

Action Project

Title: **Systems Portfolio Revision**

Category: **Leading and Communicating**

Timeline:

Planned project kickoff date: March 18, 2009

Target completion date: August 31, 2011

Actual completion date:

1. Describe this Action Project's goal in 100 words or fewer:

This project will revise and align the institution's original 2000 AQIP Systems Portfolio format and questions to the 2008 Revision document format and questions. The revised version will be required for all future Systems Appraisal Reporting. The institutional will use this opportunity to improve and update the Systems Portfolio, which will then be updated on an annual basis.

2. Describe briefly your institution's reasons for taking on this Action Project now – why the project and its goals are high among your current priorities:

Wayne State College completed its first Systems Portfolio in November of 2004. The first Systems Appraisal Feedback Report was received on March 28, 2005. The Portfolio was updated and revised in 2007 prior to the Quality Checkup onsite visit held May 23-25, 2007. The Institutional Actions Council (IAC) of the Higher Learning Commission met on April 28, 2008 and voted to continue the accreditation of Wayne State College through the Academic Quality Improvement Program. The Higher Learning Commission Board of Trustees validated the IAC action through its validation process that concluded on May 8, 2008. The Systems Portfolio was revised in the fall of 2008 prior to submission for the Systems Appraisal Feedback Report that was received on February 25, 2009.

Wayne State College has attended three Strategy Forums in Lisle, Illinois. The first Strategy Forum in June 2001 was a peer review process involving other institutions in AQIP. It is a requirement in the AQIP process and was organized by the Higher Learning Commission. Various activities were scheduled to allow institutions to interact and review institutional plans for continuous improvement. The second Strategy Forum was attended in June of 2005 following the first Systems Appraisal Feedback Report. The third Strategy Forum was attended in October of 2009 following the second Systems Appraisal Feedback Report.

From January through July 2008, AQIP invited all its participants — both institutions and reviewers — to suggest improvements to the AQIP Category items originally published in 1999-2000. Higher educators submitted hundreds of suggestions and comments, and a new 2008 version was created to incorporate the numerous improvements suggested over the previous (1999- 2000) version. Beginning November 2009, institutions submitting Systems Portfolios for review must use this version, but any institution submitting a Systems Portfolio on or after November 2008 may use this version. Therefore, Wayne State College began the process of revising and updating the Systems Portfolio to be ready for the next Systems Appraisal in 2012.

3. List the organizational areas – institutional departments, programs, divisions, or units – most affected by or involved in this Action Project:

The Systems Portfolio will explicate each of the major systems the institution currently employs to accomplish its mission and objectives. To present its systems, the institution will answer specific questions for each of the nine AQIP Categories. For each system, the questions deal with processes, results, and improvement. The completed Systems Portfolio will be shared, electronically on the Wayne State College Web site to be viewed by all of the institution's faculty, staff, and administrators and by the public served by the institution.

Once revised, the Systems Portfolio will serve as an up-to-date account of the key systems and processes of Wayne State College. The completed Systems Portfolio will provide the institution with a credible, ready-to-use accountability report for all constituencies interested in institutional performance—specialized accrediting agencies, state regulators, funding and grant agencies, voters, legislators, and various public groups.

The Systems Portfolio will also serve as a common ground for internal discussions of where and how to best direct efforts for improvement. During the fall 2011 biennial strategic planning retreat, the revised Systems Portfolio will be used as a foundation for discussion to identify current strengths and opportunities, which can be included in the Strategic Plan for 2012-2014. The Systems Portfolio will also assist newcomers to the institution—both potential employees and new representatives of critically important stakeholder groups—with a quickly absorbable picture of how the institution works and what it is achieving. This will be especially important as a new president is scheduled to be hired by July 1, 2011.

4. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve.

The institution expects the revised Systems Portfolio to be easier to update and annual updates are planned. The Strategic Planning Council is looking into the feasibility of creating an electronic version of the Systems Portfolio using a commercial product. The product being considered would allow writing teams' access to their sections of the portfolio for ease in updating. The Faculty Senate is using the academic year 2010-2011 to create a faculty handbook and recommending to standing committees that they review their constitutions/bylaws in order to make the necessary changes so they can be up-to-date and included in the faculty handbook. This will formalize some informal processes used across the institution and assist in identifying processes used for the Systems Portfolio.

5. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

Planning for this project began as an agenda item of the Strategic Planning Council on February 4, 2009. Discussion was held and writing teams for each category were strategized. Final planning was completed during the Strategic Planning Council meeting on March 4, 2009. Initial letters to chairs of the writing teams were sent on March 18, 2009. A timeline was established to have the first drafts completed by the fall of 2009. Additional time was determined to be needed by several of the writing

teams as the School of Education was preparing for a successful National Council for Accreditation for Teacher Education (NCATE) re-accreditation during the 2009-2010 academic year. A new emphasis was placed on completing the revision process by the fall of 2011. A self-evaluation will be conducted prior to the fall 2011 Strategic Planning Retreat and strengths and weaknesses found in the Systems Portfolio will be used in the development of the 2012-2014 Strategic Plan. Necessary updates will be made to ensure the Systems Portfolio is ready for the Fall 2012 Systems Appraisal process.

6. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

The Strategic Planning Council will monitor the progress of the Systems Portfolio revision with oversight by the AQIP Accreditation Liaison Officer and the Vice President for Academic Affairs.

7. Describe the overall “outcome” measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

The Strategic Planning Council will conduct a self-evaluation of the institution’s strengths and opportunities within the revised Systems Portfolio for maximum value from the Systems Appraisal process. The revised, updated Systems Portfolio will be ready for the Fall 2012 Systems Appraisal process.