

URSHAN ASSESSMENT REPORT TEMPLATE

2016-17 Academic Year

Today's date: August 25, 2017

Program Name: Christian Ministry

Before you begin to complete your assessment report, review the information for Step Three: Analyze and Interpret Results, Step Four: Report, and Step Five: Act on Results. This information can be found on pages 38-48 of the 2016 – 2017 *Assessment Handbook*.

For each outcome, you will be asked to provide information about student performance on each measure. You will indicate whether student performance met your targets, and discuss the factors that you believe contributed to the findings you report. You will then report whether you believe that the results you report indicate that the outcome was met. Finally, you will be asked to identify all actions you will take as a result of student performance on your assessment measures.

A small space for each response will be provided on this form, but that is only to keep the initial template brief. You are encouraged to use as much space as you need to provide a detailed analysis of student performance on your assessment measures. You may include relatively brief rubrics, scoring scales, assignment descriptions, or other relevant information in the report. If your rubrics, assignments, or other artifacts are large ones, please submit as separate Word or PDF files for archival.

Each section of the template includes one or more page numbers from the Handbook where you can find more information, including examples.

Department Chair Review

I have reviewed this assessment report and agree with the findings and action plans.

Academic Dean: _____

Date Reviewed: _____

Assessment Director Review

I have reviewed this assessment report and agree that it is complete and meets SIPI assessment guidelines.

Assessment Director: Wanda Baker

Date Reviewed: 10/21/17

2016-2017 Assessment Results

Please use the following sections to report your assessment findings from 2016-2017 and plans to improve student learning in 2017-2018.

Outcome 1:	DQP 4 - Applied and Collaborative Learning
Measure 1.1	ED 499: Capstone, Capstone Paper
Sampling 1.1	All BACM enrolled in ED 499 Spring 2017
	90% or more of students will achieve the "Meets Expectations" level or higher on the Capstone Paper
Target 1.1 (P)	Assessment Rubric (to be created).

How many students were included in the data collection for Measure 1.1? How were they selected? (pp. 35-36, pp. 40-41)

If data collection did not occur, please explain why, and describe plans for data collection in the coming cycle.

There were 10 enrolled in the ED 499: Capstone Spring 2017 course. Measure 1.1 was intended to evaluate the term paper in the course, however, the paper was assigned as a group project, which skewed results due to non-BACM students in the projects. In the next cycle the assignment will specify that it is for individual students, not groups.

Please provide a brief summary of your analysis of the data for Measure 1.1. (pp. 38-41)

We are unable to report on this measure because the execution of the capstone paper assignment unintentionally yielded corrupted data that did not allow us to assess individual BACM student performance. Our response is retain the assessment measure and target, establishing clearer guidelines and assessment structures for the Capstone paper assignment that will allow us to track individual student performance in a group work setting.

Do your data indicate that Target 1.1(P) was met? Partially met? Not met? Not reported this cycle? (If not reported, please indicate the reason.)

Please place an "X" in the appropriate box below.

Target	Met	Partially Met	Not Met	Not Reported this Cycle (Please provide reason)
1.1(P)				X We could not collect accurate data

Please provide a brief summary of the factors you believe contributed to these results. (pp. 38-41)

Although we were not able to collect data on this measure, we still feel that this paper is important for assessment of Applied and Collaborative Learning. In the future, we will insure that the instructor is aware of our desire to use portions of their course for assessment. The strategic element missing in our assessment plan was specific instructions on the assignment and an adequate system in-place to monitor and assess individual student performance within the group. We were aware of the assignment, and wanted to use the data, but did not recognize the issues involved with data collection until assessment data was being collected. By that time students had already completed the course, and we could not correct the format of the assignment from groups to individuals.

Measure 1.1 Action Planning

If the targets for this measure were **Not Met** or **Partially Met**, please provide one or more action plans that indicate how you will improve student learning on this outcome. If the targets were **Met**, you may provide one or more action plans, if you choose. One blank action plan template is provided below. Copy and paste the template into this section for additional action plans, if needed. (pp. 45-48)

Action Plan 1.1 Short Title

Capstone Paper Instructions

Please describe what you plan to do. Include a brief rationale, focused on student learning.

