1. **ACE Internationalization Laboratory (IL) Process Overview:** The committee will receive a charge directly from the Provost articulating the stages outlined below.

   **Stage III:** Chart outcomes for the project and create MSU campus international assessment plan

   **Stage IV:** Where are we going/ campus goals and learning outcomes

   **Stage V:** Action Plan (To be completed within a year but there is some flexibility)

   General notes:
   - MSU strategic alignments critical for success. Five core themes currently submitted for accreditation will inform the above initiatives. A suggestion was made to include the MSU Foundation with the working group for sustainability.
   - OIP will work on an ACE website to disseminate information to the greater campus. In January, the one of the President’s Monday morning memo will cover the IL.

2. **Project Schedule:**
   a. Stage III subcommittee to complete review of current activities by March 2012.
   b. Stage V action plan to be completed by January 2013 for a site visit.

3. **Subcommittee Membership:**
   - **Goals and Learning Outcomes:**
     - Greg Young, Chair
     - Patricia Ingraham, Education
     - Karen Steel, University Studies
     - Estella Villasenor, Financial Aid
     - Janelle Rasmussen, OIP
     - Deidre Combs, OIP
   - **Activity Review:**
     - Jo Packham, Chair
     - Bridget Kevane, Modern Languages
     - Elizabeth Kinion, Nursing
     - Jim Rimpau, Planning and Analysis
     - John Paxton, Computer Science
     - Ada Giusti, Modern Languages (recommended)
     - Debra DeBode, OIP
     - Susan Benne, OIP
OIP will put forth a scheduling request for all members. Please make the time available either for the International Programs Committee meeting or subcommittee meetings.