# Institutional Plan and Assessment Mechanism as Currently Implemented 2017-2018

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

* All levels of evaluation are done under the supervision of the Vice President of Academics according to the Assessment Plan (see appendices).
* We have contracted with Gino Pasquariello to oversee and assist the assessment process by administering and compiling data using tools such as the Student Experience Inventory, Faculty Satisfaction Inventory, Alumni Inventory, Entering Student Inventory, Graduating Student Inventory, and Student Learning Outcomes Assessment.
* Selected procedures have been scheduled on the Annual Assessment Calendar (Appendix 11.23) to provide the data for annual reviews by the appropriate committee or subcommittee.
* The Assessment Plan is revised annually from the feedback of committee or subcommittee members under the supervision of the Vice President of Academics.
* See the TRACS “Institutional Effectiveness Manual” for assistance in developing your assessment plan.

Assessment Guidelines:

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

**Administrative Committee** Chair: Nicholas; Vice-chair: Deangelo

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

The Administrative Committee administers the **Faculty Satisfaction Inventory** each year and submits the results to the Assessment Subcommittee and the President.

* Business Affairs/Finance Subcommittee: **Chair: E. Brown**

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

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

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

This subcommittee performs the following tasks:

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

2) Implements and maintains the accounting system to provide accurate and timely reports;

3) Reviews, approves and compares actual and budget amounts in order to ensure a positive current financial position and to facilitate the actions of the Board and the accuracy of the Boards minutes;

4) Supplies a five-year financial forecast (showing total revenues and expenditures by category and net excess or deficit) that can be incorporated into the long-range planning of the institution;

5) Establishes a formal budget process to include timetables, personnel, and procedures so that the Board of Trustees might record in the minutes the approval of the budget before the beginning of the academic year;

6) Provides an accounting for all investments and investment policies for the Board’s evaluation and action.

7) Receives **Recommendations for the Annual Budget** and keeps a running list of all current needs identified by the faculty and staff. This list helps to prioritize budgetary needs and to make allocations in the annual budget.

* Financial Aid Subcommittee: **Chair: L. Iles**

The **Financial Aid Policies and Procedures Manual** is revised regularly to improve the financial aid operations of the College and to comply with any changes in federal and state financial aid regulations.

The **Student Experience Inventory** form assesses the services of the Office of Financial Aid and solicits suggestions for improvement.

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

* Institutional Advancement/Development Subcommittee: **Chair: Nicholas; Vice-chair:** Deangelo

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

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

The **Annual Review of All Marketing and Promotional Materials** is completed with the assistance of the Director 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 Survey** is administered by Gino Pasquariello who submits the results to the Assessment Subcommittee and the President. The President reviews these findings with the Board of Trustees, especially as they concern management and resource development.

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

The **Entering Student Inventory** is administered by Gino Pasquariello to new students to determine the factors that influenced them to attend Shasta Bible College. This survey addresses various issues such as the effectiveness of promotional materials and techniques and the relative support of college constituencies

* Institutional Effectiveness/Assessment Subcommittee: **Chair: S. Brown; Vice-Chair: McCarthy**

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

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

* Institutional Purpose, Goals and Objectives Subcommittee: **Chair: Nicholas**

The Administrative Committee and the Board of Trustees are to consider **all assessment instruments and or reports** regularly to determine whether educational outcomes are in conformity with the purposes, goals, and objectives of the College.

Recommendations are reviewed and approved first by the Administrative Committee in preparation for the final decision by the Board of Trustees meetings in May or September.

* Physical Plant/Health & Security Subcommittee: **Chair:** Deangelo**; Vice-chair: Kellogg**

Administers the following assessment tools: Annual Fire Inspection Preparation Checklist, City of Redding Fire Department Annual Fire Inspection Form, Annual Fire Alarm Inspection Checklist, and Semi-Annual Smoke Detector Inspection Checklist each year to assess future needs, job performance and all areas of the grounds and maintenance.

Keeps a current log of assets and expenditures, a record of current inventory, a calendar of duties and responsibilities, and a budget projection for the current year

Creates and updates a set of policies and procedures along with a budget and a timeline to provide for current and future projects.

