



Reading LLCC's Systems Portfolio

The Systems Portfolio is organized into six Category sections. Each Category provides LLCC's response to three types of questions. *Process* questions detail the methods (e.g., activities, tasks, or procedures) used to achieve our goals. Here, we describe how work at LLCC is accomplished. *Result* questions document the outcomes of LLCC's processes in practice, including evidence that these processes meet the needs of students and other stakeholders. *Improvement* questions provide the opportunity to share recent improvements to Category processes/results or comment on any planned improvements. Recent AQIP action projects are reported in this section.

The Systems Portfolio also contains the College's responses to the Higher Learning Commission's (HLC) Criteria for Accreditation. To satisfy a Criterion, an institution must demonstrate that it meets the Criterion's Core Components. Our responses to each Core Component are found throughout the Systems Portfolio. These responses include a Core Component notation. For example, [1.A.3] alerts the reader that the preceding text is included in response to Criteria One, Core Component 1A, Subcategory 3. HLC's Criteria for Accreditation are posted on LLCC's AQIP page. Downloading that document will provide a context for understanding LLCC's response.

The Systems Portfolio is not an exhaustive attempt to document everything we do at LLCC. Rather, the responses are illustrative of how we carry out our work. If something you do at LLCC is not mentioned in the Systems Portfolio, please do not feel as if the work is not recognized nor valued. The Systems Portfolio has a rigid page limit which restricts our ability to provide numerous examples.

The Systems Portfolio is posted on the [LLCC AQIP page](#) by Category. Each Category contains a set of related processes. For example, Category 4 is Valuing Employees. That particular Category addresses the College's processes, results, and improvements (planned and/or past) for hiring, evaluation and recognition, and development.

The Category drafts will be available from May 10th to May 18th. As you read the drafts, feel free to submit comments or questions through AskAQIP, a LLCC email account accessed by simply using the address AskAQIP@llcc.edu. Comments submitted to this email address will be reviewed by the AQIP Steering Team co-chairs. Please do not send us grammatical errors. Those will be addressed in the edit that is taking place concurrent to the internal comment period. The edited Systems Portfolio will be submitted to the HLC on Wednesday, May 31st.

The AQIP Steering Team encourages everyone to become familiar with the College's Systems Portfolio. It is truly an opportunity to learning more about how your everyday efforts contribute to LLCC achieving its mission.