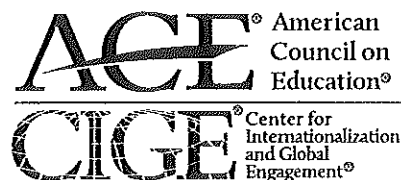


# ACE Internationalization Laboratory COHORT #14 TIMELINE



DATES	ON-CAMPUS ACTIVITIES	MEETINGS & EVENTS
June-August 2016	<ul style="list-style-type: none"> <li>▪ Appoint Lab committee members and designate co-chairs.</li> <li>▪ Determine who will attend the opening meeting in DC.</li> </ul>	<ul style="list-style-type: none"> <li>- Lab opening meeting (August 26).</li> </ul>
September-December 2016	<ul style="list-style-type: none"> <li>▪ Finalize Lab committee membership and establish administrative procedures.               <ul style="list-style-type: none"> <li>- Set meeting schedule.</li> <li>- Determine communication, information-sharing, and other protocols.</li> </ul> </li> <li>▪ Plan the internationalization review.               <ul style="list-style-type: none"> <li>- Formulate research questions.</li> <li>- Determine methodology (document review, surveys, interviews, focus groups).</li> <li>- Establish a timeline.</li> <li>- Assign subcommittees (with Lab committee members as chairs).</li> <li>- Complete IRB review or other necessary approval procedures.</li> </ul> </li> <li>▪ Determine the format and scope of the committee's final deliverable. Options include:               <ul style="list-style-type: none"> <li>- Report on findings of the internationalization review.</li> <li>- Report on findings of the review plus recommendations for action.</li> <li>- Report on findings of the review, recommended actions, and an implementation plan including activities, schedule, timeline, and resource requirements.</li> </ul> </li> <li>▪ Publicize the Lab engagement throughout campus and beyond.               <ul style="list-style-type: none"> <li>- Circulate committee charge to encourage participation in internationalization review.</li> <li>- Encourage inclusion of Lab information in president's convocation speech.</li> <li>- Issue press release (template provided by ACE).</li> <li>- Post information on appropriate web pages.</li> <li>- Plan for regular updates to senior leaders.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- ACE advisor site visit (October or November).</li> <li>- Regular committee meetings (at least monthly).</li> <li>- Monthly check-in calls with ACE advisor. Additional communication by email or phone as needed.</li> </ul>