



# Institutional Assessment Plan

2020-2021

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# GUIDING PRINCIPLES

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## **Mission of the College**

To educate and equip Biblically committed Christian leaders who will impact the world for Jesus Christ

## **Statement of Purpose**

The purpose of Shasta Bible College and Graduate School is to educate men and women for Christian ministries on the collegiate level through a program of Biblical and theological studies, general education in the arts and sciences, professional studies in Christian education, Biblical counseling, the pastoral ministry, world missions, and church vocational areas deemed desirable. Basic in the philosophy of education of Shasta Bible College and Graduate School is the conviction that Christian higher education should be oriented to the divine Scriptures, the Bible, finding in it its frame of reference and basis for the integration of all knowledge.

To fulfill this purpose the College endeavors to encourage student growth and development through its pursuit of the following objectives:

### **Spiritual Objectives**

1. Students will cultivate a lifestyle that demonstrates Christ-like character in accordance with the priorities and precepts of God's Word.
2. Students will develop an informed Christian world and life-view through the integration of Biblical truth in all areas of the curriculum.
3. Students will acquire both a cognitive and affective knowledge of Biblical truth through classroom instruction, faculty-student interaction, personal Bible study, Scripture memorization, and discipleship experience.

### **Academic Objectives**

1. Students will learn to think critically from a Biblical perspective and maintain intellectual and spiritual integrity in all areas of study and research.
2. Students will be equipped with both a knowledge of Biblical content and the skill to expound it by interpreting and applying Scripture in accordance with sound literal, grammatical, historical, exegetical principles.
3. Students will be prepared to communicate effectively, correctly, and clearly through the use of media.
4. Students will be provided with the intellectual tools to integrate all fields of study with Biblical truth, realizing that God is the source of all truth.
5. Students will master study and research methods and develop the motivation necessary for lifelong learning.

6. Students will be able to meet contemporary challenges to historic, Biblical Christianity with a working knowledge of Christian theology and apologetics.

### **Practical Life and Ministry Objectives**

1. Students will understand that their spiritual growth and development take place through the study and application of God's Holy Word.
2. Students will know that involvement in, and loyalty to, the local church is strategic to personal spiritual growth, Christian fellowship, and the fulfillment of the Great Commission.
3. Students will demonstrate a commitment to ministry in the local church and dedication to its maintenance and growth.
4. Students will be challenged with a variety of spiritual needs and ministry opportunities both at home and abroad.

### **Institutional Philosophy**

(See full Institutional Philosophy in the Faculty and Staff Handbook)

#### **Our Educational Premise**

The educational philosophy of Shasta Bible College and Graduate School is founded on Biblical truth as the basis for evaluating all knowledge (Proverbs 1:7, 2:6, 9:10; Col. 2:3). Thus, in the process of equipping students with a working knowledge of God's Word, we also seek to bring a Scriptural dimension to the study of the humanities, fine arts, social sciences, and science, based upon the conviction that foundational principles for every area of learning are found in Holy Scripture.

#### **Our Educational Process**

While Shasta Bible College and Graduate School is committed to the pursuit of academic excellence, an effort is made to identify and develop hidden potential in students and to cultivate their creative abilities to the limits set by God for each individual. Many, because of Christian conversion, have a fresh motivation to succeed. The study of God's truth as revealed in Scripture and the search for academic truth is to be guided by experienced, spiritually and academically qualified faculty members who themselves are open to learning as they teach and interact with students. It is our conviction that the optimum learning experiences are those in which the student is encouraged to apply principles learned in the classroom to practical problem solving situations.

#### **Our Educational Personnel**

At Shasta Bible College and Graduate School we contend that what an individual is as a person directly impacts his or her effectiveness as a teacher or administrator. For this reason, a priority is placed on personnel who can serve as models as well as mentors. A priority is also placed on securing faculty who are growing and alive in knowledge and quality of being. Realizing that a significant portion of formal learning comes from vicarious experience and cannot always be immediately related to life, we encourage the use of creative illustrations which present subject

matter in a fresh perspective, making it more relevant to the student. We also believe that certain personality characteristics are conducive to excellence in teaching including: authenticity, enthusiasm, freshness, balance, creative freedom, breadth of interest, and an enduring concern for the individual student.

#### Our Educational Product

Although it is impossible to dictate God's leading in a graduate's life, we at SBC&GS hope to see (1) a significant number (if not the majority) enter vocational Christian service, (2) the maintenance of a vital Christian testimony in the community and the work place, (3) involvement in a Bible-believing local church, and (4) a lifelong practice of integrating sacred and secular truth by critically evaluating the issues and problems of life against the standard of God's inspired Word.

## ASSESSMENT GUIDELINES

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Assessment is one of the principle means to improve the ministry and mission of Shasta Bible College and Graduate School and requires the contribution of every individual in the ongoing cycles of research, planning, assessment and evaluation.

### **Institutional Assessment – Overview**

The work of assessment is all pervasive in the duties of all committees, subcommittees and departments and involves mutual interactions, reflection and support. Each committee and subcommittee is responsible for the assessment in their department, the preservation of all completed assessment tools and the submission of reports with recommendations to the Institutional Effectiveness and Assessment Subcommittee which analyzes the data and recommends action or modifications in policies and procedures to the appropriate committee or subcommittee. Each committee and subcommittee should make every effort to ensure its policies and procedures are in accordance with the Standards and Criteria in TRACS' Accreditation Manual, the BPPE, IPEDS, ACSI, ACBC and any other pertaining agency or organization SBC&GS is responsible to. Committees and subcommittees should make every effort to meet all due dates on the Assessment Calendar.

