

Shasta Bible College and Graduate School Assessment Plan

Assessment Plan (revised to match TRACS' Standards and the Organizational Committee Structure)

Assessment of management, including the President and Board of Trustees, is conducted annually. The Board of Trustees evaluates the President. The Chairman of the Board and the President evaluate the trustees; and the trustees conduct a self-evaluation.

All other levels of evaluation, including performance reviews on all administrative, faculty and staff personnel, are conducted under the supervision of the President and the Academic Dean according to the Assessment Plan (see appendices).

Selected procedures have been scheduled on the Annual Assessment Calendar (Appendix 12.23) to provide the data for annual reviews by the appropriate committee or subcommittee.

The Assessment Plan is revised annually from the feedback of committee or subcommittee members under the supervision of the Academic Dean.

See the TRACS "Institutional Effectiveness Manual" for assistance in developing your assessment plan.

Assessment Guidelines:

1. The work of assessment is all pervasive in the duties of all committees, subcommittees and departments and involves mutual interaction, reflection, and support.
2. Assessment is one of the principal means to improve the ministry and mission of the College and requires the contribution of every individual in the ongoing cycle of research, planning, assessment and evaluation.
3. Each committee and subcommittee is responsible for the assessment in their department, the preservation of all completed assessment tools (needed for review by committees and subcommittees and for accreditation teams), and the submission of reports with recommendations to the Assessment Subcommittee which analyzes the data and recommends action or modifications in policies and procedures to the appropriate committee or subcommittee.
4. Each committee and subcommittee should amend its policies and procedures according to the Standards and Criteria in TRACS' *Accreditation Manual*.
5. Assessment instruments and reports should clearly denote and address the appropriate standards in the College's assessment plan in the order they occur.
6. Committees and subcommittees should make every effort to meet all due dates on the assessment calendar.

Administrative Committee

Chair: Nicholas; Vice-chair: Wellock

The President completes **Evaluation Forms** for all administrators and staff annually according to the job description in the *Faculty and Staff Handbook: Policies and Procedures Manual*.

The Administrative Committee administers the **Needs Assessment Survey for the Staff** each year and submits the results to the Assessment Subcommittee and the President.

- Business Affairs/Finance Subcommittee

Chair: McEntire

A certified public accountant conducts a **financial audit** every year to assist in the planning process for all levels. He also issues regular **quarterly reports** to the business office for review by the Director of Finance and the President.

This subcommittee submits **financial reports** to the Board of Trustees to assist their review of the purpose and goals of the College.

The subcommittee provides **financial reports** to all faculty and staff every semester to stimulate and solicit further input from committees and subcommittees for the assessment process. Reports are made available also to alumni and other interested parties upon request.

This subcommittee performs the following tasks:

- 1) Establishes and revises policies and procedures for handling all financial matters in order to improve the internal control and safeguard assets;

- 2) Implements and maintains the accounting system to provide accurate and timely reports;
- 3) Reviews, approves and compares actual and budget amounts in order to ensure a positive current financial position and to facilitate the actions of the Board and the accuracy of the Boards minutes;
- 4) Supplies a five-year financial forecast (showing total revenues and expenditures by category and net excess or deficit) that can be incorporated into the long-range planning of the institution;
- 5) Establishes a formal budget process to include timetables, personnel, and procedures so that the Board of Trustees might record in the minutes the approval of the budget before the beginning of the academic year;
- 6) Provides an accounting for all investments and investment policies for the Board's evaluation and action.
- 7) Receives **Recommendations for the Annual Budget** and keeps a running list of all current needs identified by the faculty and staff. This list helps to prioritize budgetary needs and to make allocations in the annual budget.

- Financial Aid Subcommittee

Chair: Iles

The **Financial Aid Policies and Procedures Manual** is revised regularly to improve the financial aid operations of the College and to comply with any changes in federal and state financial aid regulations. The **SBC Student Evaluation of Financial Aid** form assesses the services of the Office of Financial Aid and solicits suggestions for improvement.

This subcommittee submits all recommendations and revisions in policies and procedures to the Administrative Committee for approval and implementation.

