­­­MES Yearly Timeline

All Year

* Weekly blog posts and regular social media updates by AD or Comm Asst (summer less frequently)
	+ See O:\MES\Website\social media for passwords (Web accounts.docx) & social media plan (MES social media plan.doc); there are also helpful social media tips in this file
* Website updates (AD/Student Asst)
* MESsages-Quarterly
	+ Week 3-post on blog Letter from Director (Emma or Radius?)
	+ Week 4-print newsletter=letter from Director + favorite blogpost,
	+ End of week 10, email newsletter to Faculty/Staff, alumni & MES-all FROM DIRECTOR
* Support adjunct faculty (director)
* Budget tracking (AD, Director)
	+ Get training from Lorri Moore on how to check budget in my.evergreen.edu
* Monthly recruitment emails to inquiries using Radius (see Emma for example emails)
* Sample emails, etc- O:\MES\outreach/MESblurbs

August

* Send orientation invitation letter in early August (Director/AD) – see O:\MES\Orientation (look at 2015 for last year’s letter)
* Update student documents (AD/Director)
	+ MES Student Policy Handbook
	+ MES Thesis Handbook
	+ Advising handouts
* All faculty retreat (Director)
* Summer thesis presentation scheduling (Director)
* Send out thank you emails to recommendation letter writers (AD) – see Emma for example email
* Mail out poster packets to undergraduate depts at various colleges (green schools, liberal arts, NW schools) – Student Asst
	+ Packet has letter from AD, poster, brochure
	+ Contacts are in this folder: O:\MES\outreach\Contacts and are in excel sheets called “Undergrad Programs” should be in Radius by that point
* Orientation planning (AD, Director, Student Asst)
* Schedule Fall quarter info sessions with first one in August (AD) – if you want to do online sessions, used Zoom software (Marshall Robinson can help sign up)
* Major projects (all)
* Finalize fall recruitment travel schedule (AD) – Idealist Fair, Evergreen grad fair (I recommend UCSC fair – could send Jen Runyan – alum who is in Bay Area and went to SC)
* Check on provisional and conditional admits (GPAC - Amanda)
* Internship supervisor outreach (AD/Director)
* Talk w/Scott Morgan and other ADs/Directors about Evergreen Sustainability Fellowship process for next year.
* Check in with new admits who haven’t registered yet but who said they were coming or paid tuition deposit.

Recruit- Email Department Chairs of various disciplines to recruit-maybe visit UW School of the Environment

September

* Send final registration reminder email to all students (AD)
* Create report for first faculty meeting with new cohort demographics
	+ Age, major, geography, etc O:\MES\Prospective Students\applicants\2015
* Fall newsletter out by Week 3 or 4 (AD/Comm Asst)
* Orientation (all; usually Tue afternoon before classes start)
* Check on provisional and conditional admits (GPAC) – check w/Director on people who didn’t meet conditions to see if they can start.
* Faculty Recruiting (Evergreen UG faculty retreat) - Director
* Schedule faculty meetings for Fall quarter (Director)
	+ Assign faculty governance roles
* Hire communications assistant (or this can happen in spring) – AD/Director; position description is here: O:\MES\Student Employees
* Create new student folders for assistant office & lounge (Stud Asst) – compare to Banner
* Update MES listservs (Student Asst/AD)
* MESA recruitment (MESA members recruit at orientation and gCORE)
* Check in w/Walter Niemiec & Advancement for next Fall’s financial aid numbers (AD). Once you know next year’s awards, post to website: http://www.evergreen.edu/mes/costs.htm.
* Send out postcards to next Fall’s inquiries (Student Asst prints addresses, ambassadors write personal note saying that apps are available Oct 1)
* Sept info session (AD + ambassador)
	+ See <https://docs.google.com/spreadsheets/d/1cfMzzDLJMKTuqZ56SV4p39rJluAK9M9BfWOGUYQv7PA/edit#gid=0> for how we set up the ambassador schedule (see past schedule tab for the types of events)
	+ See O:\MES\outreach\Info Sessions for info session ppts
* Ambassadors start week 1 of Fall quarter
	+ They get paid for $10/hour for 3 hours a week for 10 weeks/qtr
	+ Work w/Tina Pearson to set them up with paperwork