### **Institutional Assessment – Data Collection**

Shasta Bible College & Graduate School utilizes an annual rotation of direct, indirect, summative and formative assessment instruments to collect data including institutional surveys, course evaluations, program reviews, external reports such as IPEDS, BPPE, and the TRACS Annual Report, performance evaluations, external audits, and a variety of other tools pertaining to institutional effectiveness and program and student learning outcomes.

## **Institutional Assessment - Implementation**

Collecting and analyzing data make it possible to make data driven recommendations and decisions to create continuous improvement in all areas of Shasta Bible College & Graduate School. Summary reports with corresponding research are presented at administrative and academic subcommittee meetings for discussion, recommendations, and implementation.

## **ASSESSMENT TOOLS**

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In order for Shasta Bible College & Graduate School to gain a comprehensive and evaluation of current institutional effectiveness, a variety of surveys, reports and forms are utilized.

### **Core Institutional Instruments**

#### ***Alumni Inventory (AI)***

Identify key alumni characteristics and outcomes related to educational effectiveness, employment, institutional satisfaction, placement, and other demographics.

#### ***Entering Student Inventory (ESI)***

Identify key entering student characteristics related to student expectations, academic background, institutional choice and other demographics.

#### ***Faculty Satisfaction Inventory (FSI)***

Measures faculty satisfaction and professional activity related to key academic, institutional and program goals and objectives.

#### ***Graduating Student Inventory (GSI)***

Identify Key graduating student outcomes related to educational experiences, learning outcomes, satisfaction, placement, and other demographics.

#### ***Student Experience Inventory (SEI)***

Measures student satisfaction and sense of importance related to key contextualized learning outcomes, persistence indicators, institutional goals and objectives.

### **Academic Assessment**

#### ***Course Evaluation Summary***

Completed each semester by all students enrolled in courses both on campus and online. A summary of analyzed data is then presented to the appropriate subcommittee for discussion, recommendations, and implementation.

### ***Entrance Bible Exam***

An exam to assess the current Bible knowledge of all entering students. Scores are then compared to the Exit Bible Exam for growth and potential.

### ***Exit Bible Exam***

An exam to assess the gained Bible knowledge of all graduating BA students. Scores are then compared with the Entrance Bible Exam for growth and potential.

### ***Learning Outcomes Assessment Report***

Review of Student Learning Outcomes to determine effectiveness and identify areas of improvement.

### ***Program Reviews***

Review of academic programs set on a four-year rotation. All aspects of the program are reviewed including, but not limited to: Program Learning Outcomes, course requirements, course evaluations, graduation and retention rates and library holdings.

## **Distance Education Assessment**

### ***Distance Education Course Comparisons***

A comparison of on-campus and online courses to ensure equitable learning.

### ***Distance Education Program Review***

Annual review of Distance Education program.

## **Faculty Evaluation and Development**

### ***Course Evaluation Summary***

Completed each semester by all students enrolled in courses both on campus and online. A summary of analyzed data is then presented to the appropriate subcommittee for discussion, recommendations, and implementation.

### ***Employee Evaluations***

President completes evaluations for all employees annually according to the job description in the **Faculty and Staff Handbook**.

### ***Faculty Response to Course Evaluations***

Faculty review course evaluations and submit plans for course improvement based on results.

### ***Grade Distribution Report***

Survey of semester grades to look for trends and areas of improvement in grading procedures.

## **Annual Audits**

### ***EZ Audit with Education Department***

Audit with the Federal Department of Education.

### ***Financial Audit***

Conducted each year to assist in the planning process for all levels.

## **Annual Reports**

### ***Annual Institutional Effectiveness Summary***

Report that analyzes all evaluations of academic, administrative, and facility effectiveness.

### ***Annual Library Report***

Report on development of library and its accomplishments and activities for the past school year.

### ***Assessment Implementation Summary***

Summary of all assessment tools used and their outcomes.

### ***BPPE Report***

Annual report for the Bureau of Private Postsecondary Education for the state of California.

### ***FISAP Report***

Fiscal Operations Report and Application to Participate (Federal)

### ***IPEDS Reports***

Federal Integrated Postsecondary Education Data System Report.

### ***TRACS Annual Report***

Transnational Association of Christian Colleges and Schools annual accreditation report.

## **Annual Reviews**

### ***Annual Analysis of Donor Contributions***

Includes a survey of individual donors, corporate donors and church donations.

### ***Annual Review of All Marketing and Promotional Materials***

Reviews all current marketing and promotional materials to determine effectiveness and identify areas of improvement.

### ***Annual Review of Budgeting Process***

Chief Financial Officer reviews budget for upcoming fiscal year with input from the President. Final budgeting process is taken before the Board of Trustees.



### ***Annual Review of Investment Policies and Strategies***

Completed by the Board of Trustees in conjunction with the President to determine effectiveness and identify areas of improvement.

### ***Annual Review of Foundational Statements***

Reviews and updates Foundation Statements such as Doctrinal Statement, Statement of Purpose and Institutional Philosophy.

### ***Annual Review of Mission Statement***

Reviews and updates Mission Statement.

### ***Annual Review of Assessment Plan***

Review and update yearly Assessment Plan.

### ***Annual Review of Strategic Plan***

Review and update five-year Strategic Plan.

