

## AQIP Systems Portfolio/E-folio for NWACC

August 17, 2009

### Timeline for Re-Accreditation

1. Application to Join AQIP
2. AQIP Examiner Survey
3. Strategy Forum - Year 1
4. Conversation Day - Year 2
5. Action Projects - Year 2
6. Annual Updates - Year 2 and 3
7. Systems Portfolio - **Year 4 (We Are Here)**
8. Systems Appraisal – Year 5
9. Quality Checkup Visit - Year 6
10. Reaffirm Accreditation - Year 7  
(Recycle through steps 4 - 9)

### What is the Systems Portfolio?

A 75-100 page public portfolio describing NWACC's fundamental institutional processes and systems.

The Portfolio covers the nine AQIP Categories, describing processes, results, and improvement questions in each category, and shows evidence that the institution continues to meet the HLC's five Criteria for Accreditation.

Once created the Systems Portfolio is continually updated to reflect changes in the institution's systems and processes.

The Portfolio is a valuable resource for both internal and external audiences, including specialized accrediting organizations, state higher education agencies, prospective employees, and other stakeholders.

## **Components of Systems Portfolio**

**Institutional Overview-** Is a brief description that summarizes what is most important to NWACC and the key factors that are influencing your overall direction.

**Nine Categories (P, R, & I Questions)** - Each of the Categories deals with a related group of processes, and allows an organization to analyze, understand, and explore opportunities for improving these processes. The Helping Students Learn section will occupy twice the space of any of the other eight categories in your portfolio.

**Self Evaluation-** For each category, we will self identify which systems are strong and healthy, distinguishing them from the ones that present opportunities for improvement.

### **E-Folio: An electronic format for the Systems Portfolio**

The Systems Portfolio is a living document developed by a cross-functional group of the college's faculty and staff. NorthWest Arkansas Community College has chosen an electronic format, the e-Folio, which has been endorsed by AQIP to address the AQIP nine Categories and Higher Learning Commission's five criteria for re-accreditation. The 100 page document allows NWACC to address the Process, Result and Improvement questions related to each of the AQIP nine Categories in a transparent, all-accessible format. The electronic version will serve as a warehouse of information related to how our processes work.

The initial e-Folio will act as a benchmark of where we are now reflecting current procedures and systems processes. Over the course of the next two to three years, the e-Folio will be updated regularly to reflect process and systems improvements based on continuous improvement interventions. These updates will not only show how we have improved processes but will give evidence in the form of results and measurable outcomes.