In order to assess individual student learning in the capstone project we need the paper to be assigned to individuals or a way to assess individual performance on specific segments within the paper. The group aspect of the assignment is still important to assess collaborative abilities, but this assignment should assess the individual student's learning in that collaborative environment.

What is the intended impact on student learning?

Students should learn how to gather research in a group environment and utilize it in ministry application.

Action Steps and Person(s)/Group responsible (add rows, if needed)

No.	Action Step	Person(s)/Group Responsible
1	Review/reestablish the course's purpose within program.	CM Faculty and Program Director
2	Establish assignment details to fit assessment goal	Course Instructor
3	Refine assignment assessment tools to assess individual performance within the group	Course Instructor and Program Director (with input from Assessment Office)
4	Follow up with course instructor at beginning of semester	CM Program Director

Expected start date (MM/DD/YY)

7/10/17

Expected completion date (MM/DD/YY)

1/1/18

What is the priority?

High

Medium

Low

X

Are additional resources needed to complete this?

Be specific. For resources that include a budget request, please provide cost breakdown and total cost.

Exemplary grading rubrics for group assignments/projects that helpfully isolate individual student performance for analysis to help us in redesigning the grading rubric for the Capstone paper project.

Measure 1.2	ST 412: Mission of the Church, Theology of Mission Paper
Sampling 1.2	BACM students enrolled in ED 499 Capstone Spring 2017
Target 1.2 (P)	90% or more of students will achieve the "Meets Expectation" level or higher on the Theology of Mission Paper Assessment Rubric (to be created).

How many students were included in the data collection for Measure 1.2? How were they selected? (pp. 35-36, pp. 40-41)
 If data collection did not occur, please explain why, and describe plans for data collection in the coming cycle.

16 BACM students were assessed from the course.

Please provide a brief summary of your analysis of the data for Measure 1.2. (pp. 38-41)

Student papers were scored using a three-point scoring rubric developed by faculty. Overall scores were:

Expectations Category	N	Pct
Exceeds	0	0
Meets	12	75
Does Not Meet	4	25

Do your data indicate that Target 1.2(P) was met? Partially met? Not met? Not reported this cycle? (If not reported, please indicate the reason.)

Please place an "X" in the appropriate box below.

Target 1.2(P)	Met	Partially Met	Not Met	Not Reported this Cycle (Please provide reason)
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please provide a brief summary of the factors you believe contributed to these results. (pp. 38-41)

Four students did not meet expectations on the assignment due to not addressing one current cultural challenge to evangelism. The assignment details instructed students to include "Missional opportunities and challenges for the early 21st century." It is assumed that this crucial element of the assignment was not communicated clearly in the class.

Measure 1.2 Action Planning

If the targets for this measure were **Not Met** or **Partially Met**, please provide one or more action plans that indicate how you will improve student learning on this outcome. If the targets were **Met**, you may provide one or more action plans, if you choose. One blank action plan template is provided below. Copy and paste the template into this section for additional action plans, if needed. (pp. 45-48)

Action Plan 1.2 Short Title

Mission of the Church Paper Assessment

Please describe what you plan to do. Include a brief rationale, focused on student learning.

- 1) Communicate these results to the next course instructor for him or her to be aware of the assessment goal. The hope is that involving the instructor in the assessment goal will enhance classroom communication on assignments.
- 2) Refine assignment instructions to remove the research paper as an "option" to writing an article. Student learning would be significantly strengthened if they had to write an academic research paper *as well as* an article for a church or district newsletter.

What is the intended impact on student learning?

Students should be able to identify and apply theology to contemporary cultural issues and challenges. The inclusion of this element in papers will give them practice in the area with feedback from the instructor.