* Publications Subcommittee: **Chair: Gunn; Vice-chair: S. Brown**

This subcommittee annually incorporates all changes in **the College Catalog, the Faculty and Staff Handbook, Student Handbook** and various promotional brochures that are approved by the Administrative Committee and the Academic Committee. The Board of Trustees annually approves all revisions of the College’s official documents by August 1.

* Student Life/Student Development Subcommittee: **Chair: King; Vice-chair: Donna Nicholas**

This subcommittee assesses the **Student Experience Inventory** done b**y** Gino Pasquariello each year to procure student input for all campus programs and activities.

The subcommittee also gleans data from other assessment instruments such as **Field Ministries reports** from field supervisors, **Exit Interviews Forms** and **Library Checkout Forms** for non-returning students and **recommendations** from employers, churches, and parachurch ministries. Depending on its nature, the data is normally kept by the Vice President of Student Life or in the student’s file by the Registrar; the interpretation of the data is forwarded to the Assessment Subcommittee.

This subcommittee submits assessment outcomes for review to the Assessment Committee which distributes them to the appropriate committees and subcommittees for evaluation, research and planning.

**Academic Committee**: **Chair: S. Brown**

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

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

* Admissions and Records Subcommittee: **Chair: Gunn; Vice-chair: McCarthy**

The Office of Admissions and Records retain student files, grades, cumulative GPA, grade distribution, full-time equivalency (FTE), academic deficiencies and failures, graduation rate, and a compilation of statistics for various surveys and reports. These files and records are necessary for planning and development in every department of the College

The student’s permanent file contains semester **grades** and denotes **changes in the cumulative GPA** to indicate and monitor student progress by faculty advisors, the Dean of Admissions, and when necessary the Vice President of Academics. Attention is given to changes in **the cumulative GPA**.

T**erm papers, essay exams and other completed assignments** may be submitted by faculty to the Registrar for the student’s file to indicate continued progress and achievement.

* Curriculum/Program Changes Subcommittee: **Chair: S. Brown**

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

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

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

1) The Curriculum Committee annually reviews the results of **entrance exams** with the Dean of Admissions to determine any need for substantive changes or additions to the academic program.

2) The Vice President of Academics reviews the **syllabi** each semester to assure that the proper level of instruction and expectations are maintained.

3) 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.

4) Faculty occasionally submit **samples of students’ work** if they indicate the success of a particular class or program. The **doctrinal statements of graduating seniors** are kept by the Registrar in their permanent files.

* Distance Education Subcommittee: **Chair: McCarthy; Vice-chair: Gunn**

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

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

* Faculty Evaluation Subcommittee: **Chair: S. Brown**

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

Similarly, **Administrative Faculty/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 Vice President of Academics so that the teacher may review, consider, and implement changes for future classes.

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

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

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

* Instructional Support Subcommittee: **Chair: Williams**

Library/Labs, Learning Materials/Equipment

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

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

* Scholarship Subcommittee: **Chair: L. Iles**

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

**Faculty Committee** – Wilcox, Kerr, D. Iles, Meyer

* Faculty Professional Growth Subcommittee: **Chair: D. Iles**

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

* Faculty Welfare Subcommittee: **Chair: D. Iles**

The **Faculty Satisfaction Inventory** is administered regularly to recommend changes in the *Faculty and Staff Handbook: Policies and Procedures Manual*, to identify and ameliorate special needs, and to address hardships and grievances of the faculty. Recommendations are turned in to the Assessment Committee which reviews and delivers them to the appropriate committee or subcommittee for consideration.

