



ARCHIVING AQIP PATHWAY ACTION PROJECTS

Information for Institutions

The Higher Learning Commission (HLC) began the process of phasing out the AQIP Pathway in June 2018. To allow institutions to focus on their transition to a different pathway, HLC will no longer require institutions to submit updates on Action Projects as of September 1, 2018. The HLC systems that host information about institutional projects, the Action Project Network and Action Project Directory Archive, will be taken offline after December 31, 2018. Institutions must export any information they wish to save about their projects from these systems before then. This document provides instructions for accessing and exporting that information. For more information about the plan to phase out the AQIP Pathway, visit hlcommission.org/aqip.

ACTION PROJECT NETWORK

NETWORK ACCESS

Team Leaders and the users they have added to their team can log in to the Action Project Network at collaborate.hlcommission.org/aqip.

User Name: The user name is always the email address associated with an individual profile. To recover the user name, a user can click “Forgot your username” on the login page. The user name will then be sent to the email address associated with the account.

Password: A user’s password can be reset by clicking “Forgot your password” at the bottom of the login page and following the prompts.

EXPORTING PROJECT INFORMATION

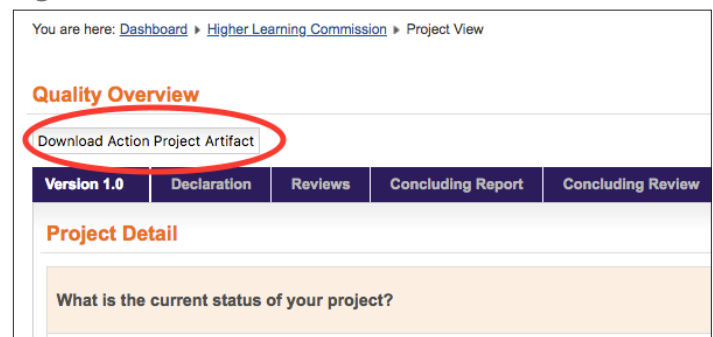
After a successful login, the user will see a Dashboard that includes a list of the institution’s Action Projects and indicates each project’s current phase. The steps for exporting project information will differ based on a project’s phase.

Completed Projects

If a project is listed as “completed,” the user can take the following steps to download the project information:

1. Click on the title of the Action Project in the project list on the Dashboard.
2. Click “Download Action Project Artifact” on the project page (see Figure 1).
3. Follow the browser prompts to save a PDF of the project.

Figure 1

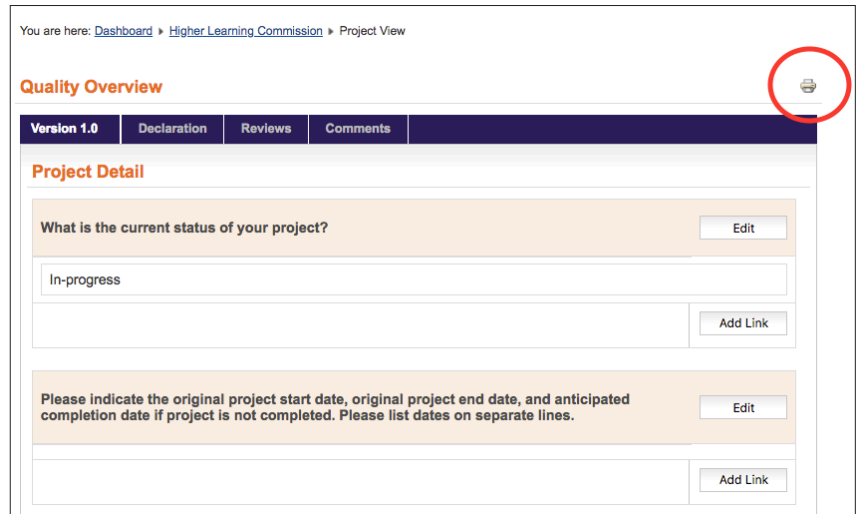


Incomplete Projects

Follow the steps below to export information for a project that is listed as anything other than completed. This include projects listed as active, draft, in review, in update, locked, reviewed, and update pending.

1. Click on the title of the Action Project in the project list on the Dashboard.
2. Click the print icon in the upper right corner of the page (see Figure 2).
3. In the dialog box that opens, choose which projects elements you'd like to export (or click "select all") and then click the Print button.
4. Follow the browser prompts to print the project information or save it as a PDF.

Figure 2



ACTION PROJECT DIRECTORY ARCHIVE

This archive provides information about Action Projects developed by institutions on the AQIP Pathway from 2000–2016. Institutions may have already saved information from these projects when the Action Project Directory was taken offline and replaced with the Action Project Network in 2016. If not, follow the instructions below for saving project information from the archive.

Note: The archive only displays the project declaration and update. It does not include project reviews.

1. Access the archive at <http://apdarchive.hlcommission.org/index.php>.
2. Select your institution from the drop-down list and click "Find Projects" (see Figure 3). The list of projects will be displayed below the search form.
3. For each project you wish to save, click "View Action Project in separate window" (see Figure 4). This will open an Action Project Details page in a new tab or browser window.
4. Using your browser tools, print or save the Action Project Details page as a PDF.

Figure 3

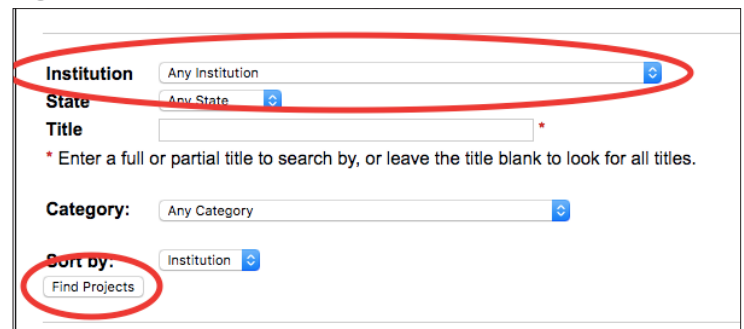


Figure 4

