



Faith Bible College Assessment Manual

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Developed and maintained by the staff of
Faith Bible College

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I. Institutional Objectives

A. Mission Statement

Faith Bible College exists to train Christian students to be Grounded in the Word, Growing in Christ, and Giving Back to the Church.

B. Institutional Goals

1. To provide the necessary training for accurate interpretation of the Bible so that students may be Grounded in God's Word in order to develop a biblical worldview and lifestyle.
2. To biblically develop and train a student who is Growing in Christ in his/her personal life and ministry.
3. To cultivate change in the lives of students by means of their commitment to Christ and His Word and personal spiritual growth so that they will be Giving Back to the Church in all areas of their lives.

C. Institutional Objectives

1. The student will be Grounded in God's Word:
 - a. By understanding the Content of Scripture.
 - b. By grasping the Content of Doctrine.
 - c. By the ability to apply and communicate its message in practical ways.
2. The student will be Growing in Christ
 - a. By demonstrating Character consistent with biblical principles.
 - b. By exemplifying a Love for the Triune God.
3. The student will be Giving Back to the Church:
 - a. By growing in their capacity to demonstrate loving, healthy relationships for evangelism and discipleship.
 - b. By pursuing church unity and partnering with others to accomplish the Great Commission.
 - c. By exemplifying Christ at work and home.
 - d. By living a godly life of integrity.

II. Degree Program Objectives

A. CERTIFICATE IN BIBLICAL STUDIES

Description: The Certificate in Biblical Studies provides a basic foundation for Christian life and service and enables the student to grow in his/her relationship with Christ and others through a foundational knowledge of God and His Word.

Objectives: The CBS graduate will be:

1. Grounded in God's Word by
 - a. Obtaining a basic understanding of the content of Scripture.
 - b. Acquiring a basic understanding of biblical doctrines.
 - c. Developing an elementary capacity for personal Bible study.
 - d. Fostering a foundational ability to apply and communicate the Bible's message in practical ways.
2. Growing in Christ by
 - a. Acquiring the essentials necessary for building a biblical worldview.
 - b. Developing a desire for a lifelong pursuit of God and an understanding of His Word.
 - c. Living a Christ-like life of integrity.
3. Giving Back to the Church by
 - a. Possessing a growing ability to demonstrate loving, healthy relationships for evangelism and discipleship.
 - b. Promoting church unity.
 - c. Living for God at work, and at home.

B. ASSOCIATES IN BIBLICAL STUDIES

Description: The Associate in Biblical Studies degree provides a core of Bible, ministry, and general education courses that equips the student with a biblical worldview to engage their home, workplace, church or school of higher education as a “servant leader.” It is designed for the student who desires a strong biblical foundation in preparation for effective ministry within the local church or continued study at FBC.

Objectives: The ABS graduate will be:

1. Grounded in God’s Word by
 - a. Increasing in his/her understanding of the content of Scripture.
 - b. Expanding his/her knowledge of the doctrines of Scripture.
 - c. Forming a basic ability to lead others in a study of the Bible.
 - d. Developing an expanded capacity to apply the Bible’s message in practical ways to themselves and others.
2. Growing in Christ by
 - a. Learning to think critically about the world.
 - b. Seeing life from a biblical worldview.
 - c. Becoming more like Christ.
3. Giving Back to the Church by
 - a. Developing an understanding of the character necessary for servant leadership.
 - b. Understanding the spirituality, and sense of gifting necessary for servant leadership.
 - c. Becoming a servant leader in the family, the workplace, the church or area of higher education.

C. BACHELOR IN BIBLICAL STUDIES AND MINISTRY

Description: The Bachelor in Biblical Studies and Ministry degree provides advanced biblical studies and ministry training in preparation for a life of faithful ministry within the Church and community. The BBS graduate will be equipped for servant leadership through a comprehensive knowledge of God and His Word and dedicated participation in ministry.