October

* MESA sends out prof dev fund applications
* Change student profile on website (student communications assistant writes profiles, then I publish on website)
* Recruitment plan (some in summer)
	+ Send email to mes-all, alumni, ES, SI, SJ, recruit contacts and inquiry list letting people know that applications are available
	+ Travel
	+ Info sessions at state agencies
	+ ES class info sessions
	+ Mentoring day
	+ Info sessions
	+ See ‘communication plan 1516’ in O:\MES\outreach for ideas of monthly outreach topics and to whom
* Winter room scheduling (Stud Asst)
	+ Space scheduling office will send a reminder; student asst checks in with winter faculty to see what rooms they want
	+ Example form to send to space scheduling: see ‘Fall 2015 Schedule\_MES’ in O:\MES\syllabi and schedules\15-16
* People start applying online for MES!
* Thesis idea fair (Director + Dennis Buckingham, alum)
* Post next year’s MES awards to website (and let people know that app is available in Dec)
* Check with faculty about summer courses-Director

November

* book orders for Winter quarter (faculty)
* Recruitment!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
* Work on summer courses (director)
* Start work on Rachel Carson Forum (w/MESA)
* Set Admitted Student Day date + put RCF on that evening (optional) (date is usually Thursday before Procession – check w/Climate Solutions to see if this date works – they usually have their big fundraiser the same night as RCF, so you may want to change dates because they have similar audiences)

December

* Week 9 – send out reminder email to mes-current about registration instructions for Winter quarter (do this the week before reg opens for every quarter). See O:\MES\Advising\Registration for examples.
* Quarterly email from Director to Evergreen and outside contacts (alumni, internship supervisors, etc) with blog updates (can use Emma for this)
* Fall thesis presentations (if you have any) + Fall thesis submissions
* Recruitment!!!!!!!!!!!!!!!!!!!!
* Next year’s financial aid application available online and let inquiries and applicants know!! See “MES Financial Aid 16-17” in SurveyMonkey for sample of application.

January

* Letter from Director to put on MES Update & MESsages (one page printout) – early January
* Thesis workshop-AD & Director coordinate
* Graduation
	+ Book room for hooding ceremony in June through Michele Elhardt (Recital Hall preferred unless you think you’re going to have more than 200 ppl)
* Recruitment (refer to recruitment plan)
* CEDD Winter Meeting
* Solidify faculty assignments for next year

February

* Priority deadline is Feb 15
	+ People who apply afterward can still be reviewed in first round. Can give them a deadline of 2 weeks later.
	+ You can review files that have unofficial transcripts or GRE – this is the AD’s call (for transcripts, my advice would be for the non-bachelor’s institution). If admitted before receiving official docs, they will be admitted provisionally. To get unofficial GRE scores, have students login to their GRE account and take a screenshot once their writing score shows up (usually a week after taking test).
* Update admission and deny letters (for March). See O:\MES\Admits\2016\letters for last year’s admit letters and O:\MES\Prospective Students\applicants\2016 for last year’s deny letters.
* Evergreen Sustainability Fellowship apps due (work w/Scott Morgan and other ADs); may change for 2016/17???
* Recruitment & Admissions
	+ Last minute reminders to applicants and inquiries about Feb 15 priority deadline + financial aid/FAFSA
	+ Email prospectives letting them know if admissions is still open after Feb 15 (see Emma for sample emails)
* Organize paper apps – work w/GPAC (Amanda Mobbs)
* Set up admissions decision meetings w/Admissions committee
	+ File review starts 1 week after priority deadline
	+ Admission decision meeting(s) happen 3 weeks after deadline
	+ Admission decision letters go out mid-March (send emails immediately to admits then letters. Denys only get letters). See Emma for example admit email.
	+ Financial aid decisions made (merit-based)-Admit committee
* Graduation planning
* Spring room scheduling (Student Assistant)
	+ Space scheduling office will send a reminder; student asst checks in with spring faculty to see what rooms they want
	+ Example form to send to space scheduling: see ‘Fall 2015 Schedule\_MES’ in O:\MES\syllabi and schedules\15-16

