

**Maple Springs Baptist Bible College and Seminary (MSBBC&S)**  
 msbbcs.edu  
 David Clark, D.Min. President  
 4130 Belt Road, Capitol Heights, MD 20743 call: 301-736-3631  
**Web Page Summary of the ASSESSMENT PLAN 2016**

The accrediting agency, Transnational Association of Christian Colleges and Schools (TRACS) requires the Institution to publish an annual Assessment Plan, in order to evaluate the performance outcomes of the Institution, with regards to programs, operations and personnel. Listed below are some of the standards by which the Institution measures its outcomes for this assessment cycle.

<i><b>The Standard</b></i>	<i><b>Institutional Response</b></i>
Institution has developed and implemented a comprehensive Assessment Plan (AP)	Assessment Plan (AP) was approved at Board of Trustees (BOT) meeting on 24 October 2016.
The AP is in writing, and a summary is shared widely, and posted on the Institution's website.	AP is currently in electronic, matrix-style format. It is shared with Stakeholders at convened meetings, and the AP Summary is posted in the web site.
The Assessment Plan is annually reviewed and approved by the board	AP Review and Board Approved 24 October 2016
Assessment Plan contains a process for the evaluation of all policies on a regular basis.	AP includes the Institutional Assessment Cycle Review Schedule which stipulates a regular time in cycle, to measure or assess each applicable standard
Assessment Plan provides a procedure for evaluating, revising and approving all institutional publications.	AP includes the Institutional Assessment Cycle Review Schedule which stipulates a regular time in cycle, to measure or assess institutional publications.

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Institution conducts regular evaluations of its employees against the responsibilities in the approved job description.	The Chief Academic Officer (CAO) and the Vice President for Administration and Finance (CFO) conduct and compile respective Reports of Curricular and Co-Curricular employee job performance evaluations. Evaluations are conducted within their cycle, by the end of their designated assessment period/s.
Institution provides a systematic evaluation of whether the student learning and program outcomes are appropriate to its educational mission	College and Seminary Deans conduct Curricular Reviews and Evaluations according to the Institutional Cycle Schedule.
The analysis of retention rates, completion rates, graduation rates, job placement rates, and student success rates on state and other licensing exams	Registrar conducts analysis of such rates as are applicable to this Institution.
Utilization of multiple approaches (qualitative and quantitative methods and direct and indirect measures) for assessing student learning, including information both internal and external to the institution.	Qualitative Methods include Assessment gained through on-line Survey and hardcopy Student Survey. Quantitative Methods include assessment from internal results collected from course exams and Institution College/Seminary Comprehensive Exams. External assessment will be obtained through Benchmarking Student Learning.

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Revision of the curriculum is based on assessment results.	Director of Institutional Planning and Assessment (DIPA) collects, analyzes and formats assessment results in clear manner and makes presentation to President, Board and Stakeholders
Institution provides an established process for the regular evaluation of all faculty.	The Faculty Handbook provides process to measure this standard. The evaluations are conducted annually, by the CAO and CFO.
Institution provides a systematic evaluation of whether the student learning and program outcomes are appropriate to its educational mission.	College and Seminary Deans conduct Curricular Review for this purpose
Institution utilizes the results of survey activities for financial planning.	The CFO performs analysis of annual findings in Report format.
Strategic Plan is approved and reviewed annually by the Board.	The Board receives the Strategic Plan from the DIPA for thorough review and annual approval. Most recent approval 24 October 2016.
Strategic Plan is an integral part of the institution's on-going cycle of planning, budgeting and assessment.	The Strategic Plan plays a role in the institution's ongoing cycle of planning, budgeting and assessment.