- Institutional Advancement/Development Subcommittee

Chair:

Nicholas; Vice-chair: Wellock

The **Annual Analysis of Donor Contributions** includes a survey of individual donors, corporate donors and church donations.

The **Annual Review of Fund-gathering Policies** is completed by the Board of Trustees in conjunction with the President and Institutional Development personnel.

The **Annual Review of All Marketing and Promotional Materials** is completed with the assistance of the Enrollment Manager. This subcommittee evaluates and updates all promotional materials of the College. This subcommittee also seeks to determine the attitude of the local community towards the College.

The **Alumni Survey** is administered by the Executive Assistant to the President who submits the results to the Assessment Subcommittee and the President. The President reviews these findings with the Board of Trustees, especially as they concern management and resource development.

The **Annual Review of Investment Policies and Strategies** is conducted by the Board of Trustees in conjunction with the President and the Office of Business Affairs, looking carefully at relevance and appropriateness in light of current financial conditions.

The **Student Recruitment Analysis Survey** is administered by the Student Enlistment Administrator and the Enrollment Manager to students to determine the factors that influenced them to attend Shasta Bible College. This survey addresses various issues such as the effectiveness of promotional materials and techniques and the relative support of college constituencies

- Institutional Effectiveness/Assessment Subcommittee

Chair: Brown

Assists as needed in the development and interpretation of **all assessment** administered by committees and subcommittees.

Keeps a record of **all assessment reports with their recommendations** on file and submits the results of the various assessment instruments to the appropriate committees and administrators for evaluation, research and budgetary planning.

- Institutional Purpose, Goals and Objectives Subcommittee
Chair: Nicholas
The Administrative Committee and the Board of Trustees are to consider **all assessment instruments and or reports** regularly to determine whether educational outcomes are in conformity with the purposes, goals, and objectives of the College.
Recommendations are reviewed and approved first by the Administrative Committee in preparation for the final decision by the Board of Trustees meetings in May or September.
- Physical Plant/Health & Security Subcommittee
Chair: Wellock; Vice-chair: Kellogg
Administers the following assessment tools: **Annual Fire Inspection Preparation Checklist, City of Redding Fire Department Annual Fire Inspection Form, Annual Fire Alarm Inspection Checklist, and Semi-Annual Smoke Detector Inspection Checklist** each year to assess future needs, job performance and all areas of the grounds and maintenance.
Keeps a current log of assets and expenditures, a record of current inventory, a calendar of duties and responsibilities, and a budget projection for the current year
Creates and updates a set of policies and procedures along with a budget and a timeline to provide for current and future projects.
- Publications Subcommittee
Chair: Gunn; Vice-chair: Brown
This subcommittee annually incorporates all changes in **the College Catalog, the Faculty and Staff Handbook, Student Handbook** and various promotional brochures that are approved by the Administrative Committee and the Academic Committee. The Board of Trustees annually approves all revisions of the College's official documents by August 1.
- Student Life/Student Development Subcommittee Chair: Stone; Vice-chair: Breshears
This subcommittee administers the **Needs Assessment Survey for the Student** each year to procure student input for all campus programs and activities.
The subcommittee also gleans data from other assessment instruments such as **Field Ministries reports** from field supervisors, **Exit Interviews Forms** and **Library Checkout Forms** for non-returning students and **recommendations** from employers, churches, and parachurch ministries. Depending on its nature, the data is normally kept by the Dean of Students or in the student's file by the Registrar; the interpretation of the data is forwarded to the Assessment Subcommittee.
This subcommittee submits assessment outcomes for review to the Assessment Committee which distributes them to the appropriate committees and subcommittees for evaluation, research and planning.

Academic Committee

Chair: Brown

To determine the current needs and concerns of the faculty, the Academic Committee annually revises and administers the **Needs Assessment Survey for the Administration and Faculty** and submits the data with recommendations to the Assessment Subcommittee and the President.

The appropriate Department Chair is responsible for **pre-testing** to help entering students to determine their course of study. The Chair also evaluates test results from both on-campus and off-campus sources for this purpose.