## **Publications for Annual Review**

***Board of Trustees Policies and Procedures Manual***

***Career Strategy Handbook***

***College Catalog***

***Distance Education Policies and Procedures Manual***

***Faculty and Staff Handbook: Policies and Procedures Manual***

***Financial Aid Policies and Procedures Manual***

***Office of Admissions and Records Policies and Procedures Handbook***

***Student Handbook***

## **ASSESSMENT COMMITTEES AND SUBCOMMITTEES**

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### **Administrative Committee**

Chair: Dr. David Nicholas; Vice-Chair: Mrs. Jane Deangelo

Members: Dr. Stephen Brown, Mrs. Jane Deangelo, Dr. George Gunn, Mrs. Faith McCarthy and all departmental administrators of the college.

The President completes **Employee Evaluation Forms** for all employees annually according to the job description in the **Faculty and Staff Handbook**.

### ***Finance Subcommittee***

Chair: Mr. Eric Brown

Members: Mr. Ron Ball, Mrs. Jane Deangelo, Dr. David Nicholas

A certified public accountant conducts a **Financial Audit** every year to assist in the planning process for all levels.

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 Board 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: Mrs. Linda Iles

Members: Mr. Eric Brown, Dr. George Gunn, Mrs. Faith McCarthy, Dr. David Nicholas

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.

**FISAP** and **EZ Audit** are all completed on a regular rotation.

The **Student Experience Inventory** 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 Subcommittee***

Chair: Dr. David Nicholas; Vice-Chair: Mrs. Jane Deangelo

Members: Mr. Eric Brown, Dr. George Gunn, Mrs. Linda Iles, Mrs. Faith McCarthy, Mr. Tom Meyer

The **Annual Review of All Marketing and Promotional Materials** is completed with the assistance of the Office of Admissions. 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 Inventory** identifies areas of improvement. The Assessment Subcommittee reviews these findings with the Faculty, Staff, and 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 **Entering Student Inventory** is administered to new students to determine the factors that influenced them to attend Shasta Bible College & Graduate School. This survey addresses various issues such as the effectiveness of promotional materials and techniques and the relative support of college constituencies.

### ***Institutional Effectiveness and Assessment Subcommittee***

Chair: Dr. Stephen Brown; Vice-Chair: Mrs. Faith McCarthy

Members: Mr. Eric Brown, Dr. George Gunn, Mrs. Linda Iles

Responsible for the development, administration and interpretation of **all assessments** administered by committees, subcommittees and contracted personnel. Keeps a record of **all assessment reports with their recommendations** on file and submits the results of the various assessment instruments to the appropriate subcommittees and administrators for evaluation, research and planning.

### ***Physical Plant and Security Subcommittee***

Chair: Mrs. Jane Deangelo; Vice-Chair: Mr. Ted Rivers

Member: Mr. Eric Brown

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 plant, campus well-being and security projects.

### ***Publications Subcommittee***

Chair: Dr. George Gunn; Vice-Chair: Dr. Stephen Brown

Members: Mrs. Linda Iles, Mrs. Faith McCarthy, Dr. David Nicholas

Annually incorporates all changes in the **Catalog, Career Strategy Handbook, Faculty and Staff Handbook, Student Handbook, Office of Admissions and Records Policies and Procedures Manual** 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.

### ***Student Life Subcommittee***

Chair: Dr. Dan Iles; Vice-Chair: Mrs. Donna Nicholas

Members: Mr. Eric Brown, Mrs. Jane Deangelo, Mrs. Faith McCarthy, Dr. David Nicholas

Reviews and analyzes the **Student Experience Inventory** and **Graduating Student Inventory** for student input on all campus programs and activities.

### **Academic Committee**

Chair: Dr. Stephen Brown

Members: Dr. George Gunn, Mrs. Faith McCarthy, Dr. David Nicholas, Mrs. Virginia Williams

To determine the current needs and concerns of the faculty, the Academic Committee annually evaluates the **Faculty Satisfaction Inventory** and recommendations from the Institutional Effectiveness and Assessment Subcommittee.

### ***Admissions Subcommittee***

Chair: Dr. George Gunn; Vice-Chair: Mrs. Faith McCarthy

Members: Dr. Stephen Brown, Mrs. Linda Iles

Annually evaluates the **Entering Student Inventory** and recommendations from the Institutional Effectiveness and Assessment Subcommittee. Retains student files, grades, cumulative GPA, grade distributions, full-time equivalency (FTE), academic deficiencies and failures, graduate 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. Oversees Director of Admissions and all recruiting and promotional venues. Approves all admissions requests.

### ***Curriculum Subcommittee***

Chair: Dr. Stephen Brown

Members: Dr. George Gunn, Dr. Dan Iles, Mrs. Faith McCarthy, Mrs. Virginia Williams

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**.

The Curriculum Subcommittee annually reviews the **Student Course Evaluations, Faculty Response to Course Evaluations, Administrative Course Evaluations, Graduating Student Inventory, Alumni Inventory, Student Learning Outcomes Assessment**, and other assessment instruments for ideas and suggestions to improve the learning experience. The VP of Academics reviews the syllabi each semester to assure that the proper level of instruction and expectations are maintained. Faculty members keep a record of all grades in Populi for each class to verify accuracy of calculation to resolve student appeals. The records in Populi are kept indefinitely.

### ***Distance Education Subcommittee***

Chair: Mrs. Faith McCarthy; Vice-Chair: Dr. George Gunn

Members: Mr. David Gunn, Dr. Dan Iles, Mr. Matt Silva

Evaluates and assesses progress in the Distance Education programs, confers with the appropriate personnel about DE issues, revises and updates the **Distance Education Policies and Procedures Manual**, and submits any revisions to the Academic Committee for approval. The **Student Course Evaluations** provides input from students for further evaluation and assessment. The **Distance Education Course Comparison** ensures comparable content between courses offered both on-campus and online. An annual **Distance Education Program Review** is completed to evaluate the online program for effectiveness and to identify areas for improvement.

