

# ACE LEARNER SUCCESS LAB

## COHORT 1 TIMELINE

DATES	INSTITUTIONAL ACTIVITIES	MEETINGS & EVENTS
<p><b>August–October 2020</b></p>	<p><b>Appoint Lab committee co-chairs and identify members</b></p> <ul style="list-style-type: none"> <li>• Co-chairs prepare to attend opening meeting</li> </ul> <p><b>Promote LSL participation and work throughout institution and broader networks</b></p> <ul style="list-style-type: none"> <li>• Issue media release (template provided by ACE)</li> <li>• Post information on appropriate web pages and social media channels</li> <li>• Campus conversations about ACE definition of <i>learner success</i></li> </ul>	<p><b>Cohort 1 Meet &amp; Greet (September)</b></p> <p><b>Cohort 1 opening meeting* (October)</b></p>
<p><b>November–December 2020</b></p>	<p><b>Finalize Lab committee membership and establish administrative procedures</b></p> <ul style="list-style-type: none"> <li>• Set meeting schedule</li> <li>• Determine communication, information-sharing, and other protocols</li> </ul> <p><b>Promote LSL participation and work throughout institution and broader networks</b></p> <ul style="list-style-type: none"> <li>• Plan for regular updates to senior leaders</li> <li>• Encourage inclusion of LSL information in president’s and provost’s institutional updates and speeches</li> <li>• Circulate committee charge to encourage participation in learner success self-assessment</li> <li>• Campus conversations about ACE definition of <i>learner success</i></li> </ul> <p><b>Plan the learner success self-assessment</b></p> <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 (chaired by Lab committee members)</li> <li>• Complete IRB review or other necessary approval measures</li> </ul> <p><b>Consider the format and scope of the committee’s final deliverable.</b></p> <p><b>Options include:</b></p> <ul style="list-style-type: none"> <li>• Report on findings of the learner success self-assessment</li> <li>• Report on findings of the self-assessment <i>plus</i> recommendations for action</li> <li>• Report on findings of the self-assessment, recommended actions, <i>and</i> an implementation plan including activities, schedule, timeline, and resource requirements</li> </ul>	<p><b>ACE advisor site visit** (November–December)</b></p> <ul style="list-style-type: none"> <li>• Monthly committee meetings</li> <li>• Monthly check-in calls with Lab advisor</li> <li>• Additional communication by email or phone as needed</li> </ul>

\* Meeting will be held virtually

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

DATES	INSTITUTIONAL ACTIVITIES	MEETINGS & EVENTS
<p><b>January–April 2021</b></p>	<p><b>Learner Success self-assessment: Data collection</b></p> <ul style="list-style-type: none"> <li>• Carry out data collection plan according to schedule previously established</li> <li>• Identify gaps in data and revise methodology as needed or recommend further data collection</li> <li>• Subcommittees prepare summary of data collected for presentation to the committee as a whole</li> </ul> <p><b>Promote LSL participation and work throughout institution and broader networks</b></p> <ul style="list-style-type: none"> <li>• Provide regular updates to senior leaders</li> <li>• Circulate LSL updates to institutional community as you see fit</li> </ul>	<p><b>Cohort 1 Meeting 2** (April)</b></p> <ul style="list-style-type: none"> <li>• Regular committee and sub-committee meetings</li> <li>• Monthly check-in calls with Lab Advisor</li> <li>• Additional communication by email or phone as needed</li> </ul>
<p><b>May–October 2021</b></p>	<p><b>Learner Success self-assessment: Data analysis</b></p> <ul style="list-style-type: none"> <li>• Compile data gathered by subcommittees</li> <li>• Conduct SWOT analysis (subcommittees may do this)</li> <li>• Benchmark against peer institutions and established good practices</li> <li>• Formulate initial conclusions and recommendations</li> <li>• Verify initial findings with key stakeholders</li> </ul> <p><b>Develop outline for the committee’s final deliverable</b></p> <ul style="list-style-type: none"> <li>• Assign lead writers for each section and an editor for the overall document</li> </ul> <p><b>Determine peer review visit dates</b></p> <ul style="list-style-type: none"> <li>• Work with ACE staff and Lab advisor to identify peer reviewers</li> </ul> <p><b>Promote LSL participation and work throughout institution and broader networks</b></p> <ul style="list-style-type: none"> <li>• Provide regular updates to senior leaders</li> <li>• Circulate LSL updates to institutional community as you see fit</li> </ul>	<p><b>Cohort 1 Meeting 3 (October)</b></p> <ul style="list-style-type: none"> <li>• Regular committee and sub-committee meetings</li> <li>• Monthly check-in calls with Lab advisor</li> <li>• Additional communication by email or phone as needed</li> </ul>
<p><b>November 2021–January 2022</b></p>	<p><b>Write and review the committee’s final deliverable</b></p> <ul style="list-style-type: none"> <li>• Determine who needs to review drafts and establish a review schedule</li> <li>• Submit final version or a working draft to Lab Advisor at least 10 days prior to peer review visit</li> </ul>	<p><b>Peer review visit (November–January)</b></p> <ul style="list-style-type: none"> <li>• Committee meetings as needed</li> <li>• Check-in calls with Lab advisor as needed</li> </ul>
<p><b>February–March 2022</b></p>	<p><b>Finalize Lab deliverable</b></p> <ul style="list-style-type: none"> <li>• Plan next steps and follow-on activities</li> </ul> <p><b>ACE submits final report to institution leadership</b></p> <ul style="list-style-type: none"> <li>• Draft(s) sent to committee for review</li> <li>• ACE to submit final version by <i>March 15, 2022</i></li> </ul> <p><b>Promote LSL outcomes throughout institution and broader networks</b></p> <ul style="list-style-type: none"> <li>• Publicize final report (optional)</li> </ul>	<p><b>Final report submitted (March)</b></p> <ul style="list-style-type: none"> <li>• Committee meetings as needed</li> <li>• Check-in calls with Lab advisor as needed</li> </ul>

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