Objectives: The BBS graduate will be able to be:

1. Grounded in the Word by
 - a. Being able to effectively study the Word of God and comprehend the content and doctrines of Scripture.
 - b. Developing the ability to apply the Word of God to themselves and others by means of discipleship.
 - c. Effectively teaching the Word of God in a variety of settings.
2. Growing in Christ by
 - a. Understanding life and ministry from a biblical worldview with Christ at its center.
 - b. Appreciating and critically engaging life and ministry from a biblical worldview.
3. Giving Back to the Church by
 - a. Developing techniques, skills, and strategies necessary for ministry practice.
 - b. Applying these techniques, skills, and strategies through practical ministry experience.
 - b. Having the ability to analyze their own and other cultures in order to minister in a culturally appropriate manner.

III. Means of Assessment

Objective (Institutional or Program)	Means of Assessment Primary bold; Secondary otherwise	Desired Objective	Frequency of Assessment	Responsible Party
<i>Institutional Objectives</i>				
1. The student will be Grounded in God’s Word by a. Understanding the content of Scripture. b. Grasping the content of doctrine. c. The ability to apply and communicate its message in practical ways.	Completion of Bible Courses	70% will complete the courses Proficiently	Annually	Registrar
	Completion of Theology Courses	70% will complete the courses Proficiently	Annually	Registrar
	Theology Quiz in Doctrinal Survey I & II	75% will increase in score from the start and end of class	Annually	Academic Dean
	Chart in Hermeneutics	50% will complete the assignment Proficiently	Annually	Academic Dean
	Prophets Chart in OT History & Literature II	50% will complete the assignment Proficiently	Annually	Academic Dean
	Bible Knowledge Exam	Increase in score in Exit from Entrance	Annually	Academic Dean
	Relevant Information Literacy orientations	75% will respond to the orientations positively	Annually	Librarian
	Research & Writing Seminar	75% will respond to the seminar positively	Annually	Librarian
2. The student will be Growing in Christ by a. Demonstrating character consistent with biblical principles. b. Exemplifying a love for the Triune God.	Final Presentation in Spiritual Transformation I	80% will complete the oral & written project Proficiently	Annually	Academic Dean
	Final Presentation in Spiritual Transformation II	80% will complete the oral & written project Proficiently	Annually	Academic Dean
	Course Evaluation Question 9	An average of at least 4 from all classes	Annually	Registrar
	Course Evaluation Question 4	An average of at least 4 from all classes	Annually	Registrar
	Spiritual Life Survey (SLS)	Students will show improvement from Entrance to Exit Survey	Annually	Academic Dean

3. The student will be Giving Back to the Church by a. Growing in their capacity to demonstrate loving, healthy relationships for evangelism and discipleship. b. Pursuing church unity and partnering with others to accomplish the Great Commission. c. Exemplifying Christ at work and at home. d. Living a godly life of integrity.	Field Education	100% will complete all FE requirements	Annually	Field Education Director
	Completion of Evangelism & Discipleship Course	75% will complete the course Proficiently	Annually	Registrar
	Completion of Introduction to Missions Course	75% will complete the course Proficiently	Annually	Registrar
	Course Evaluation Question 2	An average of 3.5 from all classes	Annually	Registrar
	Student Involvement in Ministry (exit interviews, etc.)	80% of all students involved in ministry	Annually	Academic Dean
	General Education assignments	100% of our gen ed courses require assignments with a biblical worldview	Annually	Academic Dean
	Alumni Survey	75% will respond to their time at FBC positively	When given every three years	Registrar