### ***Faculty Evaluation Subcommittee***

Chair: Dr. Stephen Brown

Members: Dr. George Gunn, Mrs. Faith McCarthy

Students fill out the **Student Course Evaluations** on Populi for each course they are enrolled in each semester. Faculty are required to read, analyze, and respond to course evaluations by submitting the **Faculty Response to Course Evaluations** each semester to the VP of Academics. **Administrative Course Evaluations** are made periodically to encourage professional development. Faculty are expected to arrange a class time evaluation with an administrator of the College. The completed forms are submitted to and retained by the VP of Academics so that the teacher may review, consider, and implement changes for future classes.

### ***Library Subcommittee***

Chair: Mrs. Virginia Williams

Members: Dr. Stephen Brown, Dr. George Gunn, Dr. Dan Iles, Mrs. Faith McCarthy

Analyzes feedback regarding library services from the **Annual Library Report, Student Course Evaluations, Student Experience Inventory** and **Faculty Satisfaction Inventory**.

Recommendations are submitted to the Institutional Effectiveness and Assessment Subcommittee for evaluation.

### ***Information Technology Subcommittee***

Chair: Dr. George Gunn

Members: Mr. Eric Brown, Mrs. Virginia Williams

Analyzes feedback regarding information technology services from **Student Experience Inventory** and **Faculty Satisfaction Inventory**. Recommendations are submitted to the Institutional Effectiveness and Assessment Subcommittee for evaluation. Inventory is made periodically to assess needed acquisition of materials and equipment.

### ***Scholarship Subcommittee***

Chair: Mrs. Linda Iles

Members: Mr. Eric Brown, Dr. Stephen Brown, Dr. George Gunn, Mrs. Faith McCarthy, Dr. David Nicholas

Meets twice a year to select qualified and deserving recipients for the various scholarships and awards of the College. In addition, subcommittee members are encouraged to find additional private scholarships from the College constituency and the community.

### Faculty Committee

Chair: Dr. Dan Iles

Members: Mr. Tom Meyer, Mr. Matt Silva

Reports matters of faculty well-being at the beginning of the first faculty meeting each month.

### *Faculty Professional Growth Subcommittee*

Chair: Dr. Dan Iles

Members: Mr. Tom Meyer, Mr. Matt Silva

Collects the **Faculty Professional Growth Requests** each year, then submits them with the recommendations to the Faculty Evaluation Subcommittee.

### *Faculty Welfare Subcommittee*

Chair: Dr. Dan Iles

Members: Mr. Tom Meyer, Mr. Matt Silva Add a 4<sup>th</sup>?

Reviews and analyzes **Faculty Satisfaction Inventory** to recommend changes in the **Faculty and Staff Handbook**, identifies special needs, and addresses hardships and grievances of the faculty. Recommendations are turned in to the Assessment Subcommittee which reviews and delivers them to the appropriate committee or subcommittee for consideration.

## ASSESSMENT CALENDAR

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### Assessment Tool Assignment by Month

The following calendar is organized by when the item is scheduled to be completed or reviewed. All assessment is an ongoing yearly process and dates may be subject to change based on availability.

| August    | Area of Assessment                                     | Subcommittee Responsible                                |
|-----------|--------------------------------------------------------|---------------------------------------------------------|
|           | Annual Review of Donor Contributions                   | Board of Trustees                                       |
|           | Entrance Bible Exam                                    | Curriculum Subcommittee                                 |
|           | SAP Summer Semester                                    | Financial Aid Subcommittee                              |
| September | Area of Assessment                                     | Subcommittee Responsible                                |
|           | Annual Review of Investment Policies and Strategies    | Board of Trustees                                       |
|           | Entering Student Inventory                             | Institutional Effectiveness and Assessment Subcommittee |
|           | Faculty Response to Course Evaluations Summer Semester | Faculty Evaluation Subcommittee                         |
|           | FISAP Report                                           | Financial Aid Subcommittee                              |

|                 |                                                                                                                       |                                                         |
|-----------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
|                 | Learning Outcomes Assessment Report                                                                                   | Institutional Effectiveness and Assessment Subcommittee |
| <b>October</b>  | <b>Area of Assessment</b>                                                                                             | <b>Subcommittee Responsible</b>                         |
|                 | Alumni Inventory                                                                                                      | Institutional Effectiveness and Assessment Subcommittee |
|                 | Annual Review of Strategic Plan                                                                                       | Board of Trustees                                       |
|                 | Assessment Implementation Summary                                                                                     | Institutional Effectiveness and Assessment Subcommittee |
|                 | Financial Audit                                                                                                       | Finance Subcommittee                                    |
|                 | IPEDS Fall:<br>Institutional Characteristics<br>Completions<br>12-month Enrollment                                    | Institutional Effectiveness and Assessment Subcommittee |
|                 | TRACS Annual Report                                                                                                   | Institutional Effectiveness and Assessment Subcommittee |
| <b>November</b> | <b>Area of Assessment</b>                                                                                             | <b>Subcommittee Responsible</b>                         |
|                 | BPPE Annual Report                                                                                                    | Institutional Effectiveness and Assessment Subcommittee |
|                 | Distance Education Program Review                                                                                     | Distance Education Subcommittee                         |
|                 | EZ Audit: Exemption Waiver Request                                                                                    | Financial Aid Subcommittee                              |
| <b>December</b> | <b>Area of Assessment</b>                                                                                             | <b>Subcommittee Responsible</b>                         |
|                 | SAP Fall Semester                                                                                                     | Financial Aid Subcommittee                              |
| <b>January</b>  | <b>Area of Assessment</b>                                                                                             | <b>Subcommittee Responsible</b>                         |
|                 | Annual Review of All Marketing and Promotional Materials                                                              | Institutional Advancement Subcommittee                  |
|                 | Employee Evaluations                                                                                                  | President                                               |
|                 | EZ Audit: Below Threshold Financial Statements                                                                        | Financial Aid Subcommittee                              |
|                 | Faculty Response to Course Evaluations Fall Semester                                                                  | Faculty Evaluation Subcommittee                         |
| <b>February</b> | <b>Area of Assessment</b>                                                                                             | <b>Subcommittee Responsible</b>                         |
|                 | Faculty Satisfaction Inventory                                                                                        | Institutional Effectiveness and Assessment Subcommittee |
|                 | IPEDS Winter:<br>Student Financial Aid<br>Graduation Rates<br>200% Graduation Rates<br>Admissions<br>Outcome Measures | Institutional Effectiveness and Assessment Subcommittee |
| <b>March</b>    | <b>Area of Assessment</b>                                                                                             | <b>Subcommittee Responsible</b>                         |
|                 | Distance Education Course Comparisons                                                                                 | Distance Education Subcommittee                         |
| <b>April</b>    | <b>Area of Assessment</b>                                                                                             | <b>Subcommittee Responsible</b>                         |
|                 | IPEDS Spring:<br>Fall Enrollment<br>Finance<br>Human Resources<br>Academic Libraries                                  | Institutional Effectiveness and Assessment Subcommittee |