- Admissions and Records Subcommittee
Chair: Gunn; Vice-chair: McCarthy
The Office of Admissions and Records retain **student files, grades, cumulative GPA, grade distribution, full-time equivalency (FTE), academic deficiencies and failures, graduation rate, and a compilation of statistics for various surveys and reports**. These files and records are necessary for planning and development in every department of the College
The student's permanent file contains semester **grades** and denotes **changes in the cumulative GPA** to indicate and monitor student progress by faculty advisors, the Dean of Admissions, and when

necessary the Academic Dean. Attention is given to changes in **the cumulative GPA**.

Term papers, essay exams and other completed assignments may be submitted by faculty to the Registrar for the student's file to indicate continued progress and achievement.

- Curriculum/Program Changes Subcommittee

Chair: Brown

The Curriculum Committee considers the changes in the course offerings and programs proposed in the various evaluation instruments of the College.

Curriculum and program changes normally originate from assessment and research supervised by the Department Chairs or by the Faculty Committee. Adoption of course or program changes requires the process in the *Faculty and Staff Handbook: Policies and Procedures Manual 9.10.2.8.4*.

The Curriculum Committee annually reviews the **Student Course Evaluations, Peer Faculty/Course Evaluations, the Alumni Survey** and other assessment instruments for ideas and suggestions to improve the learning experience. Other assessment materials are collected through the various duties of faculty and staff, including the following:

- 1) The Curriculum Committee annually reviews the results of **entrance exams** with the Dean of Admissions to determine any need for substantive changes or additions to the academic program.
- 2) The Academic Dean reviews the **syllabi** each semester to assure that the proper level of instruction and expectations are maintained. Review of distance education syllabi should be made each August, December and May.
- 3) Faculty members submit a **grade sheet** for each class to verify accuracy of calculation to resolve student appeals. The grade sheets are kept indefinitely by the Registrar.
- 4) Faculty occasionally submit **samples of students' work** if they indicate the success of a particular class or program. The **doctrinal statements of graduating seniors** are kept by the Registrar in their permanent files

- Distance Education Subcommittee

Chair: McCarthy; Vice-chair: Gunn

This subcommittee meets semiannually (or more often as needed) to evaluate and assess progress in the distance education programs, to confer with the appropriate personnel about distance issues, to revise and update **The Distance Education Policies and Procedures Manual**, and to submit any revisions to the Academic Committee for approval.

The **Distance Education Student Course Evaluation** provides input from students for further evaluation and assessment.

- Faculty Evaluation Subcommittee

Chair: Brown

Students fill out the **Student Course Evaluation** for each course they take during the last week of each semester.

Similarly, **Peer Faculty/Course Evaluations** are made periodically to encourage professional development. Faculty are expected to arrange a class time evaluation with a colleague or administrator of the college.

The completed forms are submitted to and retained by the Academic Dean so that the teacher may review, consider, and implement changes for future classes.

Each faculty member is encouraged to develop and regularly update a **professional development plan** for his or her file which is based primarily on the Student Course Evaluation and the Peer Faculty/Course Evaluation. To assist in this process, helpful printable modules for self-evaluation are available courtesy of the Biola Center of Faculty Development at www.gospelcom.net/cccu/research/biola/index.html

This subcommittee makes or updates a **faculty analysis** each year to identify candidates for promotion in rank.

This subcommittee annually evaluates the **Faculty Professional Growth Request Forms** turned in by the Faculty Committee for individual faculty members and recommends the allocation of funds for professional improvement to the Business Affairs/Finance Subcommittee.

This subcommittee keeps a record of **all assessment reports with their recommendations** on file and

submits the results of the various assessment instruments to the appropriate committees and administrators for evaluation, research and budgetary planning.

- Instructional Support Subcommittee:

Chair: Williams

Library/Labs, Learning Materials/Equipment

The Head Librarian administers the **Library Survey** each year to update plans and to develop and improve the services of the library. Results with recommendations are submitted to the Assessment Committee for evaluation.

Inventory is made periodically to assess needed acquisition of materials and equipment.

- Scholarship Subcommittee

Chair: Iles

This subcommittee meets once a year in April to select qualified and deserving recipients for the various scholarships and awards of the College. The **Scholarship Selection Form** is used to list nominees and recipients. In addition, subcommittee members are encouraged to find additional private scholarships from the College constituency and the community.

