

Narrative of 2008 CAC Systems Portfolio Process

Following the 2007 Higher Learning Commission Annual Meeting, the Senior Vice President of College Services, the Vice President of Academic Programs and Services, the Vice President of Student Services, and the Executive Director of Planning and Research developed a preliminary timeline and plans, including the establishment of nine team champions. The group brainstormed a potential list of personnel, related to each category with the intent of balancing each team's perspective and knowledge they would bring to the process. In addition, selection included an evaluation of personnel responsible for existing reports related to the nine categories found in the Systems Portfolio.

In June 2008, CAC's Systems Portfolio champions met for the first time. The meeting focused on providing a brief overview of the accreditation process, defining the goals and purposes of a Systems Portfolio, explaining and establishing each team champions' role and assignment. In addition, a timeline with deadlines for the entire process was presented. It was recommended that champions begin by reviewing the 2004 version and the opportunities/outstanding opportunities (O/OO) identified by the 2004 Systems Appraisal. Teams were also encouraged to contact other individuals or areas to gather information and data for their assigned category.

In July 2008, the Vice President of Academic Programs and Services, the Senior Vice President of College Services, the Executive Director of Institutional Planning and Research, the Coordinator of Accreditation and Quality Initiatives, a Communications faculty member, and their administrative supports received training for an online version of CAC's Systems Portfolio (e-folio). The Communications faculty member and Executive Director of Institutional Planning and Research were designated as super-users. This role provides complete management and administrative control of the e-folio website.

A core editing team consisted of the Coordinator of Accreditation and Quality Initiatives (content), the Executive Director of Planning and Research (supporting data), a Communications faculty member (writing), and the Special Assistant for Leadership Initiatives (historical data). Teams electronically forwarded their drafts to the Coordinator of Accreditation and Quality Initiatives. Once drafts were received, the editors continually communicated, met, and collaborated to compile information into a solid document. Each Governing Board received a hard copy of the draft and members were invited to provide feedback. The President also invited the internal CAC community, to review, comment, and provide feedback on the draft, via the e-folio website.

Governing Board members and other key stakeholders received professionally printed copies of the final document. Plans for communicating the completion of this process include a presentation to each of the constituency groups, email announcement to the internal CAC community, updating CAC's accreditation web pages to include links to the documents, and articles in the local newspapers. In addition, champions completed a survey evaluating the process, which will assist in refining the process and developing future recommendations.