|             |                                                                                                                  |                                                                              |
|-------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
|             | Student Experience Inventory                                                                                     | Institutional Effectiveness and Assessment Subcommittee                      |
| <b>May</b>  | <b>Area of Assessment</b>                                                                                        | <b>Subcommittee Responsible</b>                                              |
|             | Annual Library Report                                                                                            | Library Subcommittee                                                         |
|             | Annual Review of Budgeting Process                                                                               | Finance Subcommittee                                                         |
|             | Exit Bible Exam                                                                                                  | Curriculum Subcommittee                                                      |
|             | Graduating Student Inventory                                                                                     | Institutional Effectiveness and Assessment Subcommittee                      |
|             | SAP Spring Semester                                                                                              | Financial Aid Subcommittee                                                   |
| <b>June</b> | <b>Area of Assessment</b>                                                                                        | <b>Subcommittee Responsible</b>                                              |
|             | Annual Institutional Effectiveness Summary                                                                       | Institutional Effectiveness and Assessment Subcommittee                      |
|             | Annual Review of Assessment Plan                                                                                 | Institutional Effectiveness and Assessment Subcommittee                      |
|             | Course Evaluation Summary                                                                                        | Institutional Effectiveness and Assessment Subcommittee                      |
|             | Faculty Response to Course Evaluations Spring Semester                                                           | Faculty Evaluation Subcommittee                                              |
|             | Grade Distribution Report                                                                                        | Institutional Effectiveness and Assessment Subcommittee                      |
|             | Program Reviews<br>2021: MSE, MACM<br>2022: CECE, AAECE, BAE<br>2023: MABC, MDIV<br>2024: CBS, AABS, BABT, BACPS | Institutional Effectiveness and Assessment Subcommittee<br>Department Chairs |
|             | Review of Financial Aid Manual                                                                                   | Financial Aid Subcommittee                                                   |
| <b>July</b> | <b>Area of Assessment</b>                                                                                        | <b>Subcommittee Responsible</b>                                              |
|             | Annual Review of Board of Trustees Policies and Procedures Manual                                                | Board of Trustees                                                            |
|             | Annual Review of Foundational Statements                                                                         | Board of Trustees                                                            |
|             | Annual Review of Mission Statement                                                                               | Board of Trustees                                                            |
|             | Review of College Catalog                                                                                        | Publications Subcommittee                                                    |
|             | Review of Distance Education Policies and Procedures Manual                                                      | Distance Education Subcommittee                                              |
|             | Review of Faculty & Staff Handbook                                                                               | Publications Subcommittee                                                    |
|             | Review of Office of Admissions and Records Policies and Procedures Manual                                        | Publications Subcommittee                                                    |
|             | Review of Student Handbook                                                                                       | Student Life Subcommittee                                                    |
|             | Review of Career Strategy Handbook                                                                               | Publications Subcommittee                                                    |



## Assessment Tool Assignment by Department

The following calendar is organized by the responsible party. All assessment is an ongoing yearly process and dates may be subject to change based on availability.