- Teaching Site Subcommittee

Chair: McCarthy

This subcommittee assesses the off-site teaching programs by **attending bi-annual administrative meetings** and by **assessing the need** for off-site programs.

This subcommittee selects a teaching site from each of the seven regions in Northern California to determine the need for the Masters, Degree Completion, and the ACSI Programs in those regions

Subcommittee personnel go to all the regions where programs exist or could be administered. to determine if the building site, classroom configurations, site administrator, site availability, and audio/visual products will meet the requirements for the teacher certification in the ACSI and Masters program. They use the **Teaching Site Evaluation** form to collect their data.

A contract for a site is complete when the **Contract Education: Off Campus DCP, ACSI, and Masters Programs** form is signed by both parties and returned to the Off Site Coordinator.

Faculty Committee – Wilcox, Kerr, Iles, Meyer

Chair: Wilcox

- Faculty Professional Growth Subcommittee

Chair: Wilcox

The officers of this subcommittee distribute and collect the **Faculty Professional Growth Request Forms** each year, then submit them with recommendations to the Faculty Evaluation Subcommittee.

- Faculty Welfare Subcommittee

Chair: Wilcox

The **Faculty Welfare Survey** is developed and administered by the Faculty Committee regularly to recommend changes in the *Faculty and Staff Handbook: Policies and Procedures Manual*, to identify and ameliorate special needs, and to address hardships and grievances of the faculty.

Recommendations are turned in to the Assessment Committee which reviews and delivers them to the appropriate committee or subcommittee for consideration.

Administrative Calendar Format Options: Generic Assessment Cycles:

Monthly meetings (by week)

1. Administrative and Academic Committees
2. Subcommittees
3. Departmental Meetings
4. Faculty Committee/workshops

Yearly Committee Meetings (odd months)—See administrative calendar in *Faculty/Staff Handbook*

- September: Research: problems/needs
- November: Planning: proposals/goals
- January: Assessment: Benchmarks
- March: Evaluation: Reporting
- May: Decision: Implementation

Yearly Assessment Cycle (even months)—See Response 2 to TRACS Evaluation Team Recommendations

- October: Revision of instruments
- December: Administration of instruments
- February: Interpretation of instruments
- April: Evaluation of results of instruments

Job Descriptions--Monthly topic--Policies & Procedures Manuals (PPM)

- August: Admissions/Records; Financial Aid
- September: Library Manual; Teaching Site Handbook; Distance Education
- October: Using your job description as guide, write a draft of your PPM
- November: Revise your job description as you finalize your PPM
- January: Academic Program (Academic Dean)
- February: Student Development (Dean of Students)
- March: Business Affairs/Finance (Director of Finance)
- April: Physical Plant (Director of Grounds and Maintenance)
- May: Administration and Development (President)
- [Or research=rough draft (November), presentation (January), revision (February), presentation to review for further corrections (March), submission of final draft (April)]

Curriculum Committee (5 stages)---See Response 11 to TRACS

- October: Faculty Committee submits proposals to Academic Dean
- November: Academic Committee & Department Head review and suggest revisions
- December: Department Head submits to Curriculum Committee
- January: Curriculum Committee evaluates and proposes timeline for implementation
- February: Faculty Committee responds to recommendations of Curriculum Committee
- March: Corrections are made by the Curriculum Committee and submitted for approval

