



## BREWTON-PARKER COLLEGE ANNUAL ASSESSMENT CALENDAR

SACSCOC STANDARD	WHAT	WHO	WHEN	ASSESSMENT METHOD	DUE DATE
4.2	Mission Statement	Board of Trustees	Annual	Review current statement as a standing agenda item; record findings in minutes	Conclusion of April meeting
4.2.C	CEO Evaluation	Board of Trustees	Annual	CEO Evaluation Form completed and filed in President's Office	June 1
4.2.G	BOT Self-Evaluation	Board of Trustees	Annual	BPC Board of Trustees Self-Evaluation Tool completed and filed in President's Office; record findings in minutes	Conclusion of April meeting
5.5	Non-faculty Personnel Evaluations	All VPs and supervisory staff	Annual	Staff Evaluation Form Coaches Evaluation Form (located in P&P 9.1.18) Submitted to HR Director	June 1
6.3	Faculty Performance Evaluations	Division Chairs and Provost	Semester  Annual	Course evaluations completed by students each semester  Division chair classroom evaluations and faculty self-evaluations completed annually and submitted to Provost	June 1
6.5	Faculty Professional Development	IER	Annual	Self-reporting via e-mail to IER; newsletter/blog posted on IER webpage and disseminated via e-mail	May 1

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7.3	Administrative Support Outcomes (Strategic Plan Objectives)	President Provost Director of Advancement VP of Enrollment Services & Athletics CFO Director of Marketing Director of Plant Operations VP of Student Development Director of Technology Services	Quarter	Assessment method dependent upon the department's goals; data should be reported to the IER Office via e-mail by the quarterly deadline	Q1 due October 5 Q2 due January 5 Q3 due April 5 Q4 due July 5  Following Year Goals due July 10
8.1	Student Achievement Measures	Student Achievement Task Force	Annual	NSC, IPEDS, MvQuery data pulls, and faculty/staff reporting of student Christian service rates compiled by IER; task force meets at the conclusion of each academic year to discuss any needed changes to the measures, thresholds, or target goals	January 15 – all fall semester data  May 15 – all spring semester data  Meet to discuss findings by May 31
8.2.A	Student Learning Outcomes for Educational Programs	Program Coordinators	Annual	Program Assessment Plan and Report Template completed by program coordinators; all submitted to IER	End of year Report – May 31 Next Year's Plan – August 10
8.2.B	Student Learning Outcomes for General Education	Program Coordinator for General Education	Annual	Program Assessment Plan and Report Template completed by program coordinator; all submitted to IER	End of year Report – May 31 Next Year's Plan – August 10

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8.2.C	Academic and Student Support Service Objectives	Provost Director of Library Services Registrar Director of Technology Services VP of Student Success & Diversity Engagement VP of Enrollment Services & Athletics VP of Student Development Asst. Provost for IER	Annual	Assessment method dependent upon the department's goals; data should be reported to the IER Office via e-mail by the deadline	Annual data report due May 31  Following year targets due July 10
9.1, 10.4	Curriculum Evaluation	Division Chairs and Program Coordinators	Annual	Utilize catalog degree pages and PLO-SLO alignment to evaluate individual courses; utilize current market research to ensure maintaining discipline currency; record findings in Division meeting minutes	Ongoing – Division minutes should be uploaded to the IER Shared Drive as approved
11.1, 11.2, 12.2	Adequacy of Staff	All listed in 8.2.C	Annual	Student Satisfaction Surveys conducted by VP of Athletics, Director of Admissions, Director of Student Development, IER, Marketing, Academics, Office of Student Engagement and Retention, IT	Annual data report due for 8.2.C on May 31
13.7	Adequacy of Physical Facilities	IER	Annual	Survey of faculty, staff, and students	May 1