

# NCBC Comprehensive Assessment Plan

## Introduction

For the purposes of pursuing excellence in providing a biblical education as well as accreditation by a nationally recognized agency, Northern California Bible College (NCBC) establishes this Comprehensive Assessment Plan (Plan) effective July 2016.

## 1. ASSESSMENT PLAN

### Standards and Evaluative Criteria

**19.1 NCBC has developed and implemented a comprehensive *Assessment Plan* which includes all aspects of the institution.**

- a. This Plan will be posted on the NCBC website in August 2016 and made available to all Faculty, Staff, and students.
- b. The minutes of the meetings of the Board of Trustees indicate the use of assessment data in the regular revision of this Plan.
- c. The Board of Trustees will approve and adopt this Plan at their meeting in July 2016 and thereafter review it and revise as necessary annually.

**19.2 The *Assessment Plan* contains a process for the evaluation of all policies on a regular basis.**

- a. All Board of Trustees Policies shall be read, and revised if determined appropriate, annually by at least one member of the Executive Committee. Any revisions shall be noted in the minutes of a meeting and a revised copy of the Policy shall be included in the Trustee Handbook. All Staff and Faculty shall be informed of any revisions. Students shall be informed if the revisions impact any aspect of their enrollment.
- b. All Operational policies shall be read, reviewed, and revised if necessary by the President or his/her appointed staff member annually. Any revisions shall be approved by the Board of Trustees and communicated to all Staff and Faculty. Students shall be informed if the revisions impact any aspect of their enrollment.

**19.3 The *Assessment Plan* provides a procedure for evaluating, revising and approving all institutional publications.**

- a. The President or his/her appointed staff shall evaluate and revise if necessary all publications made available to current or prospective students and the public. Particular

attention shall be given to the NCBC website ([www.ncbc.net](http://www.ncbc.net)) to assure congruence with current course schedules, accreditation status, fees, etc.

## **2. ADMINISTRATIVE**

### **Standards and Evaluative Criteria**

**19.4 NCBC conducts regular evaluations of its employees against the responsibilities in their approved job description.**

- a. All employees are provided with annual evaluations of their job performance in accordance with their respective job descriptions. Printed copies of these are provided and opportunity shall be given for the employee to respond in writing to any evaluative comments. Copies of all evaluative documents shall be kept in the personal file.

## **3. ACADEMIC AND STUDENT LEARNING**

### **Standards and Evaluative Criteria**

**19.5 NCBC provides a systematic evaluation of whether the student learning and program outcomes are appropriate to its educational mission.**

- a. During the final week of each course, a two-page evaluation shall be given to each student. It is requested that the student complete this document and turn it to the on-site registrar along with the final exam. The student shall have the option to include their name on the course evaluation form.
- b. Following review by the administration and summarizing of the data and comments by staff, the original forms shall be given to the instructor for their review. Summary data and comments shall be made available to the leadership for the purpose of encouragement and/or suggestions for improvement from the administration to the instructor.
- c. Additional assessment of teaching proficiency may be conducted by announced or unannounced visits from other instructors, or NCBC officers.
- d. A survey is sent to each graduate within one month after the date of the graduation ceremony that will inquire of the student regarding the impact of the NCBC classes on their lives, worldview, families, and/or ministry. Attach the questions to the mission statement.
- e. Insofar as possible, a post graduation interview shall be conducted by a member of the NCBC leadership to solicit feedback regarding the value of the learning experience and to seek suggestions for improvement. Inquiries shall include the totality of the

graduate's experience including student services, financial expectations, quality of instruction, quality of course notebooks, responsiveness of instructors and administration, and the impact of the NCBC experience on the individual, their relationships, ministry and expected future.

**19.6 NCBC's approach to understanding student learning focuses on the institutional, program, and course levels and includes:**

- a. Following the completion of each academic year, the Academic Dean shall conduct an analysis of retention and completion rates of students in each class, from one class in a sequence to another as well as from one year to the next. Additionally, for those students pursuing a two or four-year degree, a report of the graduation rates. NCBC has not and does not provide job placement for their student or graduates. There are no state or licensing exams for the kind of Biblical education provided by NCBC.
- b. Learning outcomes are assessed at the course level via the method prescribed in 19.5a
- c. NCBC does not offer any program level offerings aside from the certificate or degrees offered and therefore does not have programmatic evaluations.
- d. The measures of student learning are both the grades issued by teachers for the assigned work and tests of each course (quantitative), the Course evaluation sheets provided by the students at the end of each course, and the summary survey comments provided by each graduate. (qualitative). There is no provision made for evaluation from sources external to the institution.

