Blackboard Messages by Division*

See below chart of list of types of division-specific communications. If your request falls under one of the noted communication types, please follow the request process noted below. Request submission deadlines will vary, contact the Division Lead for the request deadline.

**For Blackboard messages that need to be sent out by a division (not part of Enrollment Communications Plan approved by the President).*

President's Unit			Academic Affairs	Student Services	Administrative Services
President's Office	**Public Relations**	**OIE**			
Topics: *presidential messages; construction notices*	**Topics:** *Valley Weekly newsletter (student events); college & district messages; emergency notices*	**Topic:** *surveys*	**Topics:** *targeted enrollment; AA special programs*	**Topics:** *SS operational units; SS special programs; student engagement/ outreach*	**Topics:** *AS operational units; emergency preparedness planning activities*
Sender: President's Staff	**Sender:** Jennifer Borucki	**Sender:** OIE Staff	**Lead:** Supervising dean **Sender:** Chad Baugher, Jennifer Borucki**	**Lead:** Sorangel Hernandez **Senders:** Silva Tatiossian, Raquel Sanchez, Ashley Du, Jennifer Borucki**	**Lead:** Mike Lee **Senders:** Sarah Song, Kacey Chua, Jennifer Borucki**

Roles & Responsibilities

Division Lead: Approves or denies the Blackboard message request, and coordinates with OIE and assigns the sender

OIE: If needed, produces contact lists and uploads to system by data request

Authorized Division Sender(s): Sends approved message to recipients *(**messages to all enrolled students only)*

STEP 1: Submit request to Division Lead. Requires advanced approval.

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STEP 2: If needed, requestor submits an OIE Data Request for the student contact list.

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STEP 3: If approved, Division Lead will add it to the Communications Plan Sharepoint Site

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STEP 4: Division Lead & authorized Sender test/send message to specified student contact list.