A-*QUIPS*

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 team members and meeting minutes, visit www.llcc.edu/aqip. Questions? Email AskAQIP@llcc.edu or AQIP co-chairs Dr. Tricia Kujawa or Dr. Chris McDonald.

THE 2017 SYSTEMS PORTFOLIO

AQIP institutions write and submit a Systems Portfolio every four years. Each Systems Portfolio documents the key systems and processes employed by the institution to accomplish its mission. LLCC's next portfolio is due to the Higher Learning Commission (HLC) in June of 2017. Limited to 125 pages, it serves a number of purposes simultaneously.

- Communicates how LLCC is organized, what its key processes are, what kind of performance those processes produce, and how each process has been improved.
- Guides internal discussions of where and how to best direct the institution's improvement efforts.
- Provides newcomers—both potential employees and new representatives of stakeholder groups—with a picture of how LLCC works and what it is achieving.
- Demonstrates how well LLCC is meeting the HLC's Criteria for Accreditation.

Writing began with a review and update of the 2013 System Portfolio. New processes were then addressed by subject-matter expert teams. The entire college community will have the opportunity to provide feedback on the 2017 System Portfolio during the spring semester.

MAKE A DIFFERENCE – PROPOSE AN ACTION PROJECT

Action Projects provide the chance to focus our efforts and resources in areas which offer a particular opportunity to improve. Ideas for Action Projects arise from sources such as

- campus teams and the regular shared governance process,
- the Systems Portfolio process,
- the annual planning and budgeting process,
- needs or opportunities identified by the President and Cabinet, and
- faculty and staff at the college.

This is an area where you really can make a difference and help the college. Thus far, many of the projects have been generated from needs identified at the higher levels of college planning and from AQIP processes. We are keen to discuss any and all ideas originating in the front lines of the college. Please consider contacting a co-chair to discuss your ideas and initiate the process. New Action Projects will be launched in the fall of 2016.

REAFFIRMATION OF ACCREDITATION

AQIP is LLCC's chosen route towards reaffirming our accreditation with the Higher Learning Commission (HLC). Reaffirmation in the AQIP pathway is not a separate, standalone procedure. Rather, it involves a summative review of our work over an eight-year period of time. Essentially, reaffirmation is a culmination of an array of AQIP processes which include Strategy Forum participation, completing Action Projects, submitting Annual Updates, writing Systems Portfolios, and undergoing Systems Appraisals. The cycle culminates with a Comprehensive Quality Review in year eight. The following chart communicates LLCC's timeline for completing each of these processes.

Academic Year (Cycle Year)	Institutional Activities		Peer Review		Commission Decision-Making
2014-15 (Year 1)	Campus-based Strategy Forum	Annual Action Projects Filing		Annual Action Projects Response	
2015-16 (Year 2)					
2016-17 (Year 3)	Submit Systems Portfolio		Conduct Systems Appraisal		
2017-18 (Year 4)	Possible Comprehensive Quality Review		Conduct possible Comprehensive Quality Review		Action on possible Comprehensive Quality Review
2018-19 (Year 5)	Attend One Strategy Forum				
2019-20 (Year 6)					
2020-21 (Year 7)	Submit Systems Portfolio		Conduct Systems Appraisal		
2021-22 (Year 8)	Federal Compliance Filing; Comprehensive Quality Review		Conduct Federal Compliance Review & Comprehensive Quality Review		Action on Comprehensive Quality Review; Reaffirm Accreditation

KEY AQIP PROCESSES DEFINED

Action Project – an improvement initiative targeting a key process or system of the institution

Annual Update – a report to the HLC describing an institution's progress on an Action Project

Comprehensive Quality Review – an evaluation conducted in year 8 to determine how well the institution meets the HLC's Criteria for Accreditation; includes a review of the institution's most recent Systems Portfolio, Systems Appraisal, and Quality Highlights Report

Strategy Forum – AQIP pathway institutions convene in a workshop environment to generate improvement initiatives and receive feedback on projects that may evolve into Action Projects

Systems Portfolio – a 125 page document prepared by AQIP institutions to (a) communicate how key systems and processes are deployed to meet the mission, (b) document performance and improvements to these key processes, and (c) demonstrate compliance with the HLC's Criteria for Accreditation

Systems Appraisal – a peer review team constructively comments on an institution's Systems Portfolio, identifying what the team sees as the institution's strengths, opportunities for improvement, strategic priorities, and the developmental maturity of key institutional processes and associated results