

***Institutional Effectiveness
Annual Report
2015-2016***

*****Completed in July, 2016**

Southeastern Baptist College

Southeastern Baptist College
Institutional Effectiveness Committee

President.....*Bro. Danny Pitts

Director of IT.....*Bro. Hubert Dyess

Academic Dean.....*Dr. Scott Carson

Librarian,
Director of I.E.....Mrs. Amy Hinton

Director of Admissions, Recruiting,
& Financial Aid.....Mr. Ronnie Kitchens

Student Ministries Director,
Dean of Students.....*Dr. Daryl Coats

*Signifies faculty members on the Committee

Southeastern Baptist College

Institutional Effectiveness Annual Calendar

June/July

1. The Institutional Effectiveness Committee completes the current year's I.E. Annual Report by reviewing the assessment results for the year (Column Four) and by making determinations to address in the next academic year. (Column Five).
2. The Institutional Effectiveness Director presents results from the current year's student/faculty evaluations to the Institutional Effectiveness Committee. Strengths and weaknesses are identified based on the surveys, and ways to improve are established; evaluation results are then added to the current year's Annual Report, along with an analysis of the year's strengths and weaknesses (with planned improvements for the next year). Results and plans are distributed to all full-time faculty and staff.
3. The Institutional Effectiveness Committee adopts outcome statements and procedures for the next academic year (Columns One, Two, and Three) based on the following:
 - (a) Action Plan Objective Steps in the Five-Year Planning Document
 - (b) The current year's "Use of Results" determinations
 - (c) New ideas discussed/approved during this annual I.E. Committee planning session
 - (d) The current year's Survey Results

October

First of Month: The Institutional Effectiveness Committee presents the new academic year's Assessment Plan (Columns One, Two, and Three) to the Board of Trustees for approval, along with the previous year's I.E. Annual Report results.

Last of Month: The Institutional Effectiveness Committee meets to assess the progress being made on the current year's plans/intended outcomes.

Throughout the Year

Data collection is conducted as appropriate, coordinated by the Institutional Effectiveness Director.

January

The Institutional Effectiveness Committee meets to assess the progress being made on the current year's plans/intended outcomes.

July

Cycle begins again.

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 1.1</p> <p>Strategy: We will pursue continued growth in enrollment through intensified recruiting efforts.</p> <p>Action Plan Objective: Establish an enrollment growth plan through the year 2020.</p>	<p>Enrollment will see a growth of 5% from the previous year.</p> <p>(Fall/Spring enrollment in 2014-15 was 82 students, with an FTE of 65.)</p> <p>Goal this year: 10% growth.</p>	<p>Monitor enrollment; record actual enrollment numbers.</p>	<p>Fall/Spring enrollment in 2015-16 was 89 students, with an FTE of 66.</p>	<p>Continue to strive for enrollment growth; for next year: goal of 100 students total.</p>

2015-2016 PLAN NUMBER 1.2 – ADMISSIONS/RECRUITMENT

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Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 1.2</p> <p>Strategy: We will pursue continued growth in enrollment through intensified recruiting efforts.</p> <p>Action Plan Objective: Ensure that personnel resources are adequate for recruiting needs.</p>	<p>Personnel for the recruiting and admissions office will be adequate for the recruiting needs.</p> <p>For this year: focus on online recruiting through social media, with a goal of 20 new students.</p>	<p>Monitor; determine if sufficient.</p>	<p>Other staff members helped with Facebook advertisements and posts. However, no new students were gained from this avenue.</p>	<p>Continue to ensure adequacy. For next year, use other staff members to help with advertising, promotional events, and social media outlets.</p>

2015-2016 PLAN NUMBER 1.3 – ADMISSIONS/RECRUITMENT

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Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 1.3</p> <p>Strategy: We will pursue continued growth in enrollment through intensified recruiting efforts.</p> <p>Action Plan Objective: Develop and distribute high quality printed materials and other media to enhance recruiting efforts.</p>	<p>1. Color recruiting brochures and publications of professional quality will be developed and produced.</p> <p>2. The college website will be improved in appearance and in ease of use. Focus this year: make it more mobile-friendly.</p>	<p>1. Observe materials that were produced. Use results from the “Registration Satisfaction Survey” to determine student opinions concerning all college publications.</p> <p>2. Observe/record any changes made to the website. Gather informal feedback from faculty and students concerning any change.</p>	<p>1. New brochures for the new extension classes were produced (Natchez and Cleveland).</p> <p>2. The website was not made to be more mobile-friendly. However, other improvements were made: -button added for credit card contributions/pay bills -extension class site information page -updated faculty biography page to include extension class faculty -information/logos/links concerning our recent national awards posted</p>	<p>1. For next year: -Meridian extension brochures -one brochure that lists all of our degrees/info about them -print some professionally</p> <p>2. For next year: -make the website more mobile-friendly -begin investigating the transition to a WordPress website</p>

