



Institutional Assessment Plan

2023-2024

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GUIDING PRINCIPLES

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

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

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 admissions and student success effectiveness.

Assessment Implementation Summary

Summary of all assessment tools used and their outcomes.

BPPE Annual Report

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

BPPE Employment Report and School Performance Fact Sheets

Annual report for the Bureau of Private Postsecondary Education for the state of California that lists requirements regarding BPPE Title 5, CCR Section 74112. Leads to School Performance Fact Sheets.

FISAP Report

Fiscal Operations Report and Application to Participate (Federal)

IPEDS Reports

Federal Integrated Postsecondary Education Data System Report.

Library Report

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

TRACS Annual Report

Transnational Association of Christian Colleges and Schools annual accreditation report.

Student Achievement Data

Yearly accounting of student achievement data to be posted on the website. Should include retention and graduation rates for previous three years. Required by TRACS.

Annual Reviews

All Marketing and Promotional Materials Annual Review

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

Assessment Plan Annual Review

Review and update yearly Assessment Plan.

Budgeting Process Annual Review

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

Donor Contributions Annual Review

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

Foundational Statements Annual Review

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

Investment Policies and Strategies Annual Review

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

Mission Statement Annual Review

Reviews and updates Mission Statement.

Strategic Plan Annual Review

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

Library Handbook

Office of Admissions and Records Policies and Procedures Handbook

Student Handbook

ASSESSMENT COMMITTEES AND SUBCOMMITTEES

Administrative Committee

Chair: Dr. David Nicholas; Vice-Chair: Mrs. Liz Adams

Members: Dr. Stephen Brown, 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. Liz Adams, 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: Mr. Tom Adams

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. Liz Adams

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

The **All Marketing and Promotional Materials Annual Review** 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 **Investment Policies and Strategies Annual Review** 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.

Maintains and updates the **Student Achievement Data**.

Institutional Effectiveness and Assessment Subcommittee

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

Members: Mr. Eric Brown, Dr. George Gunn, Mr. Tom Adams

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. Liz Adams

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: Mr. Tom Adams, 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: Mrs. Liz Adams, 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, Mr. Tom Adams

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. Michael McCune

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 **Library Report, Student Course Evaluations, Student Experience Inventory** and **Faculty Satisfaction Inventory**. Maintains and updates the **Library Handbook**. 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, Mr. Triston Morillas

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: Mr. Tom Adams

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. Terry Morgan

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. Terry Morgan

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. Terry Morgan

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

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	Responsible Committee/ Subcommittee
	Entrance Bible Exam	Curriculum Subcommittee
	Strategic Plan Annual Review	Board of Trustees
September	Area of Assessment	Responsible Committee/ Subcommittee
	Entering Student Inventory	Institutional Effectiveness and Assessment Subcommittee
	Faculty Response to Course Evaluations Summer Semester	Faculty Evaluation Subcommittee
	Learning Outcomes Assessment Report	Institutional Effectiveness and Assessment Subcommittee
	SAP Summer Semester	Financial Aid Subcommittee
	Student Achievement Data	Institutional Advancement Subcommittee
October	Area of Assessment	Responsible Committee/ Subcommittee
	Alumni Inventory	Institutional Effectiveness and Assessment Subcommittee
	Financial Audit	Finance Subcommittee
	Investment Policies and Strategies Annual Review	Board of Trustees
	IPEDS Fall: Institutional Characteristics Completions 12-month Enrollment	Institutional Effectiveness and Assessment Subcommittee
	TRACS Annual Report	Institutional Effectiveness and Assessment Subcommittee
November	Area of Assessment	Responsible Committee/ Subcommittee
	BPPE Annual Report	Institutional Effectiveness and Assessment Subcommittee