Action Steps and Person(s)/Group responsible (add rows, if needed)

No.	Action Step	Person(s)/Group Responsible
1	Communicate results with Instructor	CM Program Director and Course Instructor
2	Make the research paper and the church/district newsletter article both required and interrelated assignments.	CM Program Director and Course Instructor
3	Follow up with Instructor early in the semester	CM Program Director
4		

Expected start date (MM/DD/YY)

7/10/17

Expected completion date (MM/DD/YY)

1/1/18

What is the priority?

High

X

Medium

Low

Are additional resources needed to complete this?

Be specific. For resources that include a budget request, please provide cost breakdown and total cost.

No.

Measure 1.3	Graduating Seniors Exit Survey, Section 4, Question 5
Sampling 1.3	BACM graduating students only
Target 1.3 (P)	70% or more of students will report that they have secured a position on a local church staff.

How many students were included in the data collection for Measure 1.3? How were they selected? (pp. 35-36, pp. 40-41)
 If data collection did not occur, please explain why, and describe plans for data collection in the coming cycle.

There were 17 BACM graduates in 2017. 8 of those graduates responded to the graduating senior exit survey.

Please provide a brief summary of your analysis of the data for Measure 1.3. (pp. 38-41)

Important for this measure, students were asked "If you have accepted a new position or plan to stay in your current position, how related is that job to your major at Urshan?"

The responses were:

Response	N	Pct
Not Related	4	50
Somewhat Related	2	25
No Response	2	25

Do your data indicate that Target 1.3(P) was met? Partially met? Not met? Not reported this cycle? (If not reported, please indicate the reason.)

Please place an "X" in the appropriate box below.

Target	Met	Partially Met	Not Met	Not Reported this Cycle (Please provide reason)
1.3(P)			X	

Please provide a brief summary of the factors you believe contributed to these results. (pp. 38-41)

We do not ask the question in the survey. Depending on a student's background, the graduating student may not consider a church staff position as employment (especially if that staff position is initially on a volunteer basis). Also, the survey only included 8 of 17 graduating seniors, which may have negatively skewed our data.

Measure 1.3 Action Planning

If the targets for this measure were **Not Met** or **Partially Met**, please provide one or more action plans that indicate how you will improve student learning on this outcome. If the targets were **Met**, you may provide one or more action plans, if you choose. One blank action plan template is provided below. Copy and paste the template into this section for additional action plans, if needed. (pp. 45-48)

Action Plan 1.3 Short Title

Graduating Seniors Exit Survey Update.

Please describe what you plan to do. Include a brief rationale, focused on student learning.

- 1) Submit a survey update suggestion to the Assessment Director to include the specific question our measure desires to assess and/or wording that clarifies the question is meant to also include any *volunteer* positions within a local congregation.
- 2) Require students to complete survey before graduation.

What is the intended impact on student learning?

The results of this survey will allow us to focus our attention to how students utilize their degrees, and if we are teaching them good appreciation and use of their BACM degree.

Action Steps and Person(s)/Group responsible (add rows, if needed)

No.	Action Step	Person(s)/Group Responsible
1	Determine the ultimate goal of this survey for our measure.	CM Faculty
2	Send updates to survey questions to Assessment Officer.	CM Program Director and Assessment Officer
3	Bring recommendation for survey to be a graduation requirement to Faculty meeting.	All Faculty
4	Follow up	UC Program Director

Expected start date (MM/DD/YY)

Expected completion date (MM/DD/YY)

What is the priority?

High

Medium

Low

X

Are additional resources needed to complete this?

Be specific. For resources that include a budget request, please provide cost breakdown and total cost.

Do the findings on the measures above indicate that Outcome 1 was met? Partially met? Not met? Not reported this cycle? (If not reported, please indicate the reason.) Please place an "X" in the appropriate box below.

Please place an "X" in the appropriate box below.

Met

Partially Met

Not Met

Not Reported this Cycle (Please provide reason)

Please provide a brief discussion of how the findings on the measures support this conclusion. (pp. 38-41)

Outcome 2:	DQP 1-Specialized Knowledge
Measure 2.1	ST 301: Christology, Statement of Christology assignment
Sampling 2.1	BACM students enrolled in ST 301 Christology.
Target 2.1 (P)	90% or more of students will achieve a score of "Meets Expectations" or higher on the Christology Statement Assessment Rubric.