2015-2016 PLAN NUMBER 1.4 – ADMISSIONS/RECRUITMENT

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 1.4</p> <p>Strategy: We will pursue continued growth in enrollment through intensified recruiting efforts.</p> <p>Action Plan Objective: Broaden the potential recruiting base.</p>	<p>1. A festival which targets feeder schools and churches will be held in the Spring. For next year: add a Fall festival to the calendar.</p> <p>2. The recruiting area will be extended. For next year: seek prospective students in the following areas for extension classes – Natchez, Meridian.</p> <p>3. The demographics of the current student population will be surveyed.</p>	<p>1. Receipts will be kept on file, and lists of all attendees will be kept as well. Feedback from recruiter/any involved as to their success.</p> <p>2. Maintain files of prospective students. Gain feedback from extension site. Conduct evaluations of any courses.</p> <p>3. Examine student records; formulate percentages of population based on race and gender.</p>	<p>1. Spring festival was held, but a Fall one was not.</p> <p>2. New students were added for extension classes in Meridian and Cleveland, but not Natchez.</p> <p>3. Male- 74% (43) Female- 26% (15) White- 53% (31) Black- 43% (25) Hispanic- 2% (1)</p>	<p>1. Continue to hold Spring festival, and add a Fall one as well.</p> <p>2. For next year, investigate the possibility of an extension class in Amory.</p> <p>3. Continue to survey demographics.</p>

2015-2016 PLAN NUMBER 1.5 – ADMISSIONS/RECRUITMENT

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Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 1.5</p> <p>Strategy: We will pursue continued growth in enrollment through intensified recruiting efforts.</p> <p>Action Plan Objective: Establish and implement a program designed to improve retention of current students.</p>	<p>1. Increase the number of students who pre-register. (Focus this year: Keep records of the number of students contacted and how they were contacted – phone, mail, email.)</p> <p>2. The following existing programs will be strengthened: A. Student assimilation (chapel, orientation program, and student activities).</p> <p>B. Academic advising program. For this year: provide each student's "Degree Plan Worksheet" on Populi.</p>	<p>1. Compile a list of students who have not pre-registered and contact those via email, encouraging them to register and, if they choose not to, to give the college reasons why they are not. For students who do not respond to emails, contact them by phone.</p> <p>2. A. Distribute and then evaluate student surveys concerning chapel, orientation, and student activities.</p> <p>B. Distribute and then evaluate student surveys concerning Academic Advising.</p>	<p>1. Records were kept, and email was the best way to reach students about pre-registering.</p> <p>2. A. This was not the assigned year for chapel/student activities' surveys. However, orientation was evaluated (since it is a semester course), with positive responses. Also, concerning Chapel: -attendance was newly kept on Populi as "class" -links to Chapel service videos were posted on Populi</p> <p>B. This was completed.</p>	<p>1. Continue to promote pre-registration.</p> <p>2. A. For next year, Student Activities: - investigate the cost/estimated success of reinstating the "goody cart" -plan monthly outings/activities for students and staff -investigate any "Bible bowls" in the area that can be participated in (or start our own) -investigate possible radio spots for ministerial students B. For next year, investigate possibility of current staff member also serving as advisor concerning job placements/career counseling.</p>