**ASSESSMENT TOOL ASSIGNMENTS BY ASSIGNEE 2017-18**

|  |  |
| --- | --- |
| Brown, Eric (Director of Finance) | •Financial Audit  •Quarterly Reports  •IPEDS Report (Submit data to Registrar)  •TRACS Report (Submit data to Registrar)  •Financial Reports  •Faculty Professional Growth Request Form (Distribution and Collection) |
| Brown, Stephen (Vice President of Academics) | •Faculty Professional Growth Request Form (Evaluation)  •Administrative Faculty/Course Evaluations  •Campus Requests for the Budget  •Course Syllabi  •TRACS Report (Submit data to Registrar)  •Faculty Professional Growth Request Form (Distribution and Collection)  •Recommendations for the Budget |
| Deangelo, Jane (Director of Grounds and Maintenance/ Executive Assistant to the President) | •Annual Fire Inspection Preparation Form  •City of Redding Annual Fire Inspection Form  •City of Redding Annual Fire Alarm Inspection  •Semi-annual Smoke Detector Check-sheet  •Annual Analysis of Donor Contributions Form |
| Gunn, George (Vice President of Student Services) | •Entrance Exams  •Attendance/Grade Sheets  •TRACS Report (Submit data to Registrar) |
| Iles, Linda (Director of Financial Aid) | •Financial Aid Policies and Procedures Manual  •Scholarship Selection Form  •IPEDS Report (Submit data to Registrar)  •FISAP Report  •EZ Audit with Education Department |
| King, Benjamin (Vice President of Student Life) | •Dorm Check In/Check Out Forms (evaluation)  •Field Ministry Reports  •Exit Interview Forms  •Recommendations from Employers (as available)  •Campus Requests for the Budget |
| McCarthy, Faith (Registrar/Dean of Undergraduate Studies/Distance Education Coordinator) | •Student Files and Records  •Student Transcripts  •Student Faculty Evaluation Forms [i.e., Course Evaluations] (Distribution and Collection)  •Annual IPEDS Report  •TRACS Report  •BPPE Report  •Alumni Inventory (Distribution)  •Entering Student Inventory (Distribution)  •Faculty Satisfaction Inventory (Distribution)  •Graduating Student Inventory (Distribution)  •Student Experience Inventory (Distribution)  •Distance Education Course Evaluations  •Annual Retention Report  • Distance Education Course Comparisons  •Grade Distributions  •Student Learning Outcomes Assessment |
| Nicholas, David (President) | •Evaluation Forms  •Annual Review of Fund Gathering Policies Form  •Annual Review of All Marketing and Promotional Materials  •Annual Review of Investment Policies and Strategies  •TRACS Report (Submit data to Registrar) |
| Nicholas, Donna (Dorm Supervisor/Assistant to the Vice President of Student Life) | •Dorm Check In/Check Out Forms (distribution and collection)  •Dorm Inspection Check List |
| Pasquariello, Gino (Assessment Contractor) | •Alumni Inventory  •Entering Student Inventory  •Faculty Satisfaction Inventory  •Graduating Student Inventory  •Student Experience Inventory  •Student Learning Outcomes Assessment |
| Williams, Virginia (Head Librarian) | •Library Survey  •Library Use Statistics  •Book/Periodical Collection List  •Collection Changes Summary Report |

