

## Phase I Action Plan

Action	Timeframe	APLU Supports
<b>1. Review proposed cluster and obtain buy-in from key campus stakeholders (e.g., president, provost, student affairs)</b>	By July 1, 2018	<ul style="list-style-type: none"> <li>• Phone calls to discuss feedback</li> <li>• Comparative data on institutions in the cluster</li> </ul>
<b>2. Participate in summer Council and Commission meetings to meet other cluster participants and begin building initial collaborative infrastructure</b>	June-July 2018 (see meeting schedule below)	<ul style="list-style-type: none"> <li>• APLU facilitates meetings and provides materials</li> <li>• Meeting summaries distributed for those who could not attend on phone.</li> </ul>
<b>3. Two web-conference calls with main contacts and conference call with presidents/chancellors</b>	July-October 2018	<ul style="list-style-type: none"> <li>• Scheduling and hosting of web-conference calls</li> <li>• Agendas and templates for pre-work</li> <li>• Meeting facilitation</li> </ul>
<b>4. Assemble the campus team. Composition of the team is at the university's discretion but might include representation from both academic and student affairs.</b>	September- November 2018	<ul style="list-style-type: none"> <li>• Onboarding materials for campus teams</li> <li>• Access to knowledge-management platform</li> </ul>
<b>5. Co-create cluster-specific action plans and outcomes, and agree upon metrics to track.</b>	November- December 2018	<ul style="list-style-type: none"> <li>• Half-day planning session at APLU Annual Meeting in November</li> <li>• Data support from Office of Research and Policy Analysis at APLU</li> </ul>
<b>6. Formally launch clusters and publicize commitment</b>	January/February 2019	<ul style="list-style-type: none"> <li>• Communications support from APLU Public Affairs</li> </ul>