

Table 4. Implementation Timeline for BOLT (Revised)

Date	Task	Responsible Party
Fall 2021	<ul style="list-style-type: none"> • Select faculty who will design and teach leadership courses <ul style="list-style-type: none"> - Present BOLT overview & plan of action to Department Chairs; seek their help with identifying Faculty Leadership Liaisons 	<ul style="list-style-type: none"> - QEP Director
	<ul style="list-style-type: none"> • Develop BOLT courses (GSGA 100, LEAD 200, LEAD 201, LEAD 300, and LEAD 400) by identifying course objectives and learning outcomes <ul style="list-style-type: none"> - Work with leadership at ACE to modify GSGA 100 - Work with the Division of Student Success & Engagement to structure for integration of Trojan Leaders/Hill Fellows into BOLT • Work with Faculty Liaisons to constitute College-specific committees to develop content for 'Course Embedded Leadership Experiences' 	<ul style="list-style-type: none"> - QEP Director - Selected faculty
	<ul style="list-style-type: none"> • Develop a leadership instrument for BOLT 	<ul style="list-style-type: none"> - QEP Director - Selected faculty
	<ul style="list-style-type: none"> • Develop course evaluation surveys for GSGA 100, LEAD 200, LEAD 201, LEAD 300, and LEAD 400 	<ul style="list-style-type: none"> - QEP Director - Selected faculty
Spring 2022	<ul style="list-style-type: none"> • Convene first meeting of the QEP Advisory Committee <ul style="list-style-type: none"> - Provide updates - Record feedback - Solicit support 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator - Academic Deans - BOLT Leadership Fellows (rep) - Faculty Leadership Liaisons (rep)
	<ul style="list-style-type: none"> • Identify and contract software/platforms for student e-portfolios; course evaluation; data analysis 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator
	<ul style="list-style-type: none"> • Select resources and instructional materials for BOLT courses based on identified course objectives and learning outcomes 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator - Selected faculty
	<ul style="list-style-type: none"> • Set up training institute for selected faculty who will deliver instruction for each course 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator
	<ul style="list-style-type: none"> • Pilot BOLT leadership instrument • Collect other baseline information/data 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator
	<ul style="list-style-type: none"> • Design and implement co-curricular transcript 	<ul style="list-style-type: none"> - QEP Director - University Registrar

	<ul style="list-style-type: none"> • Establish a Leadership Seminar Series committee <ul style="list-style-type: none"> - Develop roster, identify potential speakers, and sent out invitations for the Leadership Seminar Series 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator - Selected faculty
Summer 2022	<ul style="list-style-type: none"> • Convene quarterly meeting of the QEP Advisory Committee <ul style="list-style-type: none"> - Provide updates - Record feedback 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator - Academic Deans - BOLT Leadership Fellow representatives - Faculty Leadership Liaison representatives
	<ul style="list-style-type: none"> • Set up a workshop/seminar to acquaint all university faculty with QEP components, implementation, and operational structure 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator
	<ul style="list-style-type: none"> • Purchase instructional materials for BOLT courses. 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator
Fall 2022	<ul style="list-style-type: none"> • Convene quarterly meeting of the QEP Advisory Committee <ul style="list-style-type: none"> - Provide updates - Record feedback 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator - Academic Deans - BOLT Leadership Fellow representatives - Faculty Leadership Liaison representatives
	<ul style="list-style-type: none"> • Enroll first-semester freshmen in GSGA 100 	<ul style="list-style-type: none"> - ACE academic advisors
	<ul style="list-style-type: none"> • Conduct course evaluations to gauge performance/perceptions and solicit recommendations for change and/or adjustment (if needed) 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator - Assessment personnel - Selected faculty
Spring 2023	<ul style="list-style-type: none"> • Convene quarterly meeting of the QEP Advisory Committee <ul style="list-style-type: none"> - Provide updates • Record feedback 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator - Academic Deans - BOLT Leadership Fellow representatives - Faculty Leadership Liaison representatives
	<ul style="list-style-type: none"> • Enroll second-semester freshmen in LEAD 200 	<ul style="list-style-type: none"> - ACE academic advisors
	<ul style="list-style-type: none"> • Conduct course evaluations to gauge performance/perceptions and solicit recommendations for change and/or adjustment (if needed) 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator - Assessment personnel - Selected faculty
	<ul style="list-style-type: none"> • Evaluate first year of QEP implementation to recommend changes and/or adjustments 	<ul style="list-style-type: none"> - QEP Director - QEP Coordinator - Assessment personnel - Selected faculty