| Board of Trustees                      | Area of Assessment                                                | Month     |
|----------------------------------------|-------------------------------------------------------------------|-----------|
|                                        | Annual Review of Board of Trustees Policies and Procedures Manual | July      |
|                                        | Annual Review of Foundational Statements                          | July      |
|                                        |                                                                   |           |
|                                        | Annual Review of Investment Policies and Strategies               | September |
|                                        | Annual Review of Mission Statement                                | July      |
|                                        | Annual Review of Strategic Plan                                   | October   |
|                                        | Annual Review of Donor Contributions                              | August    |
| Curriculum Subcommittee                | Assessment Tool                                                   | Month     |
|                                        | Entrance Bible Exam                                               | August    |
|                                        | Exit Bible Exam                                                   | May       |
| Distance Education Subcommittee        | Assessment Tool                                                   | Month     |
|                                        | Distance Education Course Comparisons                             | March     |
|                                        | Distance Education Program Review                                 | November  |
|                                        | Review of Distance Education Policies and Procedures Manual       | July      |
| Faculty Evaluation Subcommittee        | Assessment Tool                                                   | Month     |
|                                        | Faculty Response to Course Evaluations Fall Semester              | January   |
|                                        | Faculty Response to Course Evaluations Spring Semester            | June      |
|                                        | Faculty Response to Course Evaluations Summer Semester            | September |
| Finance Subcommittee                   | Assessment Tool                                                   | Month     |
|                                        | Annual Review of Budgeting Process                                | June      |
|                                        | Financial Audit                                                   | October   |
| Financial Aid Subcommittee             | Assessment Tool                                                   | Month     |
|                                        | EZ Audit: Exemption Waiver Request                                | November  |
|                                        | EZ Audit: Below Threshold Financial Statements                    | January   |
|                                        | FISAP Report                                                      | September |
|                                        | Review of Financial Aid Manual                                    | June      |
|                                        | SAP Fall Semester                                                 | December  |
|                                        | SAP Spring Semester                                               | May       |
|                                        | SAP Summer Semester                                               | August    |
| Institutional Advancement Subcommittee | Assessment Tool                                                   | Month     |
|                                        | Annual Review of All Marketing and Promotional Materials          | January   |

| <b>Institutional Effectiveness and Assessment Subcommittee</b> | <b>Assessment Tool</b>                                                                                                | <b>Month</b> |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------|
|                                                                | Alumni Inventory                                                                                                      | October      |
|                                                                | Annual Institutional Effectiveness Summary                                                                            | June         |
|                                                                | Annual Review of Assessment Plan                                                                                      | June         |
|                                                                | Assessment Implementation Summary                                                                                     | October      |
|                                                                | BPPE Annual Report                                                                                                    | November     |
|                                                                | Course Evaluation Summary                                                                                             | June         |
|                                                                | Entering Student Inventory                                                                                            | September    |
|                                                                | Faculty Satisfaction Inventory                                                                                        | February     |
|                                                                | Grade Distribution Report                                                                                             | June         |
|                                                                | Graduating Student Inventory                                                                                          | May          |
|                                                                | IPEDS Fall:<br>Institutional Characteristics<br>Completions<br>12-month Enrollment                                    | October      |
|                                                                | IPEDS Spring:<br>Fall Enrollment<br>Finance<br>Human Resources<br>Academic Libraries                                  | April        |
|                                                                | IPEDS Winter:<br>Student Financial Aid<br>Graduation Rates<br>200% Graduation Rates<br>Admissions<br>Outcome Measures | February     |
|                                                                | Learning Outcomes Assessment Report                                                                                   | September    |
|                                                                | Program Reviews<br>2021: MSE, MACM<br>2022: CECE, AAEECE, BAE<br>2023: MABC, MDIV<br>2024: CBS, AABS, BABT, BACPS     | June         |
|                                                                | Student Experience Inventory                                                                                          | April        |
|                                                                | TRACS Annual Report                                                                                                   | October      |
| <b>Library Subcommittee</b>                                    | <b>Assessment Tool</b>                                                                                                | <b>Month</b> |
|                                                                | Annual Library Report                                                                                                 | May          |
| <b>President</b>                                               | <b>Assessment Tool</b>                                                                                                | <b>Month</b> |
|                                                                | Employee Evaluations                                                                                                  | January      |
| <b>Publications Subcommittee</b>                               | <b>Assessment Tool</b>                                                                                                | <b>Month</b> |
|                                                                | Review of Career Strategy Handbook                                                                                    | July         |
|                                                                | Review of College Catalog                                                                                             | July         |
|                                                                | Review of Faculty & Staff Handbook                                                                                    | July         |
|                                                                | Review of Office of Admissions and Records<br>Policies and Procedures Manual                                          | July         |
| <b>Student Life Subcommittee</b>                               | <b>Assessment Tool</b>                                                                                                | <b>Month</b> |
|                                                                | Review of Student Handbook                                                                                            | July         |

## Assessment Tool Assignment by Tool

The following calendar is organized by assessment tool. All assessment is an ongoing yearly process and dates may be subject to change based on availability.

| Assessment Tool                                                   | Subcommittee Responsible                                | Month     |
|-------------------------------------------------------------------|---------------------------------------------------------|-----------|
| Alumni Inventory                                                  | Institutional Effectiveness and Assessment Subcommittee | October   |
| Annual Library Report                                             | Library Subcommittee                                    | May       |
| Annual Review of Assessment Plan                                  | Institutional Effectiveness and Assessment Subcommittee | June      |
| Annual Review of Budgeting Process                                | Finance Subcommittee                                    | June      |
| Annual Review of Strategic Plan                                   | Board of Trustees                                       | October   |
| Annual Institutional Effectiveness Summary                        | Institutional Effectiveness and Assessment Subcommittee | June      |
| Annual Review of All Marketing and Promotional Materials          | Institutional Advancement Subcommittee                  | January   |
| Annual Review of Board of Trustees Policies and Procedures Manual | Board of Trustees                                       | July      |
| Annual Analysis of Donor Contributions                            | Board of Trustees                                       | August    |
| Annual Review of Foundational Statements                          | Board of Trustees                                       | July      |
| Annual Review of Investment Policies and Strategies               | Board of Trustees                                       | September |
| Annual Review of Mission Statement                                | Board of Trustees                                       | July      |
| Assessment Implementation Summary                                 | Institutional Effectiveness and Assessment Subcommittee | September |
| BPPE Annual Report                                                | Institutional Effectiveness and Assessment Subcommittee | November  |
| Course Evaluation Summary                                         | Institutional Effectiveness and Assessment Subcommittee | June      |
| Distance Education Course Comparisons                             | Distance Education Subcommittee                         | March     |
| Distance Education Program Review                                 | Distance Education Subcommittee                         | November  |
| Employee Evaluations                                              | President                                               | January   |
| Entering Student Inventory                                        | Institutional Effectiveness and Assessment Subcommittee | September |
| Entrance Bible Exam                                               | Curriculum Subcommittee                                 | August    |
| Exit Bible Exam                                                   | Curriculum Subcommittee                                 | May       |
| EZ Audit: Exemption Waiver Request                                | Financial Aid Subcommittee                              | November  |
| EZ Audit: Below Threshold Financial Statements                    | Financial Aid Subcommittee                              | January   |

