

ACE LEARNER SUCCESS LAB

COHORT 2 TIMELINE

DATES	INSTITUTIONAL ACTIVITIES	MEETINGS & EVENTS
<p>August–October 2021</p>	<p>Appoint Lab committee co-chairs and identify members</p> <ul style="list-style-type: none"> • Co-chairs prepare to attend opening meeting <p>Promote LSL participation and work throughout institution and broader networks</p> <ul style="list-style-type: none"> • Issue media release (template provided by ACE) • Post information on appropriate web pages and social media channels • Campus conversations about ACE definition of <i>learner success</i> 	<p>Cohort 2 Meet & Greet (September)</p> <p>Cohort 2 opening meeting* (October)</p>
<p>November–December 2021</p>	<p>Finalize Lab committee membership and establish administrative procedures</p> <ul style="list-style-type: none"> • Set meeting schedule • Determine communication, information-sharing, and other protocols <p>Promote LSL participation and work throughout institution and broader networks</p> <ul style="list-style-type: none"> • Plan for regular updates to senior leaders • Encourage inclusion of LSL information in president’s and provost’s institutional updates and speeches • Circulate committee charge to encourage participation in learner success self-assessment • Campus conversations about ACE definition of <i>learner success</i> <p>Plan the learner success self-assessment</p> <ul style="list-style-type: none"> • Formulate research questions • Determine methodology (document review, surveys, interviews, focus groups) • Establish a timeline • Assign subcommittees (chaired by Lab committee members) • Complete IRB review or other necessary approval measures <p>Consider the format and scope of the committee’s final deliverable. Options include:</p> <ul style="list-style-type: none"> • Report on findings of the learner success self-assessment • Report on findings of the self-assessment <i>plus</i> recommendations for action • Report on findings of the self-assessment, recommended actions, <i>and</i> an implementation plan including activities, schedule, timeline, and resource requirements 	<p>ACE advisor site visit** (November–December)</p> <ul style="list-style-type: none"> • Monthly committee meetings • Monthly check-in calls with Lab advisor • Additional communication by email or phone as needed

* Meeting will be held virtually

** Possibly or likely virtual, pending travel restrictions or other public health guidance

DATES	INSTITUTIONAL ACTIVITIES	MEETINGS & EVENTS
<p>January–April 2022</p>	<p>Learner Success self-assessment: Data collection</p> <ul style="list-style-type: none"> • Carry out data collection plan according to schedule previously established • 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 <p>Promote LSL participation and work throughout institution and broader networks</p> <ul style="list-style-type: none"> • Provide regular updates to senior leaders • Circulate LSL updates to institutional community as you see fit 	<p>Cohort 2 Meeting 2 (April)</p> <ul style="list-style-type: none"> • Regular committee and sub-committee meetings • Monthly check-in calls with Lab Advisor • Additional communication by email or phone as needed
<p>May–October 2022</p>	<p>Learner Success self-assessment: Data analysis</p> <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 <p>Develop outline for the committee’s final deliverable</p> <ul style="list-style-type: none"> • Assign lead writers for each section and an editor for the overall document <p>Determine peer review visit dates</p> <ul style="list-style-type: none"> • Work with ACE staff and Lab advisor to identify peer reviewers <p>Promote LSL participation and work throughout institution and broader networks</p> <ul style="list-style-type: none"> • Provide regular updates to senior leaders • Circulate LSL updates to institutional community as you see fit 	<p>Cohort 2 Meeting 3 (October)</p> <ul style="list-style-type: none"> • Regular committee and sub-committee meetings • Monthly check-in calls with Lab advisor • Additional communication by email or phone as needed
<p>November 2022–January 2023</p>	<p>Write and review the committee’s final deliverable</p> <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 Lab Advisor at least 10 days prior to peer review visit 	<p>Peer review visit (November–January)</p> <ul style="list-style-type: none"> • Committee meetings as needed • Check-in calls with Lab advisor as needed
<p>February–March 2023</p>	<p>Finalize Lab deliverable</p> <ul style="list-style-type: none"> • Plan next steps and follow-on activities <p>ACE submits final report to institution leadership</p> <ul style="list-style-type: none"> • Draft(s) sent to committee for review • ACE to submit final version by <i>March 15, 2023</i> <p>Promote LSL outcomes throughout institution and broader networks</p> <ul style="list-style-type: none"> • Publicize final report (optional) 	<p>Final report submitted (March)</p> <ul style="list-style-type: none"> • Committee meetings as needed • Check-in calls with Lab advisor as needed

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