**19.7 Results of the evaluation of student learning are provided to stakeholders and made available to the public in an easy to understand format.**

- a. The President shall be responsible to publish an Annual Report that summarizes the evaluations of student learning and make that report available to all stakeholders and post it on the website no later than September of the year following each graduation ceremony.

**19.8 NCBC regularly reviews the curriculum in order to ensure that the content is consistent with national norms.**

- a. To the best of our knowledge, there are not national norms for Biblical Education. Therefore, NCBC believes this standard is not applicable to our situation.

**19.9 Assessment results are reviewed, analyzed and possible new goals are discussed to implement changes.**

- a. The President, Academic Dean and Faculty Chairman (Instructional Committee) shall meet annually following the graduation ceremony for the purpose of reviewing the course and instructor evaluations. The revision of the curricular offerings will be based on the results of the most current course evaluation summary provided by the Registrar. Possible new goals and courses will be considered for implementation. The President shall provide a written report of this meeting to the Board of Trustees.

**19.10 NCBC provides an established process for the regular evaluation of all faculty.**

- a. The purpose of evaluation shall exclusively be the improvement of instructional delivery. This will be accomplished through the use of any or all of the following methods:
  - 1. Self observation of instruction through the required viewing of the video of one entire class session. This shall have a written response provided to the Faculty Chair and Academic Dean with a follow-up conference.
  - 2. Observation by any member of the Instructional Committee with a written response and follow-up conference.
  - 3. A peer observation by another instructor, with a written response (copy to Faculty Chair and Academic Dean) and follow-up conference.
  - 4. Student evaluative results as summarized by the registrar. Summary provided in writing and copied to Faculty Chair and Academic Dean.
  
- b. The process is developmental in nature and leads to faculty improvement.

Based on the outcomes of the several methods of evaluation, it is the intention that quality of instruction shall, over time, show improvement. After two or more annual reviews, if no meaningful improvement is shown, then at the determination of the Instructional Committee an instructor may no longer be given the opportunity to teach for NCBC. The corresponding assumption is that the quality of instruction is excellent and no improvement is necessary for the instructor to remain as long as they and NCBC agree.

## **4. STUDENT SERVICES**

### **Standards and Evaluative Criteria**

**19.11 NCBC regularly evaluates its effectiveness in admitting and retaining students and the appropriateness and effectiveness of its student services to meet the institutional mission.**

- a. The functions of application, admission, enrollment, registration, tuition collection, issuing of grades and transcripts are the the function of the Registrar.
- b. Opportunity is provided annually to every student to comment on these functions and rate their degree of satisfaction with these services. The results of these are collated by a member of the executive administration and shared with the Registrar for the purpose of improvement of service if necessary.

## **5.FINANCES**

### **Standards and Evaluative Criteria**

**19.12 NCBC systematically evaluates its fiscal condition and financial management of the financial operation including appropriate internal and external mechanisms which ensure financial stability.**

- b. NCBC conducts an annual audit provided by KPM Accounting & Management Solutions of San Francisco, CA which is shared with the Board of Trustees for the purpose of both accountability and planning.
- c. The maintenance of a reserve fund available at the exclusive discretion of NCBC is reported to the Board annually.

**19.13 NCBC utilizes the results of these activities for financial planning.**

- a. Planning of future purchases and operations are based on current funds and projected income commensurate with prior patterns of enrollment and income.

## **6. FACILITIES AND EQUIPMENT**

### **Standards and Evaluative Criteria**

**19.14 Institution regularly evaluates the adequacy of facilities and equipment (including technology).**

- a. NCBC administration annually reviews the facilities and equipment necessary to provide the local and distance educational programs and plans purchases to maintain and replace as necessary.

. 19.15 **NCBC regularly evaluates the adequacy, of its online resource learning materials.**

a. The nature of NCBC as a Bible College does not include an on-site library.

Please note the prior approval of our “Part-time Distance Librarian” and the agreement with TRACS staff regarding required purchase of Accordance 11 Essential Bible Software and the Institutional subscription to Galaxie Theological Journal, both of which will be made available to all students prior to attendance in their first course. Degree seeking students must purchase the Accordance 11 Essential Bible Software program as a graduation requirement prior to the 2017 graduation ceremony.

This Assessment plan was approved by a vote of five yes to zero no (5 – 0) via email. The last approval was received on March 17, 2016.