|                                                                                                                       |                                                         |           |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------|
| Faculty Response to Course Evaluations Fall Semester                                                                  | Faculty Evaluation Subcommittee                         | January   |
| Faculty Response to Course Evaluations Spring Semester                                                                | Faculty Evaluation Subcommittee                         | June      |
| Faculty Response to Course Evaluations Summer Semester                                                                | Faculty Evaluation Subcommittee                         | September |
| Faculty Satisfaction Inventory                                                                                        | Institutional Effectiveness and Assessment Subcommittee | February  |
| Financial Audit                                                                                                       | Finance Subcommittee                                    | October   |
| FISAP Report                                                                                                          | Financial Aid Subcommittee                              | September |
| Grade Distribution Report                                                                                             | Institutional Effectiveness and Assessment Subcommittee | June      |
| Graduating Student Inventory                                                                                          | Institutional Effectiveness and Assessment Subcommittee | May       |
| IPEDS Fall:<br>Institutional Characteristics<br>Completions<br>12-month Enrollment                                    | Institutional Effectiveness and Assessment Subcommittee | October   |
| IPEDS Spring:<br>Fall Enrollment<br>Finance<br>Human Resources<br>Academic Libraries                                  | Institutional Effectiveness and Assessment Subcommittee | April     |
| IPEDS Winter:<br>Student Financial Aid<br>Graduation Rates<br>200% Graduation Rates<br>Admissions<br>Outcome Measures | Institutional Effectiveness and Assessment Subcommittee | February  |
| Learning Outcomes Assessment Report                                                                                   | Institutional Effectiveness and Assessment Subcommittee | September |
| Program Reviews<br>2021: MSE, MACM<br>2022: CECE, AAECE, BAE<br>2023: MABC, MDIV<br>2024: CBS, AABS, BABT, BACPS      | Institutional Effectiveness and Assessment Subcommittee | June      |
| Review of Career Strategy Handbook                                                                                    | Publications Subcommittee                               | July      |
| Review of College Catalog                                                                                             | Publications Subcommittee                               | July      |
| Review of Distance Education Policies and Procedures Manual                                                           | Distance Education Subcommittee                         | July      |
| Review of Faculty & Staff Handbook                                                                                    | Publications Subcommittee                               | July      |
| Review of Financial Aid Manual                                                                                        | Financial Aid Subcommittee                              | June      |
| Review of Office of Admissions and Records Policies and Procedures Manual                                             | Publications Subcommittee                               | July      |
| Review of Student Handbook                                                                                            | Student Life Subcommittee                               | July      |

|                              |                                                         |          |
|------------------------------|---------------------------------------------------------|----------|
| SAP Fall Semester            | Financial Aid Subcommittee                              | December |
| SAP Spring Semester          | Financial Aid Subcommittee                              | May      |
| SAP Summer Semester          | Financial Aid Subcommittee                              | August   |
| Student Experience Inventory | Institutional Effectiveness and Assessment Subcommittee | April    |
| TRACS Annual Report          | Institutional Effectiveness and Assessment Subcommittee | October  |

## Assessment Tool Completion Calendar

The following calendar is to be used for recording completion dates.

| August    | Area of Assessment                                     | Subcommittee Responsible                                | Date Completed |
|-----------|--------------------------------------------------------|---------------------------------------------------------|----------------|
|           | Annual Review of Donor Contributions                   | Board of Trustees                                       |                |
|           | Entrance Bible Exam                                    | Curriculum Subcommittee                                 |                |
|           | SAP Summer Semester                                    | Financial Aid Subcommittee                              |                |
| September | Area of Assessment                                     | Subcommittee Responsible                                | Date Completed |
|           | Annual Review of Investment Policies and Strategies    | Board of Trustees                                       |                |
|           | Entering Student Inventory                             | Institutional Effectiveness and Assessment Subcommittee |                |
|           | Faculty Response to Course Evaluations Summer Semester | Faculty Evaluation Subcommittee                         |                |
|           | FISAP Report                                           | Financial Aid Subcommittee                              |                |
|           | Learning Outcomes Assessment Report                    | Institutional Effectiveness and Assessment Subcommittee |                |
| October   | Area of Assessment                                     | Subcommittee Responsible                                | Date Completed |
|           | Alumni Inventory                                       | Institutional Effectiveness and Assessment Subcommittee |                |
|           | Annual Review of Strategic Plan                        | Board of Trustees                                       |                |
|           | Assessment Implementation Summary                      | Institutional Effectiveness and                         |                |

