notes on Implementation</th>
</tr>
</thead>
</table>
| 1. Find ways for Student Success to collaborate with existing orientation programs | 11/1/04 Coinciding with #2, #3, #4 & #9 | Grad School, Academic Depts, NSO, VPSS Office, GPSA, ATS, Univ. Relations, Fin. Aid, Writing Cntr., SHS, Rec. Services, University Governance | 1. Identify orientation process and leader in each program  
2. For mandatory orientation programs offer to provide speaker  
3. For optional orientation programs offer to provide materials |
| 2. Offer services to mentors and advisors in departments | 11/1/04 Coinciding with #1, #3, #4 & #9 | Same as #1 | 1. Identify key personnel in departments  
2. Offer training on Student Success services  
3. Offer materials on Student Success services |
| 3. Connect with department office staff offer services to students | 11/1/04 Coinciding with #1, #2, #4 & #9 | Same as #1 | 1. Identify office staff personnel in each department  
2. Offer training on Student Success services  
3. Offer materials on Student Success services |
| 4. Identify and utilize existing communication systems in academic units, OISS, and the Graduate School | 11/1/04 Coinciding with #1, #2, #3 & #9 | Same as #1 | 1. Identify newsletters, distribution lists, etc. currently used to communicate with graduate/professional students.  
2. Find ways to utilize these systems to publicize Student Success services. |
<table>
<thead>
<tr>
<th>Websites</th>
<th>Start Date</th>
<th>End Date</th>
<th>Responsible Parties</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| 5. Utilize program web sites to publicize Student Success events and services | 11/1/04    | 6/30/05  | VPSS, ATS, Grad School, Acad. Depts.  | 1. Identify webmasters for each unit  
2. Provide linkage to topic driven information  
3. Place Student Success program information into program calendars                                |
| 6. Improve Student Success website to publicize services to graduate/professional students | 11/1/04    | 6/30/05  | VPSS, OUR, OAS, ATS                  | 1. Put referral guide on-line  
2. Make the list of programs and services more obvious and accessible                            |
| 7. Convert certain publications to web format                           | 7/1/05     | 6/30/06  | ATS, VPSS                            | 1. Make the Viewbook web accessible                                                            |
| KU Portal                                                              |            |          |                                      |                                                                                                |
| 8. Utilize the KU web portal to publicize Student Success services      | 7/1/05     | 6/30/06  | ATS, OUR, Rec. Services              | 1. Utilize students in Dr. Goodyear’s Public Administration course to help develop sites  
2. Include tabs and information on community, commuter information, essential functions, scholarships, and job placement |
| Publications                                                            |            |          |                                      |                                                                                                |
| 9. Include Student Success information in Grad/Prof catalogs            | 11/1/04    | 6/30/05  | Same as #1                           | 1. Identify means to insert content into catalogs  
2. Develop information to insert                                                                 |
| 10. Widely distribute Student Success directory and/or Referral Guide   | 11/1/04    | 6/30/05  | VPSS                                 | 1. Determine hard-copy and electronic distribution methods  
2. Distribute information                                                                      |
| 11. Utilize the UDK and Lawrence Journal-World to get Student Success messages to grad/professional students | 7/1/06     | 6/30/07  | Univ. Relations, VPSS, SLIC          | 1. Suggest to UDK editor/advisor that a reporter be assigned to grad/professional issues  
2. Suggest to Lawrence Journal-World include special information for grad/professional student in the welcome back issue |

**Note:** The dates 11/1/04 and 7/1/05 correspond to the start of the fiscal year, and 6/30/05 and 6/30/06 correspond to the end of the same fiscal year.
<table>
<thead>
<tr>
<th>Events/Groups</th>
<th>Start Date</th>
<th>End Date</th>
<th>Contact(s)</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 12. Work with the Student Involvement and Leadership Center to publicize    | 7/1/05     | 6/30/06  | SILC, ATS  | 1. Determine which organizations and events are of special interest to grad/professional students  
2. Utilize web and other communication tools to publicize them               |
| organizations and events of special interest to grad/professional students   |            |          |            |                                                                      |
| 13. Work with the Graduate and Professional Association (GPA) to expand      | 7/1/06     | 6/30/07  | VPSS, SILC, Grad. School | 1. Find contact in GPA  
2. Expand leadership opportunities and publicity                              |
| involvement opportunities                                                    |            |          |            |                                                                      |
| 14. Develop coordinated communication system with the Graduate School        | 7/1/05     | 6/30/06  | VPSS       | 1. Contact new Associate Dean to develop system                      |
| 15. Develop consistently updated system for scholarship information          | 7/1/06     | 6/30/07  | OAS, OSFA  | 1. Work with contacts in academic departments to consolidate scholarship information  
2. Determine how to keep information updated                                  |