	EZ Audit: Exemption Waiver Request	Financial Aid Subcommittee
December	Area of Assessment	Responsible Committee/ Subcommittee
	SB70 Report	Financial Aid Subcommittee
January	Area of Assessment	Responsible Committee/ Subcommittee
	All Marketing and Promotional Materials Annual Review	Institutional Advancement Subcommittee
	EZ Audit: Below Threshold Financial Statements	Financial Aid Subcommittee
	Faculty Response to Course Evaluations Fall Semester	Faculty Evaluation Subcommittee
	SAP Fall Semester	Financial Aid Subcommittee
February	Area of Assessment	Responsible Committee/ Subcommittee
	Distance Education Course Comparisons	Distance Education Subcommittee
	Distance Education Program Review	Distance Education Subcommittee
	Faculty Satisfaction Inventory	Institutional Effectiveness and Assessment Subcommittee
	IPEDS Winter: Student Financial Aid Graduation Rates 200% Graduation Rates Admissions Outcome Measures	Institutional Effectiveness and Assessment Subcommittee
March	Area of Assessment	Responsible Committee/ Subcommittee
	BPPE Employment Report and Performance Fact Sheets	Institutional Effectiveness and Assessment Subcommittee
April	Area of Assessment	Responsible Committee/ Subcommittee
	IPEDS Spring: Fall Enrollment Finance Human Resources Academic Libraries	Institutional Effectiveness and Assessment Subcommittee
	Student Experience Inventory	Institutional Effectiveness and Assessment Subcommittee
May	Area of Assessment	Responsible Committee/ Subcommittee
	Exit Bible Exam	Curriculum Subcommittee
	Graduating Student Inventory	Institutional Effectiveness and Assessment Subcommittee
	Library Report	Library Subcommittee
June	Area of Assessment	Responsible Committee/ Subcommittee
	AB1178 Letter for Students with Loans	Financial Aid Subcommittee

	Annual Institutional Effectiveness Summary	Institutional Effectiveness and Assessment Subcommittee
	Assessment Plan Annual Review	Institutional Effectiveness and Assessment Subcommittee
	Budgeting Process Annual Review	Finance Subcommittee
	Course Evaluation Summary	Institutional Effectiveness and Assessment Subcommittee
	Employee Evaluations	President
	Faculty Response to Course Evaluations Spring Semester	Faculty Evaluation Subcommittee
	Financial Aid Manual Review	Financial Aid Subcommittee
	Grade Distribution Report	Institutional Effectiveness and Assessment Subcommittee
	Program Reviews 2024: CBS, AABS, BABT, BACPS 2025: MSE, MACM 2026: CECE, AAECE, BAE 2027: MACH, MDIV	Institutional Effectiveness and Assessment Subcommittee Department Chairs
	SAP Spring Semester	Financial Aid Subcommittee
July	Area of Assessment	Responsible Committee/ Subcommittee
	Annual Approval of Catalog, Student Handbook, and Faculty and Staff Handbook.	Board of Trustees
	Assessment Implementation Summary	Institutional Effectiveness and Assessment Subcommittee
	Board of Trustees Policies and Procedures Manual Annual Review	Board of Trustees
	Career Strategy Handbook Review	Publications Subcommittee
	College Catalog Review	Publications Subcommittee
	Distance Education Policies and Procedures Manual Review	Distance Education Subcommittee
	Donor Contributions Annual Review	Board of Trustees
	Faculty & Staff Handbook Review	Publications Subcommittee
	FISAP Report	Financial Aid Subcommittee
	Foundational Statements Annual Review	Board of Trustees
	Library Handbook Review	Library Subcommittee
	Mission Statement Annual Review	Board of Trustees
	Office of Admissions and Records Policies and Procedures Manual Review	Publications Subcommittee
	Student Handbook Review	Student Life 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 Approval of Catalog, Student Handbook and Faculty and Staff Handbook	July
	Board of Trustees Policies and Procedures Manual Annual Review	July
	Donor Contributions Annual Review	July
	Foundational Statements Annual Review	July
	Investment Policies and Strategies Annual Review	October
	Mission Statement Annual Review	July
	Strategic Plan Annual Review	August
Curriculum Subcommittee	Assessment Tool	Month
	Entrance Bible Exam	August
	Exit Bible Exam	May
Distance Education Subcommittee	Assessment Tool	Month
	Distance Education Course Comparisons	February
	Distance Education Policies and Procedures Manual Review	July
	Distance Education Program Review	February
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
	Budgeting Process Annual Review	June
	Financial Audit	October
Financial Aid Subcommittee	Assessment Tool	Month
	AB1178 Letter for Students with Loans	June
	EZ Audit: Below Threshold Financial Statements	January
	EZ Audit: Exemption Waiver Request	November
	Financial Aid Manual Review	June
	FISAP Report	July
	SAP Fall Semester	January
	SAP Spring Semester	June
	SAP Summer Semester	September
	SB70 Report	December
Institutional Advancement Subcommittee	Assessment Tool	Month

