

I.E. Assessment Instruments

<i>Instrument</i>	<i>When Administered</i>	<i>Assessment Taken by Whom</i>	<i>What is Measured</i>
ALUMNI QUESTIONNAIRE	Every fifth year	Alumni	Information on alumni current activities; alumni perspectives on the college's leadership, programs, and services
BIBLE KNOWLEDGE TEST	Beginning of each semester; End of spring semester	<u>1st Take</u> : New, full-time students <u>2nd Take</u> : Graduating students	Students' knowledge of the Bible upon entering college & again after completing college academic programs & experiences
CHRISTIAN GROWTH EVALUATION	Annually (end of Spring semester)	Director of Student Ministries	Student performance in Student Ministries & Chapel programs
COMPREHENSIVE EXAM: A.A. - BIBLE	Annually (beginning of each semester; end of spring semester)	<u>1st Take</u> : New students to the program <u>2nd Take</u> : Graduating Students in A.A.-Bible Program	Overall knowledge/skill level of information/skills covered within this academic program
COMPREHENSIVE EXAM: A.A. - BUSINESS	Annually (beginning of each semester; end of Spring semester)	<u>1st Take</u> : New students to the program <u>2nd Take</u> : Graduating Students in A.A.-Business Program	Overall knowledge/skill level of information/skills covered within this academic program
COMPREHENSIVE EXAM: A.A. - GEN. ED.	Annually (beginning of each semester; end of Spring semester)	<u>1st Take</u> : New students to the program <u>2nd Take</u> : Graduating Students in A.A.-Gen. Ed. Program	Overall knowledge/skill level of information/skills covered within this academic program
COMPREHENSIVE EXAM: B.S. – CHURCH MINISTRIES	Annually (beginning of each semester; end of Spring semester)	<u>1st Take</u> : Junior students seeking this degree <u>2nd Take</u> : Graduating Students in B.S.-Church Min. Program	Overall knowledge/skill level of information/skills covered within this academic program
COURSE EVALUATION	End of each semester	Students	Course organization, content, presentation, & evaluation techniques by instructor

CURRENT STUDENT QUESTIONNAIRE	Every two years (end of Spring semester)	Students	General information concerning administrative leadership, student services, and campus appearance including: student ministries, academics, student behavior & counseling, student activities, library, chapel, physical plant, and dormitories
ENGLISH PROFICIENCY EXAM	Annually (end of Spring semester)	Graduating Students	Proficiency of students' use of the English language & grammar
FACULTY COURSE REPORT	End of each semester	Faculty	Information on teaching methods & textbooks used, library use & resources, and grading practices; course relationships to program objectives
FACULTY & STAFF QUESTIONNAIRE	Every two years (end of Spring semester)	Faculty & Staff	General information concerning the college mission & administration, faculty & staff organizations, physical plant resources, and faculty/staff welfare
GENERAL ORIENTATION EVALUATION	End of each semester	New, full-time students	Quality of the new student Orientation course
IE ANNUAL REPORT	Annually (July)	IE Committee	Execution of current year's action plans from the 5-Year Planning Document; strengths & weaknesses of college based on action plan assessment results & results from all surveys/evaluations
PROGRAM EVALUATION: A.A. – BIBLE	Annually (end of Spring semester)	Graduating Students in A.A.-Bible Program	Student self-evaluation on personal & academic growth from completing program; student perspective on the effectiveness of the program
PROGRAM EVALUATION: A.A. – BUSINESS	Annually (end of Spring semester)	Graduating Students in A.A.-Business Program	Student self-evaluation on personal & academic growth from completing program; student perspective on the effectiveness of the program
PROGRAM EVALUATION: A.A. – GEN. ED.	Annually (end of Spring semester)	Graduation Students in A.A.-Gen. Ed. Program	Student self-evaluation on personal & academic growth from completing program; student perspective on the effectiveness of the program

PROGRAM EVALUATION: B.S. – BUSINESS ADMINISTRATION	Annually (end of Spring semester)	Graduating Students in B.S.-Business Administration Program	Student self-evaluation on personal & academic growth from completing program; student perspective on the effectiveness of the program
PROGRAM EVALUATION: B.S. – CHURCH MINISTRIES	Annually (end of Spring semester)	Graduating Students in B.S.-Church Min. Program	Student self-evaluation on personal & academic growth from completing program; student perspective on the effectiveness of the program
REGISTRATION SATISFACTION SURVEY	Every two years (during registration hours – immediately upon completion of the registration process)	All registering students	Quality of personnel and procedures of the offices of Admissions, Registrar/Academic Advising, and Financial Aid
SPIRITUAL GROWTH SURVEY	Beginning of each semester; End of Spring semester	<u>1st Take:</u> New, full-time students <u>2nd Take:</u> Graduating students	Students' perceptions of their own spiritual growth status upon entering college & again after completing college academic programs & experiences
STUDENT MINISTRY ORIENTATION EVALUATION	End of each semester	New, full-time students	Quality of Student Ministry Orientation program
STUDENT CHRISTIAN CHARACTER DEVELOPMENT EVALUATION	End of each semester	Faculty	Quality of each students' Christian character
TRUSTEE QUESTIONNAIRE	Every two years (May meeting)	Board members (excluding new members)	Information concerning board members' professional backgrounds; board members' perceptions of the effectiveness of the board & the effectiveness of the college's personnel, its mission & goals, and its quality compared to other colleges

Other Departmental Assessments:

- 1) **Annual Report to ABHE** – completed by Academic Dean; due November 1st of each year
- 2) **Annual Reports to Supervisors** – completed by departmental directors annually (end of Spring semester)
- 3) **Campus Security/Crime Report** – completed by Dean of Students annually (end of Spring semester)

- 4) **Course Syllabi Evaluation** – completed by Academic Dean every semester
- 5) **Financial Audits** – completed by Bookkeeper, Business Manager, & outside Accountant annually (end of Spring semester)
- 6) **New Student Applications** – given by Director of Admissions & Academic Affairs Committee at the beginning of each semester
- 7) **Statistical Abstract to ABHE** – completed by Academic Dean; due November 1st of each year
- 8) **IPEDS** – completed by Academic Dean twice a year