

**DIN: 1010-2-03**  
**Name of Process: Updating the AQIP Systems Portfolio**

**Purpose**

To ensure that the AQIP Systems Portfolio is kept up to date.

**Scope**

This includes all AQIP categories.

**Definitions**

The following is a list of key definitions:

Term/Phrase	Definition
AQIP	Academic Quality Improvement Program
Systems Portfolio	Formal document that documents college responses regarding context, process, results, and improvements for nine categories. The document is reviewed by a team of trained reviewers, who provide a Feedback Report to the institution.
Systems Appraisal	Process by which the document is reviewed.
Feedback Report	Report developed by the reviewers to provide feedback to the institution on its strengths, super strengths, opportunities, and outstanding opportunities as recognized from the Systems Portfolio.

**Process**

The table below describes responsibilities for this process:

*(Write the stages, who does each, and what the stage entails. Typically a new stage starts when the policy changes hands.)*

Stage	Who	Description
1	AQIP Coordinator	Each October, meets with Planning Team Chairs to begin process of reviewing Systems Portfolio for potential updates. Provides guidance regarding process and solicits data requests from the Chairs. Provides the data, if possible, to the Chairs for their review.
		IF the institution has undergone a Systems Appraisal and received a Feedback Report since the last year's Systems Portfolio review
		THEN the teams are responsible for reviewing and processing the feedback provided in the Feedback Report.
2	Team Chair	Reviews System Portfolio for team's category(s). Makes notation of things that have changed/new processes/new results/new improvements within the category(s) Convenes Team for Systems Portfolio Review.
		IF revisions are needed/ in order
		THEN develops draft of revisions needed and brings to the full Planning Team for their further input and development of revisions.

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		IF no revisions are needed/ in order	Chair verifies to the AQIP Coordinator that no changes are in order after confirming this with the Planning Team.
3	Planning Team	Reviews portfolio as currently published and reviews Team Chair's list of changes, updates. Modifies, adds to, deletes as needed , or agrees that no changes are needed. Team Chair returns changes to AQIP Coordinator.	
4	Executive Team	Reviews changes/additions, etc, from all teams for all categories. Submits changes to AQIP Coordinator.	
5	AQIP Coordinator	Enters agreed upon changes/revisions into Systems Portfolio. Notifies faculty/staff that revisions have been made.	

**Supporting references**

Listed below are college documents that support this process:

**Compliance References:**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

1010-1-01 Commitment to Quality

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