	All Marketing and Promotional Materials Annual Review	January
	Student Achievement Data	September
Institutional Effectiveness and Assessment Subcommittee	Assessment Tool	Month
	Alumni Inventory	October
	Annual Institutional Effectiveness Summary	June
	Assessment Implementation Summary	July
	Assessment Plan Annual Review	June
	BPPE Annual Report	November
	BPPE Employment Report and School Performance Fact Sheets	March
	Course Evaluation Summary	June
	Entering Student Inventory	September
	Faculty Satisfaction Inventory	February
	Grade Distribution Report	June
	Graduating Student Inventory	May
	IPEDS Fall: Institutional Characteristics Completions 12-month Enrollment	October
	IPEDS Spring: Fall Enrollment Finance Human Resources Academic Libraries	April
	IPEDS Winter: Student Financial Aid Graduation Rates 200% Graduation Rates Admissions Outcome Measures	February
	Learning Outcomes Assessment Report	September
	Program Reviews 2024: CBS, AABS, BABT, BACPS 2025: MSE, MACM 2026: CECE, AAECE, BAE 2027: MACH, MDIV	June
	Student Experience Inventory	April
	TRACS Annual Report	October
Library Subcommittee	Assessment Tool	Month
	Library Handbook Review	July
	Library Report	May
President	Assessment Tool	Month
	Employee Evaluations	June
Publications Subcommittee	Assessment Tool	Month
	Career Strategy Handbook Review	July
	College Catalog Review	July

	Faculty & Staff Handbook Review	July
	Office of Admissions and Records Policies and Procedures Manual Review	July
Student Life Subcommittee	Assessment Tool	Month
	Student Handbook Review	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	Responsible Committee/ Subcommittee	Month
AB1178 Letter for Students with Loans	Financial Aid Subcommittee	June
All Marketing and Promotional Materials Annual Review	Institutional Advancement Subcommittee	January
Alumni Inventory	Institutional Effectiveness and Assessment Subcommittee	October
Annual Approval of Catalog, Student Handbook and Faculty and Staff Handbook	Board of Trustees	July
Annual Institutional Effectiveness Summary	Institutional Effectiveness and Assessment Subcommittee	June
Assessment Implementation Summary	Institutional Effectiveness and Assessment Subcommittee	July
Assessment Plan Annual Review	Institutional Effectiveness and Assessment Subcommittee	June
Board of Trustees Policies and Procedures Manual Annual Review	Board of Trustees	July
BPPE Annual Report	Institutional Effectiveness and Assessment Subcommittee	November
BPPE Employment Report and School Performance Fact Sheets	Institutional Effectiveness and Assessment Subcommittee	March
Budgeting Process Annual Review	Finance Subcommittee	June
Career Strategy Handbook Review	Publications Subcommittee	July
College Catalog Review	Publications Subcommittee	July
Course Evaluation Summary	Institutional Effectiveness and Assessment Subcommittee	June
Distance Education Course Comparisons	Distance Education Subcommittee	February
Distance Education Policies and Procedures Manual Review	Distance Education Subcommittee	July

