

ACE Internationalization Lab Site Team Schedule

(February 12 – February 14, 2012)

* **ACE Lab Team Members:** Dr. Barbara Hill, ACE; Dr. Joy Stevenson, University of Central Missouri; Dr. Robert Gregg, Richard Stockton College of New Jersey

** **Shepherd University Internationalization Steering Committee Members:** Dr. Linda Kinney, Dr. Ann Legreid, Dr. Mark Stern, Ms. Ann Henriksson, Mr. Aaron Rock

<u>Sunday, February 12, 2012</u>		
Time	Participants	Location
After 4:00 p.m.	Lab Team* - Check into Hotel	Clarion Hotel
7:00 p.m.	Dinner - Lab Team and Shepherd University Internationalization Steering Committee Members** (Rumsey Tavern - Reservations for 8 people under Shepherd University)	Meet in Clarion Lobby

<u>Monday, February 13, 2012</u>		
Time	Participants	Location
8:45 a.m.	Lab Team - Arrive on Campus and Park in Reserved Parking Spots	Across from Ikenberry Hall
9:00 a.m.	Lab Team - President Shipley and VPAA Helldobler	Ikenberry Hall – Rm 207
9:45 a.m.	Lab Team - Walk from Ikenberry Hall to the Robert C. Byrd CLS Lower Level Multipurpose Room (Rm B41)	N/A
10:00 a.m.	Lab Team - Academic Deans	CLS Multipurpose Rm B41
10:45 a.m.	Lab Team - Academic Directors, University Registrar, Director of Financial Aid, Admissions Office Director and Director of Campus Housing	CLS Multipurpose Rm B41
11:30 a.m.	Lab Team - Faculty Senate President, Chair of Classified Staff Council, Student Government Association President and Chair of the University General Studies Committee	CLS Multipurpose Rm B41
12:15 p.m.	Lunch - Lab Team and Executive Staff Members	Ikenberry Hall – Rm 202
1:30 p.m.	Lab Team - Faculty Senate Members, SGA Members and Classified Staff Council Members	CLS Multipurpose Rm B41
2:30 p.m.	Lab Team - Open Meeting with Interested Members of the University Community and Others	CLS Auditorium
3:30 p.m.	Lab Team - Shepherd University Internationalization Steering Committee Members	CLS Multipurpose Rm B41
4:30 p.m.	Lab Team - Depart CLS Multipurpose Room for a Tour of the Campus	N/A
5:30 p.m.	Lab Team - Return to Hotel	N/A
6:00 p.m.	Dinner – Lab Team (Rumsey Tavern - Reservations for 3 people under Shepherd University)	Clarion Hotel

<u>Tuesday, February 14, 2012</u>		
Time	Participants	Location
9:00 a.m.	Lab Team - Exit Interview with President Shipley, VPAA Helldobler and the Shepherd University Internationalization Steering Committee Members	Ikenberry Hall – Rm 202
10:00 a.m.	Lab Team - Depart from Shepherdstown	N/A