ACE Internationalization Laboratory
COHORT 16 TIMELINE

DATES	ON-CAMPUS ACTIVITIES	MEETINGS & EVENTS
June–August 2018	• **Appoint Lab committee members and designate co-chairs.** • **Determine who will attend the opening meeting in DC.**	- Lab opening meeting (late August).

September–December 2018	• **Finalize Lab committee membership and establish administrative procedures.**
	  - Set meeting schedule.
	  - Determine communication, information-sharing, and other protocols.
	
	• **Plan the internationalization review.**
	  - 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:
	  - 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.**
	  - 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.
		- 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.

DATES	ON-CAMPUS ACTIVITIES	MEETINGS & EVENTS
January–April 2019	• **Internationalization review: Data collection.** - 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.	- 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	• **Internationalization review: Data analysis.** - 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.** - Assign lead writers for each section and an editor for the overall document. • **Determine peer review visit dates and identify potential reviewers.**	- 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	• **Write and review the committee's final deliverable.** - 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.	- 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	• **Finalize Lab deliverable.** • **Plan next steps and follow-on activities.** • **ACE final report submitted to institution leadership by July 31, 2020.** - Draft sent to committee for review first.	- Committee meetings as needed. - Monthly check-in calls with ACE advisor. Additional communication by email or phone as needed.