**ASSESSMENT TOOL ASSIGNMENTS BY TOOL 2017-2018**

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| Administrative Faculty/Course Evaluations | Brown, Stephen (Vice President of Academics) |
| Alumni Inventory | Pasquariello, Gino (Assessment Contractor)  McCarthy, Faith (Registrar) (Distribution) |
| Annual Analysis of Donor Contributions Form | Deangelo, Jane (Executive Assistant to the President) |
| Annual Fire Inspection Preparation Form | Deangelo, Jane (Director of Grounds and Maintenance) |
| Annual Retention Report | McCarthy, Faith (Registrar) |
| Annual Review of All Marketing and Promotional Materials | Nicholas, David (President) |
| Annual Review of Fund Gathering Policies Form | Nicholas, David (President) |
| Annual Review of Investment Policies and Strategies | Nicholas, David (President) |
| Attendance/Grade Sheets | Gunn, George (Vice President of Student Services) |
| Book/Periodical Collection List | Williams, Virginia (Head Librarian) |
| BPPE Report | McCarthy, Faith (Registrar) |
| Campus Requests for the Budget | Brown, Stephen (Vice President of Academics)  King, Benjamin (Vice President of Student Life) |
| City of Redding Annual Fire Alarm Inspection | Deangelo, Jane (Director of Grounds and Maintenance) |
| City of Redding Annual Fire Inspection Form | Deangelo, Jane (Director of Grounds and Maintenance) |
| Collection Changes Summary Report | Williams, Virginia (Head Librarian) |
| Course Syllabi | Brown, Stephen (Vice President of Academics) |
| Distance Education Course Comparisons | McCarthy, Faith (Distance Education Coordinator) |
| Distance Education Student Course Evaluations | McCarthy, Faith (Distance Education Coordinator) |
| Dorm Check In/Check Out Forms (distribution and collection) | Nicholas, Donna (Dorm Supervisor/Assistant to the Vice President of Student Life) |
| Dorm Inspection Check List | Nicholas, Donna (Dorm Supervisor/Assistant to the Vice President of Student Life) |
| Dorm Check In/Check Out Forms (evaluation) | King, Benjamin (Vice President of Student Life) |
| Entering Student Inventory | Pasquariello, Gino (Assessment Contractor)  McCarthy, Faith (Registrar) (Distribution) |
| Entrance Exams | Gunn, George (Vice President of Student Services) |
| Evaluation Forms | Nicholas, David (President) |
| Exit Interview Forms | King, Benjamin (Vice President of Student Life) |
| EZ Audit with Education Department | Iles, Linda (Director of Financial Aid) |
| Faculty Professional Growth Request Form (Distribution and Collection) | Brown, Stephen (Vice President of Academics); Brown, Eric (Director of Finance) |
| Faculty Professional Growth Request Form (Evaluation) | Brown, Stephen (Vice President of Academics) |
| Faculty Satisfaction Inventory | Pasquariello, Gino (Assessment Contractor)  McCarthy, Faith (Registrar) (Distribution) |
| Field Ministry Reports | King, Benjamin (Vice President of Student Life) |
| Financial Aid Policies and Procedures Manual | Iles, Linda (Director of Financial Aid) |
| Financial Audit | Brown, Eric (Director of Finance) |
| Financial Reports | Brown, Eric (Director of Finance) |
| FISAP Report | Iles, Linda (Director of Financial Aid) |
| Grade Distributions | McCarthy, Faith (Registrar) |
| Graduating Student Inventory | Pasquariello, Gino (Assessment Contractor)  McCarthy, Faith (Registrar) (Distribution) |
| IPEDS Report | McCarthy, Faith (Registrar) with submissions by: Brown, Eric (Director of Finance  Iles, Linda (Director of Financial Aid |
| Library Survey | Williams, Virginia (Head Librarian) |
| Library Use Statistics | Williams, Virginia (Head Librarian) |
| Quarterly Reports | Brown, Eric (Director of Finance) |
| Recommendations for the Budget | Brown, Stephen (Vice President of Academics) |
| Recommendations from Employers (as available) | King, Benjamin (Vice President of Student Life) |
| Scholarship Selection Form | Iles, Linda (Director of Financial Aid) |
| Semi-annual Smoke Detector Check-sheet | Deangelo, Jane (Director of Grounds and Maintenance) |
| Student Course Evaluations [i.e., Course Evaluations] (Distribution/Collection) | McCarthy, Faith (Registrar) |
| Student Experience Inventory | Pasquariello, Gino (Assessment Contractor)  McCarthy, Faith (Registrar) (Distribution) |
| Student Files and Records | McCarthy, Faith (Registrar) |
| Student Learning Outcomes Assessment | Pasquariello, Gino (Assessment Contractor)  McCarthy, Faith (Registrar) (Distribution) |
| Student Transcripts | McCarthy, Faith (Registrar) |
| TRACS Report | McCarthy, Faith (Registrar) with submissions by: Brown, Eric (Director of Finance  Iles, Linda (Director of Financial Aid  Brown, Stephen (Vice President of Academics  Gunn, George (Vice President of Student Services  Nicholas, David (President) |