Distance Education Program Review	Distance Education Subcommittee	February
Donor Contributions Annual Review	Board of Trustees	July
Employee Evaluations	President	June
Entering Student Inventory	Institutional Effectiveness and Assessment Subcommittee	September
Entrance Bible Exam	Curriculum Subcommittee	August
Exit Bible Exam	Curriculum Subcommittee	May
EZ Audit: Below Threshold Financial Statements	Financial Aid Subcommittee	January
EZ Audit: Exemption Waiver Request	Financial Aid Subcommittee	November
Faculty & Staff Handbook Review	Publications Subcommittee	July
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 Aid Manual Review	Financial Aid Subcommittee	June
Financial Audit	Finance Subcommittee	October
FISAP Report	Financial Aid Subcommittee	July
Foundational Statements Annual Review	Board of Trustees	July
Grade Distribution Report	Institutional Effectiveness and Assessment Subcommittee	June
Graduating Student Inventory	Institutional Effectiveness and Assessment Subcommittee	May
IPEDS Fall: Institutional Characteristics Completions 12-month Enrollment	Institutional Effectiveness and Assessment Subcommittee	October
IPEDS Spring: Fall Enrollment Finance Human Resources Academic Libraries	Institutional Effectiveness and Assessment Subcommittee	April
IPEDS Winter: Student Financial Aid Graduation Rates 200% Graduation Rates Admissions Outcome Measures	Institutional Effectiveness and Assessment Subcommittee	February
Investment Policies and Strategies Annual Review	Board of Trustees	October

Learning Outcomes Assessment Report	Institutional Effectiveness and Assessment Subcommittee	September
Library Handbook Review	Library Subcommittee	July
Library Report	Library Subcommittee	May
Mission Statement Annual Review	Board of Trustees	July
Office of Admissions and Records Policies and Procedures Manual Review	Publications Subcommittee	July
Program Reviews 2024: CBS, AABS, BAPT, BACPS 2025: MSE, MACM 2026: CECE, AAECE, BAE 2027: MACH, MDIV	Institutional Effectiveness and Assessment Subcommittee	June
SAP Fall Semester	Financial Aid Subcommittee	January
SAP Spring Semester	Financial Aid Subcommittee	June
SAP Summer Semester	Financial Aid Subcommittee	September
SB70 Report	Financial Aid Subcommittee	December
Strategic Plan Annual Review	Board of Trustees	August
Student Achievement Data	Institutional Advancement Subcommittee	September
Student Experience Inventory	Institutional Effectiveness and Assessment Subcommittee	April
Student Handbook Review	Student Life Subcommittee	July
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	Responsible Committee/ Subcommittee	Progression/ Date Completed
	Entrance Bible Exam	Curriculum Subcommittee	
	Strategic Plan Annual Review	Board of Trustees	
September	Area of Assessment	Responsible Committee/ Subcommittee	Progression/ Date Completed
	Entering Student Inventory	Institutional Effectiveness and Assessment Subcommittee	
	Faculty Response to Course Evaluations Summer Semester	Faculty Evaluation Subcommittee	

	Learning Outcomes Assessment Report	Institutional Effectiveness and Assessment Subcommittee	
	SAP Summer Semester	Financial Aid Subcommittee	
	Student Achievement Data	Institutional Advancement Subcommittee	
October	Area of Assessment	Responsible Committee/ Subcommittee	Progression/ Date Completed
	Alumni Inventory	Institutional Effectiveness and Assessment Subcommittee	
	Financial Audit	Finance Subcommittee	
	Investment Policies and Strategies Annual Review	Board of Trustees	
	IPEDS Fall: Institutional Characteristics Completions 12-month Enrollment	Institutional Effectiveness and Assessment Subcommittee	
	TRACS Annual Report	Institutional Effectiveness and Assessment Subcommittee	
November	Area of Assessment	Responsible Committee/ Subcommittee	Progression/ Date Completed
	BPPE Annual Report	Institutional Effectiveness and Assessment Subcommittee	
	EZ Audit: Exemption Waiver Request	Financial Aid Subcommittee	
December	Area of Assessment	Responsible Committee/ Subcommittee	Progression/ Date Completed
	SB70 Report	Financial Aid Subcommittee	
January	Area of Assessment	Responsible Committee/ Subcommittee	Progression/ Date Completed
	All Marketing and Promotional Materials Annual Review	Institutional Advancement Subcommittee	
	EZ Audit: Below Threshold Financial Statements	Financial Aid Subcommittee	

