

Southeast Tech
Higher Learning Commission Accreditation
EXECUTIVE SUMMARY

Purpose:

The purpose of this summary is to provide an update on the status of Southeast Technical Institute's accreditation process with the Higher Learning Commission (HLC).

Southeast Technical Institute uses the Academic Quality Improvement Program (AQIP) process to assure that the institute meets the accreditation requirements of the Higher Learning Commission. The eight-year AQIP cycle requires the institute to meet specific criteria in order to maintain its accreditation:

Action Projects (minimum of three) with Annual Updates: Current Action Projects: "Strategic Planning Process", "Develop a More Comprehensive Entrance Requirement Process", "Professional Development", and "Increasing Access for Underserved Populations".

Strategy Forums (two per eight-year accreditation cycle): Strategy Forums re-emphasize and align continuous quality improvement, develop specific action projects for implementation, and instruct institute personnel on how to effectively use quality improvement tools. Southeast Tech held an on-site Strategy Forum conducted by AQIP mentors on March 9-11, 2015.

Systems Portfolio (reviewed twice per cycle): The Systems Portfolio describes Southeast's processes, results, and improvements. Southeast Tech is currently updating its portfolio for a Fall 2016 review.

The Portfolio covers six key strategic areas:

Helping Students Learn: How we design and conduct programs and assess student learning;

Meeting Student and Other Stakeholder Needs: How we provide non-academic support services;

Valuing Employees: How we value employees - employee satisfaction, safety, recognition, etc.;

Planning and Leading: How we create our strategic plan, goals, and provide leadership;

Knowledge Management and Resource Stewardship: How we assure that we have the financial, facility, technology, and other key resources necessary to meet institute needs; and

Quality Overview: Our AQIP processes and how we move forward on our quality journey.

The portfolio revision process:

Step 1: Initial Conversion/Revision from Nine Categories to Six (2014-2016)

Step 2: Review and Revision by Institutional Committees and Teams (Early Spring 2016)

Step 3: Review and Revision by Southeast Tech Employees (Late Spring 2016)

Step 4: Review and Approval by Southeast Tech Council and Sioux Falls School Board (Summer 2016)

Step 5: Publication on Website and Submittal to HLC (Fall 2016)

Comprehensive Quality Review (two possible within 8-year cycle): HLC can require a quality review in 2017-2018, but this is unlikely. The 2021-2022 quality review requires an on-site peer review. HLC then determines the Reaffirmation of Accreditation, ending the eight-year cycle.

Summary:

Southeast Tech is progressing well on its AQIP eight-year accreditation cycle. This year the institute will complete the revision of its portfolio and will submit it to AQIP for review in Fall 2016.

Administration Recommendation to the School Board:

Acknowledge the Higher Learning Commission Accreditation Report.



Southeast Tech Accreditation Process Update

SIOUX FALLS SCHOOL BOARD REPORT

JANUARY 6, 2016

Academic Quality Improvement Program (AQIP)

- ▶ The Higher Learning Commission (HLC) is Southeast Technical Institute's institutional accrediting body.
- ▶ HLC accredits colleges and universities, not individual programs.
- ▶ AQIP is an accreditation process built on the concepts of continuous quality improvement.
- ▶ The AQIP eight-year cycle is designed to assure that higher education institutions are following the practices of continuous improvement and are meeting the requirements for HLC accreditation.