2015-2016 PLAN NUMBER 2.1 – PUBLIC RELATIONS

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 2.1</p> <p>Strategy: We will endeavor to enhance the college’s public image through continued and new public relations efforts.</p> <p>Action Plan Objective: Increase visibility.</p>	<p>1. Advertising in appropriate media will be accomplished. *For this year: use an intern to conduct advertising on other social media outlets in addition to Facebook.</p> <p>2. Competitive informative materials will be produced. For next year, make new brochures for any additional extension classes.</p> <p>3. The campus appearance will be improved. *For this year: -seal the parking lot -investigate the cost of renovating the two campus signs.</p>	<p>1. File receipts of all advertisement costs in Business Office. Gain informal feedback from constituents/viewers/users of the advertisements. Note students gained through these avenues.</p> <p>2. Update materials as needed. Seek approval from Administration.</p> <p>3. The maintenance staff will tour campus and grounds routinely and make a list of updates needed. The President will determine what items can be done fur to finances.</p>	<p>1. An intern was used. In addition: -billboard advertisements were used -press releases in MS papers about our awards were made -no new students specifically from these avenues, though</p> <p>2. New extension class brochures were made for Meridian and Cleveland.</p> <p>3. The parking lot was sealed. However, one campus sign was sold with land, and the remaining sign was not renovated.</p>	<p>1. Continue to advertise, for next year: -radio spots on KLOV and 95.9 -Google ads -continued press releases -attend several festival/street events in the state -create Instagram account -increase Facebook activity</p> <p>2. For next year, produce one brochure with all degrees’ information & more extension class brochures.</p> <p>3. For next year: -repair campus sign lighting -update front of administration /gym buildings -take up carpet in hallway & main office (replace with tile)</p>

2015-2016 PLAN NUMBER 2.2 – PUBLIC RELATIONS

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 2.2</p> <p>Strategy: We will endeavor to enhance the college’s public image through continued and new public relations efforts.</p> <p>Action Plan Objective: Increase on-campus visitation.</p>	<p>1. The annual meeting of the BMAM will be hosted on campus.</p> <p>2. Civic, community, and business leaders will be invited to speak in chapel services.</p> <p>3. Pastors and parents will be encouraged to attend the Spring festival; follow ups will be made with phone calls and mail outs to attendees. For next year: also host a Fall Festival.</p> <p>4. Our facilities will be made available to outside groups in accordance with our written policies. * For this year: hold a Bible conference (with an invited speaker).</p>	<p>1. Oversee the use of the facilities. Use students as hosts/hostesses. Observe/gain feedback from attendees.</p> <p>2. The Chapel Committee will produce a chapel speakers schedule. Chapel programs will be promoted. Chapel services will be recorded/posted on website.</p> <p>3. Record/file addresses and phone #s of pastors and parents who attended the event. Follow up with calls and mail-outs.</p> <p>4. Record all uses of our facilities, noting needs, successes, etc.</p>	<p>1. The meeting was successfully held on campus.</p> <p>2. This was not done.</p> <p>3. A Spring festival was held, but not a Fall one.</p> <p>4. The Bible conference was held. Also, visitors included homeschool group and homeschool basketball teams/fans.</p>	<p>1. Continue to host meeting.</p> <p>2. Carry this intended outcome over to next year; begin with an invitation to the Laurel Mayor.</p> <p>3. Continue Spring festival and add a Fall one.</p> <p>4. Continue to encourage visits. For next year, focus attention on promoting the college during basketball games.</p>

2015-2016 PLAN NUMBER 3.1 – FINANCIAL RESOURCES

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 3.1</p> <p>Strategy: We will endeavor to increase revenue through continued appeals to traditional sources and initial appeals to new sources.</p> <p>Action Plan Objective: Intensify efforts to increase regular and special donations.</p>	<p>1. Efforts will be made to increase the number of supporting churches, contacting them directly. (The number of supporting churches in 14-15 was 108, with a total of \$155,506.59 given.)</p> <p>2. Efforts to increase the number of individual donors will be intensified. (The number of individual donors in 14-15 was 24, with a total of \$63,116.00 given.)</p> <p>3. A support base from alumni will continue to be developed. *For this year: create an alumni form to present/distribute at the BMAM State Meeting.</p> <p>4. An increase in the number of financially-supporting local associations will be sought. (The number of supporting associations in 14-15 was 7, with a total of \$9,557.16 given.)</p>	<p>1. Maintain lists of churches added. Also, create a list of churches that discontinued and contact in order to determine reasons for their support termination.</p> <p>2. Record new individual donor information. Create a list of donors who have terminated and contact them by mail and/or by phone.</p> <p>3. Tabulate and evaluate results from the alumni questionnaire.</p> <p>4. File President's and administration's promotional visits to associational meetings; record support.</p>	<p>1. The number of supporting churches in 15-16 was 98, with a total of \$181,132.42 given.</p> <p>2. The number of individual donors in 15-16 was 16, with a total of \$13,795.61 given.</p> <p>3. This was completed. Overall results were positive, presented to the I.E. Committee for review, and posted on the website under "student consumer information".</p> <p>4. The number of supporting associations in 15-16 was 8, with a total of \$9,156.71 given.</p>	<p>1. Continue efforts with churches.</p> <p>2. Continue efforts with donors.</p> <p>3. For next year: -Reach out through Facebook and Instagram -Work on the reinstatement of the "President's Club" or develop a new, similar promotion</p> <p>4. Continue efforts with associations.</p>

