



Academic Quality Improvement Program

AQIP is LLCC's chosen route toward reaffirming our accreditation with the Higher Learning Commission (HLC).

The Institutional Actions Council (IAC) of the Higher Learning Commission continued or reaffirmed LLCC's accreditation in March 2014.

LLCC's next reaffirmation of accreditation is scheduled for 2020-2021.

For complete information on AQIP at LLCC, action projects, steering committee members and meeting minutes, visit www.llcc.edu/aqip. Any questions? Email AskAQIP@llcc.edu or AQIP co-chairs Dr. Tricia Kujawa or Dr. Chris McDonald.

A-QUIPS

LLCC AQIP UPDATE

OCTOBER 2014

LLCC HOSTS A STRATEGY FORUM FOR INSTITUTIONAL IMPROVEMENT DAY NOV. 4

Strategy forum continues with action teams Nov. 5 and 6

AQIP institutions complete a strategy forum every four years. The strategy forum is a three-day event with activities focused on shaping the College's improvement agenda. An AQIP institution's improvement agenda is comprised, in part, by its action projects. The strategy forum focuses conversation and activities around potential action projects that should improve college operations in some way. LLCC is hosting a strategy forum on **Nov. 4, 5 and 6.**

Campus-based strategy forums are designed to include the entire college community on Day 1. All employees are

invited to participate in continuous improvement activities designed and facilitated by individuals associated with the Higher Learning Commission. On Days 2 and 3, 39 LLCC faculty and staff members are meeting in small teams to develop potential action projects for the College. These improvement projects were drawn from the June 2013 systems portfolio, the subsequent systems appraisal feedback report, feedback from other sources such as the campus climate survey, the College's strategic planning process, and campus input from the February 2014 systems appraisal feedback event.

Our work at the strategy forum will generate one to three new action projects to be launched this fall. These action projects will be reported as improvements in LLCC's next systems portfolio.

STRATEGY FORUM SCHEDULE

**Day 1 – Tuesday, Nov. 4
(Institutional Improvement Day)**
Entire College Community
9 a.m. to 3 p.m., Cass Gymnasium

Day 2 – Wednesday, Nov. 5
Action Teams*
8:30 a.m. to 4:45 p.m., Trutter Center

Day 3 – Thursday, Nov. 6
Action Teams*
8:30 a.m. to 12:30 p.m., Trutter Center

**Action Teams described on back page*

STRATEGY FORUM EXPECTATIONS

Employees are asked to remain present and actively engaged throughout the Forum. Individuals leaving and then returning change the dynamics of the small groups and disturb everyone's work. The Higher Learning Commission and LLCC's AQIP Steering Team request the following of employees during strategy forum:

- Leave laptops and tablets at home or in the office.
- Silence or turn off your cell phone; limit use to scheduled breaks and lunch.
- Commit for the entire day - stay in Cass Gymnasium (1st day - all employees) or the Trutter Center (2nd & 3rd days - action team members) when activities are scheduled and in progress.

COMPLETED ACTION PROJECTS

New Student Experience:
Stage 1 – Designed/Ready for
Implementation

Continuous Quality
Improvement:
Learning to Make Informed,
Systematic Decisions

Establishing and Assessing an
Effective Shared
Governance Structure

Strategic Plan –
Transformation

ACTION PROJECTS CLOSING THIS FALL

Electronic Portfolio Project

Process Mapping: Systematic
Documenting of Key
Processes

Using Multiple Measures for
Placement Into
Mathematics Courses

ACTION TEAMS

The strategy forum builds on our 2013 systems portfolio and guides action teams in transforming systems appraisal feedback into actionable strategies. Days 2 and 3 action teams include the following:

STUDENT EMPLOYMENT PROCESS

Issue: The current approach to student employment is unwieldy and confusing for employees as well as students. This group will structure a student employment process for the college.

Team includes:

| | |
|----------------|----------------|
| Bill Bade | Todd McDonald* |
| Dave Bretscher | Alison Mills |
| Ada Fleeharty | Cheryl Sneed |
| Leslie Johnson | Kirsten Taylor |

SUPERVISORY TRAINING

Issue: Over the past year, many individuals moved into supervisory roles for the first time. This group will explore whether succession planning can be improved through programming which assists transitioning to a supervisory role.

Team includes:

| | |
|--------------|------------------|
| Robin Ackman | Junell Ransdell* |
| Shanda Byer | Karen Sanders |
| Esteban Cruz | Nancy Sweet |
| Eli Miller | Amy Williams |

EXTERNAL STAKEHOLDER NEEDS

Issue: LLCC generally receives positive feedback from its constituents, yet much of this is obtained anecdotally. This group will explore systematic methods for identifying the needs of specific population segments as well as gauging how well those needs are being met.

Team includes:

| | |
|------------------|---------------|
| Judy Jozaitis* | Mary Beth Ray |
| Cynthia Maskey | Julie Rourke |
| Chris McDonald* | Jamie Stout |
| Maryjane Million | Lynn Whalen |

GUIDED PATHWAY SYSTEMS

Issue: Unclear career/educational goals along with a “consumer choice” approach to course selection creates confusion and missteps that hamper students’ progress toward goal completion. This group will explore opportunities to improve student success through structures commonly associated with guided pathways.

Team includes:

| | |
|-----------------------------|------------------------|
| Candy Byer | Tim Humphrey |
| Lesley Frederick* | Susan Mendenhall |
| Ashley Green | Ryan Roberts |
| Claire Heffron- McKinney | Allan (Red) Tomnitz |

PROGRAM-LEVEL STUDENT LEARNING OUTCOMES

Issue: Over the past several years, the College established a foundation for generating student learning outcomes (SLO) data. This team will explore a process and infrastructure for program-level assessment which would produce data with high utility and could be meaningfully aggregated.

Team includes:

| | |
|-------------------|-----------------|
| Victor Broderick* | Frank Marsaglia |
| Elaine Guthals | Jennie O’Malley |
| Tricia Kujawa* | Eileen Tepatti* |
| David Leitner | |

**AQIP Steering Team Member*

SHARE YOUR IDEA

Action projects provide the chance to focus our efforts and resources in areas which offer a particular opportunity to improve. Consider using the action project proposal process to share your improvement project with the AQIP Steering Team. The one-page proposal form can be accessed at www.llcc.edu/aqip. If you have questions please contact Chris McDonald or Tricia Kujawa at askAQIP@llcc.edu or their individual emails.