Assessment Tool Assignments

Baugh (Bookstore Manager)	<ul style="list-style-type: none"> •Bookstore Assessment Survey
Breshears (Dean of Students)	<ul style="list-style-type: none"> •Student Needs Assessment Survey •Dormitory Check In/Check Out Forms (evaluation) •Field Ministry Reports •Exit Interview Forms •Recommendations from Employers (as available)
Brown (Academic Dean)	<ul style="list-style-type: none"> •Faculty Professional Growth Request Form (Evaluation) •Faculty Welfare Survey • Needs Assessment Survey for the Administration and Faculty •Peer Faculty/Course Evaluations •Student Course Evaluation Forms •Campus Requests for the Budget •Course Syllabi
Gunn (Dean of Admissions and Records)	<ul style="list-style-type: none"> •Entrance Exams •Attendance/Grade Sheets
Hendrich (Director of SOAR Program)	
Iles (Director of Financial Aid)	<ul style="list-style-type: none"> •Financial Aid Policies and Procedures Manual •SBC Student Evaluation of Financial Aid •Scholarship Selection Form
Jackson (Assistant Librarian)	
McCarthy (Administrative Assistant, External Studies)	
McCarthy (Director of External Studies)	<ul style="list-style-type: none"> •Teaching Site Evaluation Form •Faculty Professional Growth Request Form (Distribution and Collection) • Needs Assessment Survey for the Faculty (Distribution and Collection) •Peer Faculty/Course Evaluations (Distribution and Collection) •Student Faculty Evaluation Forms [i.e., Course Evaluations] (Distribution and Collection) •Campus Requests for the Annual Budget (Distribution and Collection)
McCarthy (Director of Professional Education)	
McCarthy (Distance Education Coordinator)	<ul style="list-style-type: none"> •Distance Education Student Course Evaluations
McCarthy (The Registrar)	<ul style="list-style-type: none"> •Student Files and Records •Student Transcripts •Annual IPEDS Report
McEntire (Controller)	<ul style="list-style-type: none"> •Financial Audit •Quarterly Reports •IPEDS Report •TRACS Report •Financial Reports •Faculty Professional Growth Request Form (Distribution and Collection)
McEntire (Director of Finance)	<ul style="list-style-type: none"> •Financial Audit •Quarterly Reports •IPEDS Report •TRACS Report •Financial Reports •Faculty Professional Growth Request Form (Distribution and Collection)
Nicholas, David (President)	<ul style="list-style-type: none"> •Evaluation Forms •Annual Review of Fund Gathering Policies Form •Annual Review of All Marketing and Promotional Materials •Annual Review of Investment Policies and Strategies
Nicholas, Donna (Dean of Women)	
Nicholas, Donna (Dorm Supervisor/Assistant to the Dean of Students)	<ul style="list-style-type: none"> •Dorm Check In/Check Out Forms (distribution and collection) •Dorm Inspection Check List
Nicholas, Donna (Receptionist)	
Stone (Vice-President for Student Life)	<ul style="list-style-type: none"> • Needs Assessment Survey for the Students •Campus Requests for the Budget •Field Ministry Reports
Williams (Head Librarian)	<ul style="list-style-type: none"> •Library Survey •Library Use Statistics •Book/Periodical Collection List •Collection Changes Summary Report
Wellock (Bursar)	
Wellock (Director of Grounds and Maintenance)	<ul style="list-style-type: none"> •Annual Fire Inspection Preparation Form •City of Redding Annual Fire Inspection Form •City of Redding Annual Fire Alarm Inspection •Semi-annual Smoke Detector Checksheet
Wellock (Executive Assistant to the President)	<ul style="list-style-type: none"> • Needs Assessment Survey for the Staff •Annual Analysis of Donor Contributions Form

	•Alumni Survey
Wood (Enrollment Manager)	•Student Recruitment Analysis Survey
Wood (Student Enlistment Administrator)	•Student Recruitment Analysis Survey

