

## December 1, 2008 Systems Portfolio Update

Systems Portfolio Champion Group Leaders:

Good morning! Here's a brief update on our process for completing the AQIP Systems Portfolio for our June 1, 2009 deadline.

**1) Technology Tools.** Last week, I sent an e-mail about two technology tools available to you: the AQIP [Systems Portfolio page](#) on MCC's web, and this e-mail address, [systems.portfolio@mcc.edu](mailto:systems.portfolio@mcc.edu). If you have any questions about these tools, please don't hesitate to contact me.

**2) Portfolios from Other Institutions.** As you can imagine, I have been busy reading portfolios completed by other schools; I've also been reading the feedback reports those schools have received in response. One noteworthy case study is Johnson County Community College in KS. Below are links to their 2008 portfolio and feedback report.

<http://www.jccc.edu/home/download/16331/AQIPPortfolio.pdf>

<http://www.jccc.edu/home/download/17769/SystemsAppraisalFeedback.pdf>

I don't expect you'll have time to read these, but I thought you might want to have a look at them. I will continue to study the portfolios and feedback reports of other institutions as we prepare to write and submit our portfolio. (In the event you do examine these documents, please note that the questions have changed slightly since the 2008 revision: there are no longer "Context (C)" questions in the portfolio, and some of the other questions you are working on were combined from the previous versions).

**3) Feedback Coding.** Every student wants to know how their work will be "graded." While the Systems Portfolio isn't a test, I thought you'd be interested in the feedback coding provided by systems appraisers. They use four codes:

SS = Outstanding Strength

S = Strength

O = Opportunity for Improvement

OO = Pressing or Outstanding Opportunity for Improvement

It is often helpful to "begin with the end in mind" when submitting materials for evaluation; knowing the evaluation structure should be helpful as we assemble the portfolio.

Thanks for your work, and let me know if you have any questions or if there is something I can do to help you.

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