Portfolio Submission Lessons Learned

The below suggestions were developed upon review of four "accelerated" EEQ CERT portfolios by programs in the State of Kentucky's University and Community Technical College system.

✓ Point reviewers to **specific evidence** that answers the subcategory.

✓ If one document is being referenced for multiple subcategories, **use highlighter or provide specific page numbers** where the evidence for that subcategory is addressed.

✓ Consider it a requirement to **provide a matrix** that maps the EEQ to the existing assessment framework. This helps show that the EEQ are being met and where they are being met in a program.

✓ **Do not provide only blank forms** as evidence; provide the form and the most recent summary of outcomes data derived from the form. For example, don't provide just the student survey; provide a summary of the most recent student data.

✓ Even approximate practices help. For example, most programs do not report the EEQ attainment in transcripts; however, more programs can show other ways of demonstrating attainment, such as badges and other micro credentials, certificates, and formal internship evaluation reports.

✓ For **Category 2,** the strongest evidence would be syllabi showing how career services is integrated and data showing usage of career services.

✓ For programs that have advisory boards, **minutes that show the contribution of employers, students and alumni** to discussions regarding program development and outcomes provides the strongest evidence.

✓ To show continuous improvement, the program should provide evidence that shows **how input from employers, students, and alumni are being used** to make changes. This can be in the form of a couple of examples of improvements that were made based on input**.**

✓ When showing how the program reports its outcomes to the public, provide the **exact web address** where these outcomes are given.

ESSENTIAL
EMPLOYABILITY
QUALITIES

EEQ CERT

CERTIFICATION