How many students were included in the data collection for Measure 2.1? How were they selected? (pp. 35-36, pp. 40-41)

If data collection did not occur, please explain why, and describe plans for data collection in the coming cycle.

13 BACM students enrolled in the course were assessed.

Please provide a brief summary of your analysis of the data for Measure 2.1. (pp. 38-41)

Student papers were scored using a three-point scoring rubric developed by faculty. Overall scores were:

Expectations Category	N	Pct
Exceeds	6	46
Meets	1	7.6
Does Not Meet	6	46

Do your data indicate that Target 2.1(P) was met? Partially met? Not met? Not reported this cycle? (If not reported, please indicate the reason.)

Please place an "X" in the appropriate box below.

Target	Met	Partially Met	Not Met	Not Reported this Cycle (Please provide reason)
2.1(P)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide a brief summary of the factors you believe contributed to these results. (pp. 38-41)

Only 54% of sample group received "Meets Expectations" or higher on the Christology Statement Assessment Rubric. However, 5 of 6 students that "Did Not Meet Expectations" would "Meets Expectations" had they used sources. This would raise the overall percentage of the sample to 92. The assignment instructions did not include source requirement; that is a very easy correction. The students overall wrote good papers, there is no doubt that had the assignment directions instructed them to utilize sources they would have done so. Also, it should be noted the number of students who *exceeded* expectations equaled the number of those who did *not* meet them.

Measure 2.1 Action Planning

If the targets for this measure were **Not Met** or **Partially Met**, please provide one or more action plans that indicate how you will improve student learning on this outcome. If the targets were **Met**, you may provide one or more action plans, if you choose. One blank action plan template is provided below. Copy and paste the template into this section for additional action plans, if needed. (pp. 45-48)

Action Plan 2.1 Short Title

Christology Statement Assignment Update

Please describe what you plan to do. Include a brief rationale, focused on student learning.

Revise assignment directions given in the Christology syllabus to read: "You will be required to compose your own 500-word statement of Christology, describing who Jesus is and the nature and significance of the Incarnation. This paper is not to be a polemic against trinitarianism, binitarianism, or Arianism. It is to be a positive statement of what you believe. Excellence in biblical interpretation, use of scholarly citations, and use of English grammar and spelling is expected. Avoid colloquialisms, slang, or filler words and phrases; maintain an appropriately academic, but readable, tone throughout. All claims as to what Scripture teaches must be supported by specific biblical texts.

What is the intended impact on student learning?

For students to value research in all academic writing, even statements of personal theological views.

Action Steps and Person(s)/Group responsible (add rows, if needed)

No.	Action Step	Person(s)/Group Responsible
1	Instructor needs to be aware that the course is being used for assessment.	CM Program Director and Course Instructor
2	Replace assignment instructions in the course syllabus with the wording provided above.	Course Instructor
3	Program Director needs to follow up at the beginning of semester.	CM Program Director
4		

Expected start date (MM/DD/YY)

7/10/17

Expected completion date (MM/DD/YY)

1/1/18

What is the priority?

High

Medium

Low

X

Are additional resources needed to complete this?

Be specific. For resources that include a budget request, please provide cost breakdown and total cost.

Measure 2.2	HI 312: Modern Pentecostal Movements, "Future of Pentecostalism" Discussion Post assignment
Sampling 2.2	BACM students enrolled in HI 312 Modern Pentecostal Movements.
Target 2.2 (P)	90% or more of students will achieve a score of "Meets Expectations" or higher on the "Future of Pentecostalism" Assessment Rubric.

How many students were included in the data collection for Measure 2.2? How were they selected? (pp. 35-36, pp. 40-41)

If data collection did not occur, please explain why, and describe plans for data collection in the coming cycle.

21 students completed the assignment.