**ANNUAL REVIEW AND DISTRIBUTION SCHEDULE TIMELINE 2017-2018**

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| MONTH | ITEM REVIEWED | DEPARTMENT/ SUBCOMMITTEE/  INSTRUMENT | RESPONSIBILITY |
| July | •Academic Freedom Statement | •Academic | •Faculty Handbook-Publications Subcommittee |
| •Academic Catalog | •Academic | •Vice President of Student Services |
| August | ANNUAL REVIEW OF STANDARDS   1. Biblical Foundation Statement 2. Board Handbook 3. Board Operations 4. Board Orientation 5. Board Membership 6. Board Policies 7. Financial Investment Policies 8. Purpose and Objectives 9. Biblical and Conduct Agreement 10. Evaluation of President | •Board | •Board Chairman  •President |
| •Signing of Biblical Foundations and Code of Conduct (contracts) | •Administration  •Faculty | •President |
| •FERPA | •Administration  •Faculty | •President |
| •Bible Entrance Exam | •OT Lit I & II | •Department of Bible & Theology |
| •Appointment of Faculty Subcommittees | •Faculty Handbook | •Vice President of Student Services |
| September | •Administrative Policies | •Staff & Faculty Handbook Approved | •Publications Subcommittee |
| •Entering Student Inventory | •Assessment | •Assessment Contractor; Registrar |
| October | •Educational Philosophy | •Catalog, Staff & Faculty Handbook | •Vice President of Student Services |
| •Admission Policy | •Admissions & Records Policies & Procedures Handbook | •Vice President of Student Services |
| •Curriculum Review | •Academic Standards and Admission Committee | •Vice President of Academics |
| •New Class Schedule November 15 | •Academic Committee | •Vice President of Academics |
| •Long-Range Planning/Strategic Plan |  |  |
| November | •Faculty Evaluation | •Academic | •Vice President of Academics |
| •Purpose and Objectives | •Administration | •Administration  •Board |
| • Faculty Development Plan | •Faculty Welfare Subcommittee | •Administration |
| •Student Handbook | •Student Life | •Vice President of Student Life |
| December | •FAFSA | •Financial Aid | •Financial Aid Director |
| •Faculty Evaluation Continue | •Academics | •Vice President of Academics |
| •Library Policies | •Library Subcommittee | •Head Librarian |
| •Course/Instructor Evaluations | •Students | •Vice President of Academics |
| January | •Faculty Personnel Records | •Academic | •Vice President of Academics |
| •Grade Distribution Study | •Admissions & Records | •Registrar |
| February | •Administrative Budget Draft | •Administration | •President |
| •Library Budget Draft | •Library Subcommittee | •Head Librarian |
| •Associated Student Body Budget Draft | •Student Development Subcommittee | •Vice President of Student Life |
| March | •Class Schedule March 15 | •Academic | •Vice President of Academics |
| •Faculty Promotion | • Vice President of Academics | •Vice President of Academics |
| •Contracts | •President | •President |
| •Alumni Inventory | •Assessment | •Assessment Contractor; Registrar |
| •Student Experience Inventory | •Assessment | •Assessment Contractor; Registrar |
|  | •Faculty Satisfaction Inventory | •Assessment | •Assessment Contractor; Registrar |
| April | •Budget Approval | •Board | •Board of Trustee Chair |
| •Curriculum and Review and Instructional Support | •Curriculum Subcommittee | •Vice President of Academics |
| •Standard of Conduct | •Student Development Committee | •Vice President of Student Life |
| May | •Budget Draft | •Administration | •President |
| •Faculty Development Plan | •Academic | •Vice President of Academics |
| •Equipment Evaluation | •Grounds and Maintenance | •Administration |
| •Course Instructor Evaluated | •Students | •Vice President of Academics |
| •Administrative Officers Evaluation | •Administration | •President |
| •Faculty Handbook | •Academic | •Vice President of Academics |
| •Exit Interview | • Vice President of Student Life | •Vice President of Student Life |
| June | •Grade Distribution Study | •Registrar | •Registrar |
| •Graduating Student Inventory | •Assessment | •Assessment Contractor; Registrar |