



ACE Internationalization Laboratory

COHORT 16 TIMELINE

DATES	ON-CAMPUS ACTIVITIES	MEETINGS & EVENTS
<p>June-August 2018</p>	<ul style="list-style-type: none"> ▪ Appoint Lab committee members and designate co-chairs. ▪ Determine who will attend the opening meeting in DC. 	<ul style="list-style-type: none"> - Lab opening meeting (late August).
<p>September-December 2018</p>	<ul style="list-style-type: none"> ▪ Finalize Lab committee membership and establish administrative procedures. <ul style="list-style-type: none"> - Set meeting schedule. - Determine communication, information-sharing, and other protocols. ▪ Plan the internationalization review. <ul style="list-style-type: none"> - Formulate research questions. - Determine methodology (document review, surveys, interviews, focus groups). - Establish a timeline. - Assign subcommittees (with Lab committee members as chairs). - Complete IRB review or other necessary approval procedures. ▪ Determine the format and scope of the committee's final deliverable. Options include: <ul style="list-style-type: none"> - Report on findings of the internationalization review. - Report on findings of the review plus recommendations for action. - Report on findings of the review, recommended actions, and an implementation plan including activities, schedule, timeline, and resource requirements. ▪ Publicize the Lab engagement throughout campus and beyond. <ul style="list-style-type: none"> - Circulate committee charge to encourage participation in internationalization review. - Encourage inclusion of Lab information in president's convocation speech. - Issue press release (template provided by ACE). - Post information on appropriate web pages. - Plan for regular updates to senior leaders. 	<ul style="list-style-type: none"> - ACE advisor site visit (October or November). - Regular committee meetings (at least monthly). - Monthly check-in calls with ACE advisor. Additional communication by email or phone as needed.

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January–April 2019	<ul style="list-style-type: none"> ▪ Internationalization review: Data collection. <ul style="list-style-type: none"> - Carry out data collection plan according to schedule established in the fall. - Identify gaps in data and revise methodology as needed or recommend further data collection. - Subcommittees prepare summary of data collected for presentation to the committee as a whole. 	<ul style="list-style-type: none"> - Lab mid-term meeting (February). - Regular committee and sub-committee meetings. - Monthly check-in calls with ACE advisor. Additional communication by email or phone as needed.
May–October 2019	<ul style="list-style-type: none"> ▪ Internationalization review: Data analysis. <ul style="list-style-type: none"> - Compile data gathered by subcommittees. - Conduct SWOT analysis (subcommittees may do this). - Benchmark against peer institutions and established good practices. - Formulate initial conclusions and recommendations. - Verify initial findings with key stakeholders. ▪ Develop outline for the committee’s final deliverable. <ul style="list-style-type: none"> - Assign lead writers for each section and an editor for the overall document. ▪ Determine peer review visit dates and identify potential reviewers. 	<ul style="list-style-type: none"> - Lab final meeting (November). - Regular committee and sub-committee meetings. - Monthly check-in calls with ACE advisor. Additional communication by email or phone as needed.
November 2019–March 2020	<ul style="list-style-type: none"> ▪ Write and review the committee’s final deliverable. <ul style="list-style-type: none"> - Determine who needs to review drafts and establish a review schedule. - Submit final version or a working draft to ACE advisor at least 10 days prior to peer review visit. 	<ul style="list-style-type: none"> - Peer review visit (between late January and early April). - Committee meetings as needed. - Monthly check-in calls with ACE advisor. Additional communication by email or phone as needed.
April–July 2020	<ul style="list-style-type: none"> ▪ Finalize Lab deliverable. ▪ Plan next steps and follow-on activities. ▪ ACE final report submitted to institution leadership by July 31, 2020. <ul style="list-style-type: none"> - Draft sent to committee for review first. 	<ul style="list-style-type: none"> - Committee meetings as needed. - Monthly check-in calls with ACE advisor. Additional communication by email or phone as needed.