Assessment Tool Assignments

Alumni Survey	Wellock (Executive Assistant to the President)
Annual Analysis of Donor Contributions Form	Wellock (Executive Assistant to the President)
Annual Fire Inspection Preparation Form	Wellock (Director of Grounds and Maintenance)
Annual IPEDS Report	McCarthy (The Registrar)
Annual Review of All Marketing and Promotional Materials	Nicholas, David (President)
Annual Review of Fund Gathering Policies Form	Nicholas, David (President)
Annual Review of Investment Policies and Strategies	Nicholas, David (President)
Attendance/Grade Sheets	Gunn (Dean of Admissions and Records)
Book/Periodical Collection List	Williams (Head Librarian)
Bookstore Assessment Survey	Baugh (Bookstore Manager)
City of Redding Annual Fire Alarm Inspection	Wellock (Director of Grounds and Maintenance)
City of Redding Annual Fire Inspection Form	Wellock (Director of Grounds and Maintenance)
Collection Changes Summary Report	Williams (Head Librarian)
Course Syllabi	Brown (Academic Dean)
Distance Education Student Course Evaluations	McCarthy (Distance Education Coordinator)
Dorm Check In/Check Out Forms (distribution and collection)	Nicholas, Donna (Dorm Supervisor/Assistant to the Dean of Students)
Dorm Inspection Check List	Nicholas, Donna (Dorm Supervisor/Assistant to the Dean of Students)
Dormitory Check In/Check Out Forms (evaluation)	Breshears (Dean of Students)
Entrance Exams	Gunn (Dean of Admissions and Records)
Evaluation Forms	Nicholas, David (President)
Exit Interview Forms	Breshears (Dean of Students)
Faculty Professional Growth Request Form (Distribution and Collection)	McEntire (Director of Finance, Controller); McCarthy (Director of External Studies)
Faculty Professional Growth Request Form (Evaluation)	Brown (Academic Dean)
Faculty Welfare Survey	Brown (Academic Dean)
Field Ministry Reports	Breshears (Dean of Students); Stone (Vice President for Student Life)
Financial Aid Policies and Procedures Manual	Iles (Director of Financial Aid)
Financial Audit	McEntire (Director of Finance, Controller)
Financial Reports	McEntire (Director of Finance, Controller)
IPEDS Report	McEntire (Director of Finance, Controller)
Library Survey	Williams (Head Librarian)
Library Use Statistics	Williams (Head Librarian)
Needs Assessment Survey for the Faculty (Distribution and Collection)	McCarthy (Director of External Studies)
Needs Assessment Survey for the Faculty	Brown (Academic Dean)
Needs Assessment Survey for the Staff	Wellock (Executive Assistant to the President)
Needs Assessment Survey for the Students	Breshears (Dean of Students); Stone (Vice-President for Student Life)
Peer Faculty/Course Evaluations	Brown (Academic Dean); McCarthy (Director of External Studies)
Quarterly Reports	McEntire (Director of Finance, Controller)
Recommendations for the Annual Budget (Distribution and Collection)	McCarthy (Director of External Studies)
Recommendations for the Budget	Brown (Academic Dean)
Recommendations from Employers (as available)	Breshears (Dean of Students)
SBC Student Evaluation of Financial Aid	Iles (Director of Financial Aid)
Scholarship Selection Form	Iles (Director of Financial Aid)
Semi-annual Smoke Detector Check heet	Wellock (Director of Grounds and Maintenance)
Student Course Evaluations [i.e., Course Evaluations] (Distribution/Collection)	McCarthy (Director of External Studies)
Student Course Evaluation Forms	Brown (Academic Dean)
Student Files and Records	McCarthy (The Registrar)
Student Recruitment Analysis Survey	Wood, (Student Enlistment Administrator, Enrollment Manager)
Student Transcripts	McCarthy (The Registrar)
Teaching Site Evaluation Form	McCarthy (Director of External Studies)
TRACS Report	McEntire (Director of Finance, Controller)

ANNUAL REVIEW AND DISTRIBUTION SCHEDULE TIMELINE

MONTH	ITEM REVIEWED	DEPARTMENT/SUBCOMMITTEE/ INSTRUMENT	RESPONSIBILITY
July	<ul style="list-style-type: none"> • Academic Freedom Statement • Survey Alumni • Exit Interview 	<ul style="list-style-type: none"> • Academic • Alumni President • Admissions & Records 	Faculty Handbook- Publications Subcommittee Alumni Subcommittee- Pastor Loubet Registrar-Faith McCarthy
August	ANNUAL REVIEW OF STANDARDS 1. Biblical Foundation Statement 2. Board Handbook 3. Board Operations 4. Board Orientation 5. Board Membership 6. Board Policies 7. Financial Investment Policies 8. Purpose and Objectives 9. Biblical and Conduct Agreement 10. Evaluation of President <ul style="list-style-type: none"> • Signing of Biblical Foundations and Code of Conduct (contracts) <p style="text-align: center;">Administration</p> <p style="text-align: center;">Faculty</p> <p style="text-align: center;">Students</p> <ul style="list-style-type: none"> • FERPA • Bible Entrance Exam • Appointment of Faculty Subcommittees • Distance Education Syllabi 	<ul style="list-style-type: none"> • Board • Administration • Faculty • Registrar • Faculty Handbook 	Board Chairman- President-Dr. Nicholas Academic Dean- Dr. Brown Vice President for Student Life-Dr. Stone Dean of Students- Jeff Breshears Registrar-Faith McCarthy Bible & Theology Department President-Dr. Nicholas
September	<ul style="list-style-type: none"> • Administrative Policies 	<ul style="list-style-type: none"> • Staff & Faculty Handbook Approved 	Publications Subcommittee
October	<ul style="list-style-type: none"> • Educational Philosophy • Admission Policy • Curriculum Review • New Class Schedule October 15 • Long-Range Planning/Strategic Plan 	<ul style="list-style-type: none"> • Student Catalog, Staff & Faculty Handbook • Academic Standards and Admission Committee • Academic Dean • Administration>President>Board of Trustees 	Dean of Admissions-G Gunn Academic Dean- Dr. Brown Registrar – Faith McCarthy