	Faculty Response to Course Evaluations Fall Semester	Faculty Evaluation Subcommittee	
	SAP Fall Semester	Financial Aid Subcommittee	
February	Area of Assessment	Responsible Committee/ Subcommittee	Progression/ Date Completed
	Distance Education Course Comparisons	Distance Education Subcommittee	
	Distance Education Program Review	Distance Education Subcommittee	
	Faculty Satisfaction Inventory	Institutional Effectiveness and Assessment Subcommittee	
	IPEDS Winter: Student Financial Aid Graduation Rates 200% Graduation Rates Admissions Outcome Measures	Institutional Effectiveness and Assessment Subcommittee	
March	Area of Assessment	Responsible Committee/ Subcommittee	Progression/ Date Completed
	BPPE Employment Report and Performance Fact Sheets	Institutional Effectiveness and Assessment Subcommittee	
April	Area of Assessment	Responsible Committee/ Subcommittee	Progression/ Date Completed
	IPEDS Spring: Fall Enrollment Finance Human Resources Academic Libraries	Institutional Effectiveness and Assessment Subcommittee	
	Student Experience Inventory	Institutional Effectiveness and Assessment Subcommittee	
May	Area of Assessment	Responsible Committee/ Subcommittee	Progression/ Date Completed
	Exit Bible Exam	Curriculum Subcommittee	
	Graduating Student Inventory	Institutional Effectiveness and Assessment Subcommittee	
	Library Report	Library Subcommittee	

June	Area of Assessment	Responsible Committee/ Subcommittee	Progression/ Date Completed
	AB1178 Letter for Students with Loans	Financial Aid Subcommittee	
	Annual Institutional Effectiveness Summary	Institutional Effectiveness and Assessment Subcommittee	
	Assessment Plan Annual Review	Institutional Effectiveness and Assessment Subcommittee	
	Budgeting Process Annual Review	Finance Subcommittee	
	Course Evaluation Summary	Institutional Effectiveness and Assessment Subcommittee	
	Employee Evaluations	President	
	Faculty Response to Course Evaluations Spring Semester	Faculty Evaluation Subcommittee	
	Financial Aid Manual Review	Financial Aid Subcommittee	
	Grade Distribution Report	Institutional Effectiveness and Assessment Subcommittee	
	Program Reviews 2024: CBS, AABS, BABT, BACPS 2025: MSE, MACM 2026: CECE, AAECE, BAE 2027: MACH, MDIV	Institutional Effectiveness and Assessment Subcommittee Department Chairs	
	SAP Spring Semester	Financial Aid Subcommittee	
July	Area of Assessment	Responsible Committee/ Subcommittee	Progression/ Date Completed
	Annual Approval of Catalog, Student Handbook, and Faculty and Staff Handbook.	Board of Trustees	
	Assessment Implementation Summary	Institutional Effectiveness and Assessment Subcommittee	
	Board of Trustees Policies and Procedures Manual Annual Review	Board of Trustees	
	Career Strategy Handbook Review	Publications Subcommittee	

	College Catalog Review	Publications Subcommittee	
	Distance Education Policies and Procedures Manual Review	Distance Education Subcommittee	
	Donor Contributions Annual Review	Board of Trustees	
	Faculty & Staff Handbook Review	Publications Subcommittee	
	FISAP Report	Financial Aid Subcommittee	
	Foundational Statements Annual Review	Board of Trustees	
	Library Handbook Review	Library Subcommittee	
	Mission Statement Annual Review	Board of Trustees	
	Office of Admissions and Records Policies and Procedures Manual Review	Publications Subcommittee	
	Student Handbook Review	Student Life Subcommittee	