	<p>5. A Strategic Reserve Fund will be developed.</p>	<p>5. Once created, the following rules/stipulations are to be applied:</p> <ul style="list-style-type: none">- ½ of special contributions will be deposited into this Fund.- money will be borrowed from it only in emergency situations.	<p>5. The Fund was created; however, it was depleted.</p>	<p>5. While this is important, for next year, focus on other projects. Discontinue this intended outcome.</p>
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2015-2016 PLAN NUMBER 3.2 – FINANCIAL RESOURCES

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Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 3.2</p> <p>Strategy: We will endeavor to increase revenue through continued appeals to traditional sources and initial appeals to new students.</p> <p>Action Plan Objective: Intensify efforts to increase income from students.</p>	<p>1. Efforts to increase student credit hours will continue. (In 2014-15, there were 927 student credit hours.)</p> <p>2. Student fees and tuition will be increased (as needed) to offset rising costs of operation.</p>	<p>1. Compare credit hours to the year before and evaluate progress (through recruiting/retention efforts).</p> <p>2. Examine student charges sheet and the annual budget, determining if any increase is needed (and if so, how much); seek input/approval from the Board.</p>	<p>1. This year, there were 861 student credit hours.</p> <p>2. No increases were made.</p>	<p>1. Continue efforts to increase student credit hours.</p> <p>2. Continue to monitor needs; for next year, study/plan for tuition increases in the near future. No increases for next year, though.</p>

2015-2016 PLAN NUMBER 3.3 – FINANCIAL RESOURCES

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Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 3.3</p> <p>Strategy: We will endeavor to increase revenue through continued appeals to traditional sources and initial appeals to new sources.</p> <p>Action Plan Objective: Intensify efforts to increase Foundation income.</p>	<p>1. Promotional materials will be developed for the Foundation.</p> <p>2. More individuals will be contacted about making large donations. (Contributions to the Foundation in 14-15 totaled \$10,766.57 from 2 individuals.)</p> <p>3. More churches will be enlisted to give budgeted support. (2014-15: income from 5 churches totaled \$3,191.57.)</p>	<p>1. File materials created and distributed. Receive informal feedback from potential donors.</p> <p>2. Compare income from individual donors to the Foundation and evaluate the progress. Also, record any new donor information.</p> <p>3. Use promotional materials in associational meetings. (The President will attend associational meetings and promote the Foundation.) Gain input/feedback from members of the churches visited.</p>	<p>1. No new materials were made.</p> <p>2. Contributions to the Foundation in 15-16 totaled \$5,700.00 from 2 individuals.</p> <p>3. This year, income from 6 churches totaled \$3,613.23.</p>	<p>1. Develop materials as needed.</p> <p>2. Continue to contact.</p> <p>3. Continue to enlist churches.</p>

2015-2016 PLAN NUMBER 4.1 – PHYSICAL PLANT

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 4</p> <p>Strategy: We will endeavor to maintain high quality physical facilities, equipment, and departmental resources as needed to accomplish our mission.</p> <p>Action Plan Objective: Establish and implement a schedule for addressing maintenance, equipment, and improvement needs of physical facilities and grounds.</p>	<p>The following projects will be completed:</p> <ul style="list-style-type: none"> - hire an hourly maintenance/groundskeeper - seal the parking lot - investigate the cost of renovating the 2 campus signs - begin monitoring the physical plant through a quarterly plant assessment (w/checklist) 	<p>College administration will coordinate volunteer and/or paid efforts, overseeing progress made. File receipts of any money spent on projects. Evaluate success of the projects through observation and staff feedback.</p>	<p>All of the listed projects were executed. Upon investigation, however, the 2 campus signs were not renovating (one because it was sold with land, and the other due to finances).</p>	<p>For next year:</p> <ul style="list-style-type: none"> -repair campus sign lighting -update front of administration /gym buildings -take up carpet in hallway & main office (replace with tile)

