**Barber-Scotia College**

**Administrative and Student Support Services Assessment Plan and Report**

**Academic Year: [Insert Year]**

**Department Name:** [Insert Name]

**Leadership:** [Insert Name]

**Assessment Liaison:** [Insert Name]

**Assessment Plan Submission Date:**  [Insert Date]

**Assessment Report Submission Date:** [Insert Date]

**B-SC Mission Statement:** The Mission of Barber-Scotia College, through its quality academic and training programs in a Christian setting, is to produce creative, innovative, and lifelong learners. Our students will benefit from a traditional academic degree and a skills-based education that is inclusive, affordable, and accessible, allowing them to be major players in a global marketplace.

**Department Mission Statement:** (Provide the unit mission statement)

**Relationship to BSC Strategic Goals 2022-2027 (check all that apply):**

* Leadership and Financial Strength: Build Operational Capacity
* Academic Core: Strength and Evaluate Current Programs
* Accreditation: Plan the Path Forward
* Community Trust: Listen, Learn, and Leverage

**Unit Core Functions**

**Core Functions:** (What is the purpose of your unit? What services and support do you provide to campus that others do not? Each function listed here should have an outcome below, unless you plan to assess that function another year. All outcomes for all functions should be assessed annually, unless otherwise noted. See OIE for guidance.)

**Core Function #1:** (List the first function from the “Core Functions” list above here. Include outcomes for this function in the table below. Add rows as needed. Please use a table for each function.)

| **Assessment Plan (due July 31)** |
| --- |
| **OUTCOMES** | **ASSESSMENT METHODS** | **ASSESSMENT PROCEDURE**  | **PERFORMANCE TARGET & INDICATOR** |
| (What should your constituents be able to do or how will they benefit from this core function? This should focus on impact!) | (What measure will you use to determine whether the outcome has been achieved? *Copies of all surveys, rubrics, or other measurement tools are required with this plan.*) | (How will you collect data on the specified measure? Describe the data collection process. When specifically will data be collected?*)* | (Using the unit of measurement specified, what is your performance target to hit by the end of this cycle? Please be specific. E.g., 85% of \_\_\_\_.) |
| **Assessment Report (due June 15)** |
| **RESULTS** (Provide the results in detail*.*) |
| **FINDINGS Target Met**(Identify whether the performance target was or was not met. Provide a summary of findings based on the results.) |
| **PLANNED IMPROVEMENTS** (for next academic year)(When will you start? Provide a detailed plan of action to include any internal or external constituents , assessment methods, resources needed, and performance target. ) |

**Core Function #2:** (List the first function from the “Core Functions” list above here. Include outcomes for this function in the table below. Add rows as needed. Please use a table for each function.)

| **Assessment Plan (due July 31)** |
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| **OUTCOMES** | **ASSESSMENT METHODS** | **ASSESSMENT PROCEDURE**  | **PERFORMANCE TARGET & INDICATOR** |
| (What should your constituents be able to do or how will they benefit from this core function? This should focus on impact!) | (What measure will you use to determine whether the outcome has been achieved? *Copies of all surveys, rubrics, or other measurement tools are required with this plan.*) | (How will you collect data on the specified measure? Describe the data collection process. When specifically will data be collected?*)* | (Using the unit of measurement specified, what is your performance target to hit by the end of this cycle? Please be specific. E.g., 85% of \_\_\_\_.) |
| **Assessment Report (due June 15)** |
| **RESULTS** (Provide the results in detail*.*) |
| **FINDINGS Target Met**(Identify whether the performance target was or was not met. Provide a summary of findings based on the results.) |
| **PLANNED IMPROVEMENTS** (for next academic year)(When will you start? Provide a detailed plan of action to include any internal or external constituents , assessment methods, resources needed, and performance target. ) |

**OIE Staff Review: Not started**

**Date of Approval:**

**Comments:**