Please provide a brief summary of your analysis of the data for Measure 2.2. (pp. 38-41)

Student papers were scored using a three-point scoring rubric developed by faculty. Overall scores were:

Expectations Category	N	Pct
Exceeds	6	33.3
Meets	3	16.6
Does Not Meet	9	50

Do your data indicate that Target 2.2(P) was met? Partially met? Not met? Not reported this cycle? (If not reported, please indicate the reason.)

Please place an "X" in the appropriate box below.

Target	Met	Partially Met	Not Met	Not Reported this Cycle (Please provide reason)
2.2(P)			X	

Please provide a brief summary of the factors you believe contributed to these results. (pp. 38-41)

Of the nine students who did not meet expectations, four did not include a reference to their personal experience in the Apostolic movement. **Assignment Description (from Syllabus):** "The purpose of this assignment is to help the students think more broadly about the various theological themes that have shaped the Pentecostal movement. Post should be substantial (300-500 words) and will be graded on content, format, and grammar. **Post Prompt (from Discussion Board):** The time has come to use your imagination. I want you to project yourself 20 years into the future and tell me what 3 characteristics you think will define the "Pentecostal" movement and why. What can we do now to ensure that the Pentecostal (and especially, the Apostolic) identity remains vibrant and distinctive as we go into the future?" While the instructions direct students to give personal opinion, there are no clear instructions that students should include personal experience in the post. Also, the full participation of students in the course would give more data. Six of the twenty-four BACM students enrolled in the course did not complete the assignment. This lack of full participation may be due to the assignment being a discussion post rather than a more substantial assignment such as a paper.

Measure 2.2 Action Planning

If the targets for this measure were **Not Met** or **Partially Met**, please provide one or more action plans that indicate how you will improve student learning on this outcome. If the targets were **Met**, you may provide one or more action plans, if you choose. One blank action plan template is provided below. Copy and paste the template into this section for additional action plans, if needed. (pp. 45-48)

Action Plan 2.2 Short Title

Modern Pentecostal Movements Paper Addition

Please describe what you plan to do. Include a brief rationale, focused on student learning.

The course assignment needs to clarify the importance of personal experience being included in the assignment. Also, the assignment needs to be changed to insure more student participation.

What is the intended impact on student learning?

The goal is for students to include personal experience within their evaluation of Pentecostalism, because it is a crucial aspect of Apostolic Pentecostalism.

Action Steps and Person(s)/Group responsible (add rows, if needed)

No.	Action Step	Person(s)/Group Responsible
1	Communicate the data and suggested changes to course instructor.	CM Program Director and course Instructor.
2	Syllabus updated with new assignment.	Course Instructor.
3	Follow up at the beginning of the semester.	CM Program Director.
4		

Expected start date (MM/DD/YY)

7/10/17

Expected completion date (MM/DD/YY)

1/1/18

What is the priority?

High

Medium

Low

X

Are additional resources needed to complete this?

Be specific. For resources that include a budget request, please provide cost breakdown and total cost.

Measure 2.3	Two-year UPCI licensure rate.
Sampling 2.3	All BACM students graduating within the previous two years.
Target 2.3 (P)	60% or more of students receive a local- or general-level license from their home district within two years of graduation.

How many students were included in the data collection for Measure 2.3? How were they selected? (pp. 35-36, pp. 40-41)

If data collection did not occur, please explain why, and describe plans for data collection in the coming cycle.

Pulling from the beginning of Urshan College BACM graduating classes, there are 48 students. The first year reporting this data includes all BACM graduates to help establish a baseline. This data shows all who have become licensed since their graduation.

Please provide a brief summary of your analysis of the data for Measure 2.3. (pp. 38-41)

BACM graduates license rates were collected through UPCI quarterly reports. Overall rates were:

Year	Total Graduates	Total License	Pct
2013	1	0	0
2014	6	2	33.33
2015	16	8	50
2016	8	1	12.5
2017	17	2	11.76

Do your data indicate that Target 2.3(P) was met? Partially met? Not met? Not reported this cycle? (If not reported, please indicate the reason.)