2015-2016 PLAN NUMBER 4.2 – PHYSICAL PLANT

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 4.2</p> <p>Strategy: We will endeavor to maintain high quality physical facilities, equipment, and departmental resources as needed to accomplish our mission.</p> <p>Action Plan Objective: Evaluate the needs of each department in materials and services.</p>	<p>1. Departmental needs will be evaluated through “Departmental Annual Reports”.</p> <p>2. A new “Faculty Budget Request Form” will be created.</p>	<p>1. The Institutional Effectiveness Director will distribute the form to each staff department/explain its use, and then collect completed forms for evaluation. Administration will address departmental needs.</p> <p>2. Created/overseen by the IE Director, this will be handed out at the first Inservice meeting. Each will be used to help form the year’s budget. Examine past/present budgets & compare the effectiveness of collecting this additional data in this new format.</p>	<p>1. Departmental Annual Reports were distributed to each full-time employee at the beginning of the academic year. Each monitored and recorded expenses/activities throughout the year on the Report form. Forms were returned to I.E. Director and given to Administration to aid in budget planning.</p> <p>2. This was completed. Breaking down the requests by semester (rather than annually) had a positive impact on budget planning.</p>	<p>1. Continue to evaluate departments in this manner.</p> <p>2. Continue to seek requests from Faculty in this manner.</p>

2015-2016 PLAN NUMBER 5.1 – ACADEMIC PROGRAMS

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 5.1</p> <p>Strategy: We will endeavor to offer high quality educational programs through continued upgrading of academic programs.</p> <p>Action Plan Objective: Establish a plan to create, evaluate and/or revise programs.</p>	<p>1. Evaluate the five degree programs through formal student and faculty surveys and evaluation procedures including: Student Course Evaluations, Student Program Evaluations, Faculty Course Reports, Faculty Questionnaires, and Faculty Program Checklists.</p> <p>2. The feasibility of offering a Master’s degree (specifically whether a group of instructors can be secured) will be investigated.</p>	<p>1. Through formal surveys and evaluations from students and faculty members (examining results), the Academic Dean and I.E. Director will identify strengths and weaknesses for these programs. Then, establish a list of improvements to be made.</p> <p>2. The Academic Dean will contact potential instructors, review resumes, and compile a list of possible, probable, and committed instructors for this potential new degree. Administration and appropriate staff will use the information gathered to determine if it is feasible to pursue the development of this degree.</p>	<p>1. All evaluations were completed, reviewed by the I.E. Director, and presented to the I.E. Committee (including the Academic Dean). Notes were made concerning needs, issues, and/or improvements to be made.</p> <p>2. This was not done/deferred to a later time.</p>	<p>1. Continue to evaluate programs in this manner.</p> <p>2. Terminate this plan. Instead, for next year, investigate the possibility of offering a AA degree in missions.</p>

2015-2016 PLAN NUMBER 5.2 – ACADEMIC PROGRAMS

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Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 5.2</p> <p>Strategy: We will endeavor to offer high quality educational programs through continued upgrading of academic programs.</p> <p>Action Plan Objective: Assure that adequate faculty is employed.</p>	<p>1. The faculty employment needs will be monitored on a continual basis.</p> <p>2. The following instructors' positions will be filled: - computer instructor</p>	<p>1. The Dean will monitor any faculty employment needs, take resumes, hold interviews, and report recommendations to the President for approval.</p> <p>2. File new contracts and create new academic files for new instructors. Evaluations on them will be given informally and formally by students and by the Dean.</p>	<p>1. Dr. Scott Carson was hired as an adjunct online instructor.</p> <p>2. This was not filled; our current computer instructor still held the position.</p>	<p>1. Continue to monitor.</p> <p>2. For next year, hire an additional online Bible instructor.</p>