|                 |                                                                                                                       |                                                         |                       |
|-----------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------|
|                 |                                                                                                                       | Assessment Subcommittee                                 |                       |
|                 | Financial Audit                                                                                                       | Finance Subcommittee                                    |                       |
|                 | IPEDS Fall:<br>Institutional Characteristics<br>Completions<br>12-month Enrollment                                    | Institutional Effectiveness and Assessment Subcommittee |                       |
|                 | TRACS Annual Report                                                                                                   | Institutional Effectiveness and Assessment Subcommittee |                       |
| <b>November</b> | <b>Area of Assessment</b>                                                                                             | <b>Subcommittee Responsible</b>                         | <b>Date Completed</b> |
|                 | BPPE Annual Report                                                                                                    | Institutional Effectiveness and Assessment Subcommittee |                       |
|                 | Distance Education Program Review                                                                                     | Distance Education Subcommittee                         |                       |
|                 | EZ Audit: Exemption Waiver Request                                                                                    | Financial Aid Subcommittee                              |                       |
| <b>December</b> | <b>Area of Assessment</b>                                                                                             | <b>Subcommittee Responsible</b>                         | <b>Date Completed</b> |
|                 | SAP Fall Semester                                                                                                     | Financial Aid Subcommittee                              |                       |
| <b>January</b>  | <b>Area of Assessment</b>                                                                                             | <b>Subcommittee Responsible</b>                         | <b>Date Completed</b> |
|                 | Annual Review of All Marketing and Promotional Materials                                                              | Institutional Advancement Subcommittee                  |                       |
|                 | Employee Evaluations                                                                                                  | President                                               |                       |
|                 | EZ Audit: Below Threshold Financial Statements                                                                        | Financial Aid Subcommittee                              |                       |
|                 | Faculty Response to Course Evaluations Fall Semester                                                                  | Faculty Evaluation Subcommittee                         |                       |
| <b>February</b> | <b>Area of Assessment</b>                                                                                             | <b>Subcommittee Responsible</b>                         | <b>Date Completed</b> |
|                 | Faculty Satisfaction Inventory                                                                                        | Institutional Effectiveness and Assessment Subcommittee |                       |
|                 | IPEDS Winter:<br>Student Financial Aid<br>Graduation Rates<br>200% Graduation Rates<br>Admissions<br>Outcome Measures | Institutional Effectiveness and Assessment Subcommittee |                       |
| <b>March</b>    | <b>Area of Assessment</b>                                                                                             | <b>Subcommittee Responsible</b>                         | <b>Date Completed</b> |

|              |                                                                                      |                                                         |                       |
|--------------|--------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------|
|              | Distance Education Course Comparisons                                                | Distance Education Subcommittee                         |                       |
| <b>April</b> | <b>Area of Assessment</b>                                                            | <b>Subcommittee Responsible</b>                         | <b>Date Completed</b> |
|              | IPEDS Spring:<br>Fall Enrollment<br>Finance<br>Human Resources<br>Academic Libraries | Institutional Effectiveness and Assessment Subcommittee |                       |
|              | Student Experience Inventory                                                         | Institutional Effectiveness and Assessment Subcommittee |                       |
| <b>May</b>   | <b>Area of Assessment</b>                                                            | <b>Subcommittee Responsible</b>                         | <b>Date Completed</b> |
|              | Annual Library Report                                                                | Library Subcommittee                                    |                       |
|              | Annual Review of Budgeting Process                                                   | Finance Subcommittee                                    |                       |
|              | Exit Bible Exam                                                                      | Curriculum Subcommittee                                 |                       |
|              | Graduating Student Inventory                                                         | Institutional Effectiveness and Assessment Subcommittee |                       |
|              | SAP Spring Semester                                                                  | Financial Aid Subcommittee                              |                       |
| <b>June</b>  | <b>Area of Assessment</b>                                                            | <b>Subcommittee Responsible</b>                         | <b>Date Completed</b> |
|              | Annual Institutional Effectiveness Summary                                           | Institutional Effectiveness and Assessment Subcommittee |                       |
|              | Annual Review of Assessment Plan                                                     | Institutional Effectiveness and Assessment Subcommittee |                       |
|              | Course Evaluation Summary                                                            | Institutional Effectiveness and Assessment Subcommittee |                       |
|              | Faculty Response to Course Evaluations Spring Semester                               | Faculty Evaluation Subcommittee                         |                       |
|              | Grade Distribution Report                                                            | Institutional Effectiveness and Assessment Subcommittee |                       |
|              | Program Reviews<br>2021: MSE, MACM<br>2022: CECE, AAECE, BAE<br>2023: MABC, MDIV     | Institutional Effectiveness and Assessment              |                       |

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|-------------|---------------------------------------------------------------------------|-------------------------------------|-----------------------|
|             | 2024: CBS, AABS, BABT, BACPS                                              | Subcommittee<br>Department Chairs   |                       |
|             | Review of Financial Aid Manual                                            | Financial Aid<br>Subcommittee       |                       |
| <b>July</b> | <b>Area of Assessment</b>                                                 | <b>Subcommittee<br/>Responsible</b> | <b>Date Completed</b> |
|             | Annual Review of Board of Trustees Policies and Procedures Manual         | Board of Trustees                   |                       |
|             | Annual Review of Foundational Statements                                  | Board of Trustees                   |                       |
|             | Annual Review of Mission Statement                                        | Board of Trustees                   |                       |
|             | Review of College Catalog                                                 | Publications<br>Subcommittee        |                       |
|             | Review of Distance Education Policies and Procedures Manual               | Distance Education<br>Subcommittee  |                       |
|             | Review of Faculty & Staff Handbook                                        | Publications<br>Subcommittee        |                       |
|             | Review of Office of Admissions and Records Policies and Procedures Manual | Publications<br>Subcommittee        |                       |
|             | Review of Student Handbook                                                | Student Life<br>Subcommittee        |                       |
|             | Review of Career Strategy Handbook                                        | Publications<br>Subcommittee        |                       |