Certificate in Biblical Studies

1. Grounded in God's Word by a. Obtaining a basic understanding of the content of Scripture. b. Acquiring a basic understanding of biblical doctrines. c. Developing an elementary capacity for personal Bible study. d. Fostering a foundational ability to apply and communicate the Bible's message in practical ways.	Completion of Bible Courses	70% will complete the courses Proficiently	Annually	Registrar
	Completion of Theology Courses	70% will complete the courses Proficiently	Annually	Registrar
	Theology Quiz in Doctrinal Survey I & II	75% will increase in score from the start to end of class	Annually	Academic Dean
	Chart in Hermeneutics	50% will complete the assignment Proficiently	Annually	Academic Dean
	Prophets Chart in OT History & Literature II	50% will complete a Proficient assignment	Annually	Academic Dean
	Bible Knowledge Exam	Increase in score of 10% in the Exit from Entrance Exam	Annually	Academic Dean
	Relevant Information Literacy Orientations	75% will respond to the orientations positively	Annually	Librarian

	Completion of Research & Writing Seminar	75% will response to the seminar positively	Annually	Librarian
2. Growing in Christ by a. Acquiring the essentials necessary for building a biblical worldview. b. Developing a desire for a lifelong pursuit of God and an understanding of His Word. c. Living a Christ-like life of integrity.	Final Presentation in Spiritual Transformation I	80% will complete the oral & written project Proficiently	Annually	Academic Dean
	Final Presentation in Spiritual Transformation II	80% will complete the oral & written project Proficiently	Annually	Academic Dean
	Course Evaluation Question 9	An average of at least 4 from all classes	Annually	Registrar
	Course Evaluation Question 4	An average of at least 4 from all classes	Annually	Registrar
	Spiritual Life Survey (SLS)	Students will show improvement from Entrance to Exit Survey	Annually	Academic Dean
3. Giving Back to the Church by a. Possessing a growing ability to demonstrate loving, healthy relationships for evangelism and discipleship. b. Promoting church unity. c. Living for God at work and at home.	Field Education	100% will complete all FE requirements	Annually	Field Ed Director
	Completion of Evangelism & Discipleship	75% will complete the course Proficiently	Annually	Registrar
	Course Evaluation Question 2	An average of 3.5 from all classes	Annually	Registrar
	Student Involvement in Ministry (exit interviews, etc.)	80% will be involved in ministry	Annually	Academic Dean
	Alumni Survey	75% will respond to their time at FBC positively	When given every 3 years	Registrar
<i>Associate in Biblical Studies</i>				
1. Grounded in God's Word by a. Increasing in his/her understanding of the content of Scripture.	Completion of Bible and Theology Classes	75% will complete their Bible/Theology courses Proficiently	Annually	Registrar
	Biblical Communication final presentation	50% will complete this presentation Proficiently	Annually	Academic Dean

<p>b. Expanding his/her knowledge of the doctrines of Scripture.</p> <p>c. Forming a basic ability to lead others in a study of the Bible.</p> <p>d. Developing an expanded capacity to apply the Bible's message in practical ways to themselves and others.</p>	Completion of Research & Writing Seminar	75% will respond to the seminar positively	Annually	Librarian
	Completion of History course	75% will complete the course Proficiently	Annually	Registrar
	Academic Research & Writing final paper	75% will complete the assignment Developing	Annually	Academic Dean
	Bible Knowledge Exam	50% will score 10% higher than their Entrance Exam	Annually	Academic Dean
	Relevant Information Literacy sessions	75% will respond to the sessions positively	Annually	Librarian
<p>2. Growing in Christ by</p> <p>a. Understanding life and ministry from a biblical worldview with Christ at its center.</p> <p>b. Appreciating and critically engaging life and ministry from a biblical worldview.</p>	Course Evaluation Question 9	An average of at least 4 from all classes	Annually	Registrar
	Course Evaluation Question 4	An average of at least 4 from all classes	Annually	Registrar
	Spiritual Life Survey (SLS)	Students will show improvement from Entrance to Exit Survey	Annually	Academic Dean
<p>3. Giving Back to the Church by</p> <p>a. Developing an understanding of the character necessary for servant leadership.</p> <p>b. Understanding the spirituality, and sense of gifting necessary for servant leadership.</p> <p>c. Becoming a servant leader in the family, the workplace, the church or area of higher education.</p>	Field Education	100% will complete all their FE requirements	Annually	Field Education Director
	Completion of Evangelism & Discipleship	75% will complete the course Proficiently	Annually	Registrar
	Completion of Introduction to Missions	75% will complete the course Proficiently	Annually	Registrar
	Course Evaluation Question 2	An average of 3.5 from all classes	Annually	Registrar
	Completion of Math or Science course (demonstrating worldview)	75% will complete the course Proficiently	Annually	Registrar
	Student Involvement in Ministry (exit interviews, etc.)	85% will be involved in ministry	Annually	Academic Dean
	Alumni Survey	75% will respond to their time at FBC positively	When given every 3 years	Registrar