Southeast Technical Institute
AQIP Pathway Eight-Year Cycle Transition Map – Reaffirmation in 2013-14

Annual
Action
Projects



Academic Year (Cycle Year)	Institutional Activities	Peer Review	Commission Decision-Making ¹
2014-15 (Year 1)	Campus-based Strategy Forum Pilot	Annual Action Projects Filing	Annual Action Projects Response
2015-16 (Year 2)			
2016-17 (Year 3)	Submit Systems Portfolio	Conduct Systems Appraisal	
2017-18 (Year 4)	Possible Comprehensive Quality Review	Conduct possible Comprehensive Quality Review	Action on possible Comprehensive Quality Review
2018-19 (Year 5)	Attend one Strategy Forum		
2019-20 (Year 6)			
2020-21 (Year 7)	Submit Systems Portfolio	Conduct Systems Appraisal	
2021-22 (Year 8)	Federal Compliance Filing & Comprehensive Quality Review with final review of Criteria for Accreditation	Conduct Federal Compliance Review & Comprehensive Quality Review	Action on Comprehensive Quality Review & Reaffirmation of Accreditation

Action Projects

- ▶ Three Active Action Projects Required
- ▶ Three Yearly Action Project HLC Peer Reviews
- ▶ Current Action Projects (4)
 - Strategic Planning Process
 - Develop a More Comprehensive Entrance Requirement Process
 - Professional Development
 - Increasing Access for Underserved Populations
- ▶ Completed Action Projects (11)
 - Improving Efficiencies in Key Student Support Areas
 - Develop and Implement a Student Success Center
 - Develop the Southeast Technical Institute Council

Southeast Technical Institute
AQIP Pathway Eight-Year Cycle Transition Map – Reaffirmation in 2013-14

Strategy
Forums

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Strategy Forum

- ▶ Involves the Campus Stakeholders in the Quality Journey
 - On-Campus Strategy Forum
 - Held on Campus on March 9-11, 2015
 - Multi-Campus Strategy Forum
- ▶ Provides Opportunities for Strategic and Action Project Planning
- ▶ Puts Institution on Continuous Quality Reset
- ▶ Trains Campus Community on Continuous Quality Tools

Southeast Technical Institute
AQIP Pathway Eight-Year Cycle Transition Map – Reaffirmation in 2013-14

Systems
Portfolio
Update Due



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Systems Portfolio

- ▶ Describes Southeast's processes, results, and improvements in six categories:
 - Category 1: Helping Students Learn
 - Category 2: Meeting Student and Other Stakeholder Needs
 - Category 3: Valuing Employees
 - Category 4: Planning and Leading
 - Category 5: Knowledge Management & Resource Stewardship
 - Category 6: Quality Overview

Systems Portfolio

- ▶ Becomes the Institute's Living Continuous Quality Document
- ▶ Provides an Opportunity to Celebrate Successes
- ▶ Provides Peer Reviewer Feedback for Improvements (Systems Appraisal)
- ▶ Requires Portfolio Public Access

https://stinet.southeasttech.edu/ICS/Continuous_Quality/Systems_Portfolio.jnz

Next Portfolio Due: November 2016

Systems Portfolio Revision Process

- ▶ Step 1: Initial Revision and Creation by Institutional Research Office and Contracted HLC Mentor (2014-2016)
 - ▶ Previous Portfolio Conversion (Nine to Six Categories)
 - ▶ Initial Responses to New Questions and Revisions to Previous Responses
 - ▶ Update Results and Improvements
- ▶ Step 2: Review and Revision by Committees and Teams (Early Spring 2016)
- ▶ Step 3: Review and Revision by Southeast Tech Employees (Late Spring 2016)
- ▶ Step 4: Presentation for Review and Approval by
 - ▶ Southeast Tech Council (Summer 2016)
 - ▶ Sioux Falls School Board (Summer 2016)
- ▶ Step 5: Publication on Website and Submittal to HLC (Fall 2016)

Southeast Technical Institute
AQIP Pathway Eight-Year Cycle Transition Map – Reaffirmation in 2013-14

Comprehensive
Quality Review

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Comprehensive Quality Review

- ▶ 2017-2018 Review Unlikely
- ▶ 2021-2022 Marks the Completion of the Eight Year Accreditation Cycle
 - Requires Site Visit of Peer Reviewers
 - HLC Determines Reaffirmation of Accreditation

Questions?