Plan admitted student day

March

* Send out email from director to fac/staff about MESsages
* Send registration reminder email for spring to mes-current.
* Recruitment
* Next year programs/faculty
* Budgets for next fiscal year – work w/Walter
* Winter thesis presentations
* Finalize curriculum for upcoming academic year (Director decides, AD or Director puts into Curriculum Management Database)- train with Kat Sackmann
* Send out financial aid awards
* Mail admission letters-include admitted student day info, form letter and inserts
* Complete second round admissions-make decisions before admit day (continue as necessary)
* Summer curriculum

April

* Letter from Director to put on MES Update (one page printout) – early January
* Email accepted students who haven’t paid tuition deposit
* Thesis workshop: in class show how to format a thesis for final publication
* Figure out work study to pay staff-Scott Elliot
* Recruit student assistants for next fall
	+ Office assistant
	+ Communications assistant
	+ Ambassadors
	+ Writing assistant
	+ RDQM assistant
	+ GIS assistant
* Summer institutes?
	+ To attract new faculty campus-wide
* Recruitment-see plan
* Graduation
	+ Student speaker at main ceremony?
	+ MES hooding ceremony
		- Keynote speaker?
	+ Student speakers
* Send email about summer financial aid
* Admitted Student day
* Fall room scheduling for Fall (Stud Asst)
	+ Space scheduling office will send a reminder; student asst checks in with fall faculty to see what rooms they want
	+ Example form to send to space scheduling: see ‘Fall 2015 Schedule\_MES’ in O:\MES\syllabi and schedules\15-16
	+ Summer room scheduling taken care of by summer dean and prog coordinator (Tricia Bateman)
* Rachel Carson Forum
	+ MESA in charge

May

* Graduation planning
* Make sure that prez & provost can go to all hooding ceremonies
* Send course registration reminder email about summer and fall
* Financial aid awarded in early May for continuing students
* First round admits must make decision by early May
* Thesis projects/presentations
* Summer internships
* Print MESsages update-Summer
* End of year report—draft for fall deadline
* Meet with other grad directors
* Recruitment: Emma email
* Website: update next Fall’s admission info
* Hire Writing Assistant for next year (Director)
* Hire RDQM Asst for next year (Director)
* Hire GIS Asst for next year (Director)

June

* Workshop – thesis brainstorm/first-second year handoff
* Newsletter out June 1
* Graduation
* Thesis turn-in, send thesis for binding
* Set MES staff schedule for summer-talk to Kevin about days off in Summer
* Email current students about Fall registration O:\MES\Advising\Registration
* Make sure to update websites that MES is on (see ‘websites to update every summer’ in O:\MES\outreach)
* Email first-years about Fall registration with more in-depth instructions, see document for new students
* Recruitment
	+ Emma email to inquiries/contacts if necessary – with due date
	+ Create next year recruitment plan

July

* CEDD Summer meeting
* Recruitment-see plan
* Begin planning fall travel schedule-work with Michelle Bartlett to set-up payment, travel website through Evergreen-contact travel audience
	+ Idealist Seattle-all TESC grad programs (marketing pays, Todd Sprague)
	+ Idealist Portland?
	+ AASHE-signup if West Coast or somewhere near (or where our recruits come from) talk to Director
	+ UC Santa Cruz Graduate and Professional School Fair (every other year)-send Jan Runyon
	+ NCUR (April)-go no matter where!
	+ TESC grad fair
	+ All Washington Schools-not worth your time
	+ CA Diversity Forum (one in fall one in spring), go to NorCal (maybe every other year)
	+ GradSchools.com (they will reach out to re-subscribe)
	+ Info session at Tacoma Campus in November (or fall & spring)
	+ University of Puget Sound sustainability coordinator Allison Baur (Alumni)-meet with her students
	+ Shauna-sustainability coordinator at UC Santa Cruz
	+ Random environmental talks/events, call and ask to table
	+ Storming the Sound (January, in LaConner) environmental ed conference