Bachelor in Biblical Studies & Ministry

<p>1. Grounded in God’s Word by</p> <p>a. Being able to effectively study the Word of God and comprehend the content and doctrines of Scripture.</p> <p>b. Developing the ability to apply the Word of God to themselves and others by means of discipleship.</p> <p>c. Effectively teaching the Word of God in a variety of settings.</p>	Completion of Bible and Theology courses	75% will complete their Bible/Theology courses Proficiently	Annually	Registrar
	Biblical Communication final presentation	50% will complete this presentation Proficiently	Annually	Academic Dean
	Completion of Research & Writing Seminar	75% will respond to this seminar positively	Annually	Librarian
	Completion of Cross Cultural Ministry course	75% will complete the course Proficiently	Annually	Registrar
	Project in Apologetics	75% will complete the course Proficiently	Annually	Academic Dean
	Completion of History course	75% will complete the course Proficiently	Annually	Registrar
	Project in Christian Philosophy	75% will complete the course Proficiently	Annually	Academic Dean
	Romans Project	75% will complete the course Proficiently	Annually	Academic Dean
	Bible Knowledge Exam	50% of graduates increase at least 15% from Entrance scores	Annually	Academic Dean
	Relevant Information Literacy orientations	75% will respond to the orientations positively	Annually	Librarian
<p>2. Growing in Christ by</p> <p>a. Understanding life and ministry from a biblical worldview with Christ at its center.</p> <p>b. Appreciating and critically engaging life and ministry from a biblical worldview.</p>	Course Evaluation Question 9	An average of at least 4 from all classes	Annually	Registrar
	Completion of Counseling course	75% will complete the course Proficiently	Annually	Registrar
	Spiritual Life Survey (SLS)	80% will increase from their previous survey	Annually	Academic Dean
	Course Evaluation Question 4	An average of at least 4 from all classes	Annually	Registrar
<p>3. Giving Back to the Church by</p> <p>a. Developing techniques, skills, and strategies necessary for ministry practice.</p>	Field Education	100% will complete all of their FE requirements	Annually	Field Education Director
	Completion of Evangelism and Discipleship course	75% will complete the course Proficiently	Annually	Registrar
	Completion of Introduction to Missions	75% will complete the course Proficiently	Annually	Registrar

b. Applying these techniques, skills, and strategies through practical ministry experience. c. Having the ability to analyze their own and other cultures in order to minister in a culturally appropriate manner.	Course Evaluation Question 2	An average of at least 3.5 from all classes	Annually	Registrar
	Completion of Discipleship course	75% will complete the course Proficiently	Annually	Registrar
	Completion of Leadership course	75% will complete the course Proficiently	Annually	Registrar
	Completion of Marriage & Family course	75% will complete the course Proficiently	Annually	Registrar
	Completion of Language course	75% will complete the course Proficiently	Annually	Registrar
	Completion of Math or Science course (demonstrating worldview)	75% will complete the course Proficiently	Annually	Registrar
	Completion of Practical Ministry course	80% will complete the course Proficiently	Annually	Registrar
	Student Involvement in Ministry (exit interviews, etc.)	90% will be involved in ministry	Annually	Academic Dean
	Alumni Survey	75% will respond to their time at FBC positively	When given every 3 years	Registrar