	<ul style="list-style-type: none"> • IPEDS (Institutional Characteristics, Completions, 12-month enrollment) 		
November	<ul style="list-style-type: none"> • Faculty Evaluation • Purpose and Objectives • Faculty Development Plan • Student Handbook 	<ul style="list-style-type: none"> • Academic • Administration>President> Board • Faculty Welfare Subcommittee • Student Life 	<p>Academic Dean-Dr. Brown</p> <p>Administration-Dr. Nicholas</p> <p>Dean of Student-Jeff Breshears</p>
December	<ul style="list-style-type: none"> • FAFSA -Free Application for Federal Student Aid • Faculty Evaluation Continues • Library Policies • Course/Instructor Evaluation • Distance Education Syllabi 	<ul style="list-style-type: none"> • Financial Aid • Academics • Library Subcommittee • Students 	<p>Financial Aid Director-Connie Barton</p> <p>Academic Dean-Dr. Brown</p> <p>Head Librarian-Virginia Williams</p>
January	<ul style="list-style-type: none"> • Faculty Personnel Records • Grade Distribution Study 	<ul style="list-style-type: none"> • Academic • Admission & Records 	<p>Academic Dean-Dr. Brown</p> <p>Registrar-Connie Barton</p>
February	<ul style="list-style-type: none"> • Administrative Budget Draft • Library Budget Draft • Associated Student Body Budget Draft • IPEDS (student financial aid) 	<ul style="list-style-type: none"> • Administration • Library Subcommittee • Student Development Subcommittee 	<p>President-Dr. Nicholas</p> <p>Academic Dean-Dr. Brown</p> <p>Student Life-Jeff Breshears</p> <p>Registrar – Faith McCarthy</p>
March	<ul style="list-style-type: none"> • Class Schedule March 15 • Faculty Promotion • Contracts 	<ul style="list-style-type: none"> • Academic • Academic Dean • President 	<p>Academic Dean-Dr. Brown</p> <p>Academic Dean-Dr. Brown</p> <p>President-Dr. Nicholas</p>
April	<ul style="list-style-type: none"> • Budget Draft • Curriculum Review and Instructional Support • Standard of Conduct • IPEDS (fall enrollment, graduation rates, 200% graduation rates, finance, human resources) 	<ul style="list-style-type: none"> • Board • Curriculum Subcommittee • Academic • Student Development Committee 	<p>Board of Trustee Chair-</p> <p>Academic Dean-Dr. Brown</p> <p>Registrar – Faith McCarthy</p>

<p>May</p>	<ul style="list-style-type: none"> • Budget Approval • Faculty Development Plan • Student Needs Assessment • Equipment Evaluated • Course Instructor Evaluated • Administrative Officers and Staff Evaluation • Faculty Handbook • Academic Catalog • Distance Education Syllabi • Evaluation of Management and Board of Trustees • Assess Student Learning Outcomes at the Program level 	<ul style="list-style-type: none"> • Administration • Academic • Students • President 	<p>President-Dr. Nicholas Academic Dean-Dr. Brown Board Chair</p>
<p>June</p>	<ul style="list-style-type: none"> • Grade Distribution Study • Assessment Analysis 	<ul style="list-style-type: none"> • Registrar • Assessment Coordinator 	<p>Registrar-Faith McCarthy IE Director-Stephen Brown</p>