## ACE LEARNER SUCCESS LAB COHORT 1 TIMELINE

<table>
<thead>
<tr>
<th>DATES</th>
<th>INSTITUTIONAL ACTIVITIES</th>
<th>MEETINGS &amp; EVENTS</th>
</tr>
</thead>
</table>
| **August–October 2020** | **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 1 Meet & Greet (September)**  
  **Cohort 1 opening meeting* (October)** |
| **November–December 2020** | **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  
  **Plan the learner success self-assessment**  
  • 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  
  **Consider the format and scope of the committee’s final deliverable. Options include:**  
  • Report on findings of the learner success self-assessment  
  • Report on findings of the self-assessment plus recommendations for action  
  • Report on findings of the self-assessment, recommended actions, and an implementation plan including activities, schedule, timeline, and resource requirements | **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
<table>
<thead>
<tr>
<th>DATES</th>
<th>INSTITUTIONAL ACTIVITIES</th>
<th>MEETINGS &amp; EVENTS</th>
</tr>
</thead>
</table>
| January–April 2021 | **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 1 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 2021 | **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 1 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 2021–January 2022 | **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 2022 | **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, 2022  
**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 |

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