2015-2016 PLAN NUMBER 6.1 – LIBRARY RESOURCES

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Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 6.1</p> <p>Strategy: We will endeavor to maintain an adequate library to support the courses being taught.</p> <p>Action Plan Objective: Provide the personnel needed to assure an efficient library operation.</p>	<p>1. Student workers will be used as needed.</p> <p>2. Personnel needs will be monitored.</p>	<p>1. and 2. Constantly assess/evaluate if work load of library tasks requires the hiring of additional library workers (librarian's determination based on comparisons of work load in the previous year to this current year).</p>	<p>1 and 2. No new library personnel was needed this year.</p>	<p>1 and 2. Continue to monitor.</p>

2015-2016 PLAN NUMBER 6.2 – LIBRARY RESOURCES

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 6.2</p> <p>Strategy: We will endeavor to maintain an adequate library to support the courses being taught.</p> <p>Action Plan Objective: Evaluate the needs of the library in materials and services.</p>	<p>1. The Athena computerized catalog program will be filled with more cataloging records.</p> <p>2. The use of the library will be promoted to local and state ministers.</p>	<p>1. Monitor progress of the books being transferred from print to electronic catalog.</p> <p>2. The librarian will write an article for the MS Baptist. Also, she will send out letters to church pastors. Gain verbal feedback from ministers; observe any rise in visits to the library from local/state ministers.</p>	<p>1. A small amount was done this year, due to the librarian's other/more pressing responsibilities as the director of the Self-Study process.</p> <p>2. The article was published, and letters were sent out. There was no rise in visits to the library, however.</p>	<p>1. Continue to fill the Athena program with more cataloging records.</p> <p>2. For next year, add a new display table to the main area to promote specific book collections.</p>

2015-2016 PLAN NUMBER 7.1 – COLLEGE PERSONNEL

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 7.1</p> <p>Strategy: We will endeavor to maintain high quality of service to students through selective employment and continuing support of college personnel.</p> <p>Action Plan Objective: Recruit personnel to fill vacancies that presently exist that will develop in the near future.</p>	<p>Personnel will be adequate to assure that the strategy is achieved.</p> <p>Focus this year:</p> <ul style="list-style-type: none"> - Hire a permanent President - Hire a new computer instructor - Hire an hourly-paid maintenance/grounds keeper 	<p>Personnel needs will be monitored and evaluated (ongoing) to assure that the strategy is achieved. File new contracts.</p>	<ul style="list-style-type: none"> - A permanent President was hired. - A new computer instructor was not hired. - An hourly-paid maintenance/grounds keeper was hired. <p>In addition, a new Academic Dean was hired to replace our retiring Dean. (Our retiring Dean will still teach Bible courses.)</p>	<p>For next year, hire an additional online Bible instructor.</p>

2015-2016 PLAN NUMBER 7.2 – COLLEGE PERSONNEL

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 7.2</p> <p>Strategy: We will endeavor to maintain high quality of service to students through selective employment and continuing support of college personnel.</p> <p>Action Plan Objective: Improve personnel compensation.</p>	<p>1. The current compensation package for employees will be evaluated.</p> <p>2. Salary/cost-of-living increases will be provided is financially feasible (to be determined after fall registration is complete).</p>	<p>1. Evaluate/determine feasibility of salary increases by the President.</p> <p>2. The President will approve based on budget constraints.</p>	<p>1. and 2. No changes to employee compensation packages/salaries were made due to lack of funds.</p>	<p>1 and 2. Continue to evaluate.</p>

2015-2016 PLAN NUMBER 7.3 – COLLEGE PERSONNEL

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 7.3</p> <p>Strategy: We will endeavor to maintain high quality of service to students through selective employment and continuing support of college personnel.</p> <p>Action Plan Objective: Strengthen efforts in personnel development.</p>	<ol style="list-style-type: none"> 1. Make provisions for professional development (i.e. workshops, conferences, etc.), figuring the cost of these expenses into the planning budget. 2. Dues for memberships in professional organizations will be paid. 3. Assistance with tuition and time off for personnel pursuing advanced degrees and/or training will be given. 	<ol style="list-style-type: none"> 1. Keep records of all expenses related to professional development activities. Administration will receive presentations on information gained through the workshops/conferences (determining if continued attendance at them is of value). 2. File receipts of paid memberships and expenses to meetings. Administration will receive updates from staff on the value/knowledge gained (determining if continued membership is of value). 3. File receipts of all costs paid for personnel by the college. File transcript updates in faculty files. 	<ol style="list-style-type: none"> 1. The Director of IE attended the ABHE conference (\$1500). 2. The librarian's membership to ACL was paid (\$45). 3. None was needed this year. 	<ol style="list-style-type: none"> 1. Continue to make provisions. 2. Continue to pay dues. 3. Continue to assist when needed.