IV. Areas of Assessment

A. Mission Statement

1. What is to be Assessed: The Mission Statement is to be reviewed in order to assess that it remains viable and addresses the primary constituents and goals of the college.
2. Manner of Assessment: The Mission Statement will be reviewed by means of discussion by the Senior Administrative Committee as to its measurability and clarity and conciseness. The Board of Directors must approve any revisions or changes.
3. Frequency of Assessment: Every three (3) years

B. Institutional Goals & Objectives

1. What is to be Assessed: The Institutional Goals & Objectives are reviewed to determine if they clearly and accurately represent what FBC intends to do as a college. They are reviewed to their measurability and clarity and conciseness.
2. Manner of Assessment: By means of analyzing Exit Interviews and the results of the Entrance and Exit Exams of the Bible Knowledge Exam, the Goals and Objectives will be discussed by the SAC to determine if they are being met.
3. Frequency of Assessment: Every three (3) years

C. Academic Programs

1. What is to be Assessed: Each specific academic degree program will be evaluated to determine if the Mission Statement and Program Objectives conform to the Institutional Mission, Goals and Objectives and accurately reflect what the program is meant to accomplish.
2. Means of Assessment: The objectives of each program will be evaluated by means of staff discussion and consultation.
3. Frequency of Assessment: Each degree program will be evaluated every three (3) years

D. Core Values

1. What is to be Assessed: Core Values will be evaluated for their relevance according to our Mission Statement and Primary Objectives.
2. Manner of Assessment: Senior Administration Committee to evaluate
3. Frequency of Assessment: every five (5) years

E. Institutional Doctrinal Statement

1. What is to be Assessed: The Doctrinal Statement must be approved by a unanimous vote of the Board of Directors in order for any changes to be made. It is reviewed to determine its clarity and conciseness.
2. Means of Assessment:
 - a. The Doctrinal Statement Review Form
 - b. Discussion by the SAC will be used to evaluate the statement.
3. Frequency of Assessment: The Doctrinal Statement will be reviewed every ten (10) years, or at the discretion of the President or Board of Directors.

F. Board of Directors

1. What is to be Assessed: The Board of Directors will evaluate themselves to determine if they are effective in their stated purposes.
2. Means of Assessment:
 - a. Board Evaluation Survey; a survey completed by each Board Member to evaluate their impression of Board effectiveness.
 - b. Board Self-Evaluation Survey; a survey completed by each Board Member that evaluates their own input to the board as a whole.
3. Board Member Evaluation; an evaluation to be completed by each Board Member when another member is scheduled to take a leave of absence.
4. Frequency of Assessment: The Board Evaluation Survey and Board Self-Evaluation will be conducted each year. The Board Member Evaluation will be conducted whenever a member takes a leave of absence. Results will be compiled each year and reviewed every five (5) years.

G. Presidential Evaluation

1. What is to be Assessed: The Board of Directors will evaluate the President of FBC to determine if he is meeting his job description and leading in a godly manner.
2. Means of Assessment: The Presidential Evaluation Form; is conducted by the Board of Directors to measure the effectiveness of the college president.

3. Frequency of Assessment: The Board of Directors conducts the evaluation once a year, normally during their summer meeting. Results are reviewed by the Board each year and given to the President.

H. Staff Evaluations

1. What is to be Assessed: Each Staff member of FBC will be evaluated based upon their performance during the past year.
2. Means of Assessment: A Supervisor Evaluation will be performed each year by the President. This evaluation will examine the past year's performance and give suggestions to enable the staff member to become more effective.
3. Frequency of Assessment: The Presidential Evaluation will be performed each year no later than the middle of July.

