

| DATES | ON-CAMPUS ACTIVITIES | MEETINGS & EVENTS |
|---------------------------------|---|--|
| January-April 2017 | <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 2017 | <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 2017-March 2018 | <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 2018 | <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, 2018. <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. |