



**Model for Comprehensive Internationalization**



**ACE Internationalization Lab Timeline**

DATES	ON-CAMPUS ACTIVITIES
June – August 2018	<ul style="list-style-type: none"> <li>• Appoint Lab committee members and designate co-chairs.</li> </ul>
September – December 2018	<ul style="list-style-type: none"> <li>• Finalize Lab committee membership and establish administrative procedures.               <ul style="list-style-type: none"> <li>○ Set meeting schedule.</li> <li>○ Determine communication, information-sharing, and other protocols.</li> </ul> </li> <li>• Plan the internationalization review.               <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 (with Lab committee members as chairs).</li> </ul> </li> <li>• Determine the format and scope of the committee’s final deliverable. Options include:               <ul style="list-style-type: none"> <li>○ Report on findings of the internationalization review.</li> <li>○ Report on findings of the review plus recommendations for action.</li> <li>○ Report on findings of the review, recommended actions, and an implementation plan including activities, schedule, timeline, and resource requirements.</li> </ul> </li> <li>• Publicize the Lab engagement throughout campus and beyond.               <ul style="list-style-type: none"> <li>○ Circulate committee charge to encourage participation in internationalization review.</li> <li>○ Issue press release (template provided by ACE).</li> <li>○ Post information on appropriate web pages.</li> <li>○ Plan for regular updates to senior leaders.</li> </ul> </li> </ul>

January – April 2019	<ul style="list-style-type: none"> <li>• Internationalization review: Data collection. <ul style="list-style-type: none"> <li>○ Carry out data collection plan according to schedule established in the fall.</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> </li> </ul>
May – October 2019	<ul style="list-style-type: none"> <li>• Internationalization review: Data analysis. <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> </li> <li>• Develop outline for the committee’s final deliverable. <ul style="list-style-type: none"> <li>○ Assign lead writers for each section and an editor for the overall document.</li> </ul> </li> <li>• Determine peer review visit dates and identify potential reviewers.</li> </ul>
November 2019 – March 2020	<ul style="list-style-type: none"> <li>• Write and review the committee’s final deliverable. <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 ACE advisor at least 10 days prior to peer review visit.</li> </ul> </li> </ul>
April – July 2020	<ul style="list-style-type: none"> <li>• Finalize Lab deliverable.</li> <li>• Plan next steps and follow-on activities.</li> <li>• ACE final report submitted to institution leadership by July 31, 2020.</li> </ul>

### Steering Committee

**Matthew Clapham, Co-chair**  
CPB, Earth and Planetary Sciences

**Becky George, Co-chair**  
Global Engagement

**Scott Brandt**  
Research and Computer Science and Engineering

**Elisabeth Cameron**  
CEP and History of Art and Visual Culture

**Lisbeth Haas**  
History

**Jeremy Hourigan, Co-chair**  
CIE and Earth and Planetary Sciences

**Galen Jarvinen**  
Planning & Budget

**Katia Obraczka**  
Computer Science and Engineering

**Richard Hughey, Co-chair**  
Global Engagement and Undergraduate Education  
Computer Science and Engineering and Biomolecular  
Engineering

**Katharyne Mitchell, Co-chair**  
Social Sciences and Sociology

**Steve Kang**  
Electrical and Computer Engineering

**Lori Kletzer**  
Graduate Studies, Arts, and Economics

**Tracy Larrabee**  
Graduate Council, BSOE and  
Computer Science and Engineering

**Flora Lu**  
Colleges Nine and Ten and Environmental Studies

**Massimiliano Tomba**  
History of Consciousness

**For more information on the UC Santa Cruz ACE Internationalization Lab led by the Division of Global Engagement, visit <https://global.ucsc.edu/ace/index.html>**