I. Faculty Evaluations

1. What is to be Assessed: Each Faculty Member is evaluated as to their competence as an instructor and as to whether they adhere to the FBC Philosophy of Education.
2. Means of Assessment:
 - a. Course Evaluation Form is completed by each student enrolled in the course to evaluate the strengths and weaknesses of the instructor and their thoughts on the value of the course.
 - b. Faculty Observation is performed by a member of the Administrative Team and evaluates the instructor's teaching style, content, and effectiveness. It also gives suggestions for improvement.
 - c. Faculty Self Evaluation is completed by the faculty member to review their course as to how it may be improved.
3. Frequency of Assessment:
 - a. The Course Evaluation is completed at the end of each course. The results are compiled and examined by the Academic Dean. Any anomalies or concerns are discussed with the Administrative Team as to appropriate action.
 - b. The Faculty Observation is conducted on a regular basis for all new or prospective instructors. It is conducted on a periodic basis of those instructors who are teaching classes they normally teach. Results are reviewed by the Academic Dean and concerns are discussed with the Administrative Team.
 - c. The Self Evaluation is conducted after the completion of each course and is then given to the Academic Dean.

J. Departmental Assessments

1. Library

Area of Assessment	Goal/Objective
Usage of Library Resources	Collection Usage: Progress in usage of resources
	Galaxie/NetBible Report: Progress in usage
	Faculty/Student Feedback: 75% positive feedback
Quality of Library/Research Instruction	Survey Responses: 75% positive responses
	Student/Faculty Feedback: 75% positive responses

2. Admissions, Recruitment & Retention

Area	Goal/Standard
Admissions	More students will apply through Populi
	Applications will be reviewed within two (2) weeks of completion
Recruitment	Visit 15 Churches/Pastors per semester
	Visit five (5) Christian Schools or Home-School Groups during the year
	Advertise on Radio per semester
	Distribute brochures to churches
	Place 100 brochures for HS at Moore Expressions
	Advertise at HEAV and receive 10 sign-ups of interest
	Email new classes to local contacts
	Facebook new classes at least 1 month before the semester begins
	Instagram new classes 1 month before they begin
	Contact current, prospective and former students
	Increase from 30 students to 35
Retention	75% of students from the Fall will return in the Spring

3. Business Office

Objective	Means of Assessment
To maintain current and accurate financial records for staff and students each fiscal year	1). annual independent audits 2). monthly staff and student reports 3). bi-annual reports to the BOD
To develop and implement an annual budget	BOD input and approval
To assure that FBC is in compliance with federal, state and local regulations	Independent auditor
To manage all of the financial obligations of FBC	Monthly Staff Reports & Annual Audits
To require students to pay their bills in a timely manner in order to be able to graduate debt free	Student Financial Agreement and periodic reminders

4. Development

Analysis of each is unique to the event. After Action Reports and SAC documentation track their progress and results.

Area of Assessment	Analysis unique to event
Hap Cup	
Giving Tuesday	
Other fundraisers (shoe drive, etc.)	
Advertising	
Donor/Church Relations/Development	
To communicate FBC as a unique college among the wider body of Christ.	
To maintain healthy relationships with alumni that result in mutual benefits.	

O. Expanding the Exposure (a developing category)

- Pastors Luncheons
- Commencement
- Faith Forums
- Tab Midweeks & Advertising
- Water's Edge announcements
- Courses at Bethel & Water's Edge

P. Assessment Manual

1. What is to be Assessed: The Manual itself as well as the measurements for assessment. The calendar dates will also be revised.
2. Means of Assessment: Analysis of the measurements of assessment will be reviewed.
3. Frequency of Assessment: Every Three Years

V. ASSESSMENT REPORT

Each year FBC will conduct research that will show us our strengths and weaknesses. Data will be collected, compiled, and analyzed. FBC will write suggestions for change based upon the analysis so that we can better achieve our goals. These suggestions will be written in an Annual Assessment Report. This Report will be distributed to staff for analysis, and board members for review.