# ACE LEARNER SUCCESS LAB
## COHORT 2 TIMELINE

<table>
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<th>DATES</th>
<th>INSTITUTIONAL ACTIVITIES</th>
<th>MEETINGS &amp; EVENTS</th>
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| August–October 2021 | **Appoint Lab committee co-chairs and identify members**  
  • Co-chairs prepare to attend opening meeting  
**Promote LSL participation and work throughout institution and broader networks**  
  • Issue media release (template provided by ACE)  
  • Post information on appropriate web pages and social media channels  
  • Campus conversations about ACE definition of learner success  | **Cohort 2 Meet & Greet (September)**  
**Cohort 2 opening meeting* (October)**  |
| November–December 2021 | **Finalize Lab committee membership and establish administrative procedures**  
  • Set meeting schedule  
  • Determine communication, information-sharing, and other protocols  
**Promote LSL participation and work throughout institution and broader networks**  
  • 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 learner success  | **ACE advisor site visit**  
** (November–December)**  
  • 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
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| January–April 2022 | **Learner Success self-assessment: Data collection**  
  - 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  
  **Promote LSL participation and work throughout institution and broader networks**  
  - Provide regular updates to senior leaders  
  - Circulate LSL updates to institutional community as you see fit  | **Cohort 2 Meeting 2 (April)**  
  - Regular committee and sub-committee meetings  
  - Monthly check-in calls with Lab Advisor  
  - Additional communication by email or phone as needed |
| May–October 2022 | **Learner Success self-assessment: 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**  
  - Work with ACE staff and Lab advisor to identify peer reviewers  
  **Promote LSL participation and work throughout institution and broader networks**  
  - Provide regular updates to senior leaders  
  - Circulate LSL updates to institutional community as you see fit  | **Cohort 2 Meeting 3 (October)**  
  - Regular committee and sub-committee meetings  
  - Monthly check-in calls with Lab advisor  
  - Additional communication by email or phone as needed |
| November 2022–January 2023 | **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 Lab Advisor at least 10 days prior to peer review visit  | **Peer review visit (November–January)**  
  - Committee meetings as needed  
  - Check-in calls with Lab advisor as needed |
| February–March 2023 | **Finalize Lab deliverable**  
  - Plan next steps and follow-on activities  
  **ACE submits final report to institution leadership**  
  - Draft(s) sent to committee for review  
  - ACE to submit final version by March 15, 2023  
  **Promote LSL outcomes throughout institution and broader networks**  
  - Publicize final report (optional)  | **Final report submitted (March)**  
  - Committee meetings as needed  
  - Check-in calls with Lab advisor as needed |

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