Please place an "X" in the appropriate box below.

Target 2.3(P)	Met	Partially Met	Not Met	Not Reported this Cycle (Please provide reason)
		X		

Please provide a brief summary of the factors you believe contributed to these results. (pp. 38-41)

We have included more data here in order to establish a better baseline with which to assess the attainability of our target. In some ways, our initial target was a "best/educated guess." We are pleased that we fell relatively close to it. The real test will be to see in Spring 2018 how many 2016 graduates have obtained licensure; meeting our current target would require 5 more 2016 graduates to be licensed in the upcoming year, which would be a significant number.

Our discussions of the rather uneven data has led to discussions of our curricular structure to identify (or create) at least one point where all CM students can be introduced to the necessity and benefits of pursuing ministerial licensure with the UPCI.

Measure 2.3 Action Planning

If the targets for this measure were **Not Met** or **Partially Met**, please provide one or more action plans that indicate how you will improve student learning on this outcome. If the targets were **Met**, you may provide one or more action plans, if you choose. One blank action plan template is provided below. Copy and paste the template into this section for additional action plans, if needed. (pp. 45-48)

Action Plan 2.3 Short Title

UPCI Licensure

Please describe what you plan to do. Include a brief rationale, focused on student learning.

The CM faculty need to meet and discuss how licensure can be promoted on the curriculum level. Determining a course that could include relevant information on licensure would educate students. This could include either a) adding a component to an already-extant course or b) adding an entirely new course altogether.

What is the intended impact on student learning?

Students should be aware of the purpose and importance of ministerial license in Christian Ministry.

Action Steps and Person(s)/Group responsible (add rows, if needed)

No.	Action Step	Person(s)/Group Responsible
1	Meet about how licensure can be promoted in curriculum; discuss the possibility of adding an additional course or replacing a current course in the CM professional core.	CM Faculty
<i>If the CM faculty suggest creating a new course or replacing a current course in the CM professional core</i>		
2	Take CM faculty course proposal to the AAC for initial review and revisions	CM Program Director
3	Take revised CM faculty course proposal to the UC Faculty for discussion and vote	UC Academic Dean
4	Take approved new course/course replacement proposal to the Academic Affairs Committee of the Board of Directors for approval	UC Academic Dean
5	Add new course/course replacement to the 2018-2019 UC Academic Catalog.	UC Academic Dean and CM Program Director

Expected start date (MM/DD/YY)

7/10/17

Expected completion date (MM/DD/YY)

What is the priority?

High

Medium

Low

X

Are additional resources needed to complete this?

Be specific. For resources that include a budget request, please provide cost breakdown and total cost.

Might need to create a new or replacement course proposal.

Do the findings on the measures above indicate that Outcome 2 was met? Partially met? Not met? Not reported this cycle? (If not reported, please indicate the reason.) Please place an "X" in the appropriate box below.

Please place an "X" in the appropriate box below.

Met

Partially Met

Not Met

Not Reported this Cycle (Please provide reason)

Please provide a brief discussion of how the findings on the measures support this conclusion. (pp. 38-41)

2017-2018 Assessment Plan

Please complete your 2017-2018 assessment plan below.

Outcome 1	
Measure 1.1	
Sampling 1.1	
Target 1.1 (P)	
Measure 1.2	
Sampling 1.2	
Target 1.2 (P)	
Measure 1.3	
Sampling 1.3	
Target 1.3 (P)	
Outcome 2	
Measure 2.1	
Sampling 2.1	
Target 2.1 (P)	
Measure 2.2	
Sampling 2.2	
Target 2.2 (P)	
Measure 2.3	
Sampling 2.3	
Target 2.3 (P)	
Outcome 3	
Measure 3.1	
Sampling 3.1	
Target 3.1 (P)	
Measure 3.2	
Sampling 3.2	
Target 3.2 (P)	
Measure 3.3	
Sampling 3.3	
Target 3.3 (P)	