2015-2016 PLAN NUMBER 8.1 – STUDENT SERVICES

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 8.1</p> <p>Strategy: We will endeavor to provide a positive educational experience for students through ongoing attention to student services.</p> <p>Action Plan Objectives: Improve new student orientation.</p>	<p>1. Orientation will be evaluated, with feedback from students.</p> <p>2. A “New Student Welcome Event” will be planned.</p>	<p>1. Evaluate through a formal Orientation survey.</p> <p>2. Hold an event (planned by Student Activities Committee and/or Dean of Students) during the Orientation on-campus time slot. File receipts of money spent. Gain feedback from participants.</p>	<p>1. Orientation (both on campus course and online course) was evaluated through student course evaluations.</p> <p>2. This was not done.</p>	<p>1. Continue to evaluate, making improvements when needed.</p> <p>2. Carry this intended outcome over to complete next year.</p>

2015-2016 PLAN NUMBER 8.2 – STUDENT SERVICES

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 8.2</p> <p>Strategy: We will endeavor to provide a positive educational experience for students through ongoing attention to student services.</p> <p>Action Plan Objectives: Develop sources of financial aid.</p>	<p>1. Good standing in Federal Title IV program will be maintained.</p> <p>2. Individuals and churches who will underwrite scholarships will be sought. For this year: a scholarship will be underwritten through Big Creek Baptist Church.</p>	<p>1. All necessary eligibility requirements of Title IV will be submitted to the U.S. Dept. of Education. Eligibility to participate in Federal Title IV program is either certified or declined by the U.S. Dept. of Education.</p> <p>2. Contact individuals and churches by mail or through personal contact at associational meetings. Maintain records/receipts or scholarship donations. The President's Office will send scholarship status reports in December.</p>	<p>1. Good standing was maintained.</p> <p>2. A Big Creek scholarship was underwritten.</p>	<p>1. Continue to maintain good standing.</p> <p>2. For next year, pursue receiving the MTAG grant.</p>

2015-2016 PLAN NUMBER 8.3 – STUDENT SERVICES

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 8.3</p> <p>Strategy: We will endeavor to provide a positive educational experience for students through ongoing attention to student services.</p> <p>Action Plan Objectives: Intensify efforts to provide a positive educational experience for students through ongoing attention to student services.</p>	<p>1. Annual Spring festival of food and games will be held. For this year: host a Fall festival as well.</p> <p>2. A “New Student Welcome Event” will be held.</p>	<p>1. Receipts will be kept on file, and lists of all attendees will be kept as well. Feedback from recruiter/any involved as to their success.</p> <p>2. Hold an event (planned by Student Activities Committee and/or Dean of Students) during the Orientation on-campus time slot. File receipts of money spent. Gain feedback from participants.</p>	<p>1. Spring was held, but not Fall.</p> <p>2. This was not done.</p>	<p>1. Carry over to next year.</p> <p>2. Carry over to next year.</p>

2015-2016 PLAN NUMBER 8.4 – STUDENT SERVICES

The mission of Southeastern Baptist College is to glorify God by providing quality post-secondary education from a biblical worldview in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the kingdom of God.

Program Objectives & Institutional Goals	Intended Outcomes	Assessment Procedures	Assessment Results	Use of Results
<p>Institutional Goal: Plan number 8.4</p> <p>Strategy: We will endeavor to provide a positive educational experience for students through ongoing attention to student services.</p> <p>Action Plan Objectives: Enhance the quality of dormitory life by modernizing and improving the facilities.</p>	<p>A new air-conditioning system will be installed in the R.A's apartment in the girl's dorm.</p>	<p>Administration will coordinate hired personnel, overseeing completion of projects; file receipts of any purchases. Gain feedback from staff/constituents.</p>	<p>This was not done due to: it was decided (due to need and due to finances) that the girls' dorm would be closed indefinitely.</p>	<p>For next year: -put 3 new A/C units in the upstairs dorm apartments -update the front of Hilbun Hall.</p>