

# CHRIST'S COLLEGE TAIPEI

## ASSESSMENT PLAN

2018-2019



Revised April 26, 2018

## **Introduction**

The Christ's College Taipei (CCT) assessment process involves both gathering information and using that information as a means to improve teaching and ministry, student academic and spiritual growth, student services, and administrative services. It includes making our expectations explicit and public, and setting appropriate criteria and high standards. It centers on systematically gathering, analyzing, and interpreting evidence to determine how well performance matches those expectations and standards; moreover, it enables us to use the resulting information to document, explain, and heighten performance. Assessment helps us develop a shared academic and spiritual culture dedicated to continually improving the quality of higher Christian education. Thus, assessment is not a single set of actions, but an ongoing cyclical process, which permeates the college and leads us to the development of students who embody the eight C's (Christian Character, Compassion/Caring, Communication, Critical Thinking, Creativity, Cooperation, Competence in a Professional Area, and the ability of graduates to make a Contribution to their families, churches and communities) and enable graduates to become Christ's ambassadors in the home, marketplace and/or ministry to which He leads them.

## **What is assessment?**

Assessment at Christ's College Taipei:

- consists of an ongoing systematic collection, analysis, and interpretation of information
- helps us evaluate the degree to which we are fulfilling our mission
- focuses on assessment results to improve programs, services, teaching and learning, and ministry
- facilitates broad communication and dialogue centering on outcomes
- includes both quantitative and qualitative data

## **Who or what is evaluated?**

- individuals such as faculty, staff, and administrators (president, directors, department heads, and section heads) and students
- groups: such as the board, administrative offices, academic majors, the library, and curricular and extra-curricular programs
- instruction, teaching and learning
- student achievement (student learning outcomes)
- student ministry and spiritual growth
- performance of graduates (Alumni)
- administrative services
- policies and procedures
- publications
- facilities and equipment
- finances

## **How are the results of assessment used?**

Results are used to:

- identify and respond in meaningful ways to meet student and community needs
- generate self-reflection, collaboration, and dialogue
- allow individuals and supervisors to discover spiritual gifts and match job expectations with gifting
- promote the spiritual and academic growth of the Christ's College Taipei community
- make improvements at the institutional, program, and course levels
- provide information to stakeholders and the public

## **Why assess?**

The process of assessment:

- empowers faculty, staff, and administrators to more directly and efficiently improve student spiritual and academic growth
- creates opportunities to reflect on needed changes as individuals and groups
- generates information for as the board, administration, faculty and staff to use as they make proactive decisions within strategic planning and budgeting processes
- enables Christ's College Taipei to comply with external regulations and expectations such as those of the Ministry of Education (MOE) and Transnational Association of Christian Colleges and Schools (TRACS).

## **When will Assessment Take Place?**

The Annual Assessment Table at the end of this plan specifics the month that each assessment listed in this plan will take place. It includes the following assessments:

- The Board of Directors will evaluate itself annually at the May board meeting using the procedures established in the Christ's College Taipei Procedures for Evaluation of Board Effectiveness, Christ's College Taipei Board of Trustees Survey and Christ's College Taipei Governing Board Checklist.
- The Board of Directors will evaluate the president annually at the May board meeting using the procedures established in the Policy and Procedures for the Selection, Retention and Evaluation of President of Christ's College Taipei.
- The President evaluates the leadership team members annually. Each team member completes the Director Self Evaluation / Evaluation Sheet. The procedures outlined on that sheet state that the Job Description will be used as the basis of the evaluation.
- Faculty will be assessed annually using the procedures outlined in Performance Evaluation Policy and Execution Procedure found in the Faculty Handbook.
- Staff will be evaluated annually using the Staff Self Evaluation / Evaluation Sheet. The procedures outlined on that sheet state that the Job Description will be used as the basis of the evaluation.
- Each course that is taught will have a student course and instructor (teaching) evaluation as well as a learning outcomes assessment.
- The Library will be assessed on an annual basis.
- Academic programs will be assessed on four year cycle.

- Administrative services, the management and financial operations of Christ's College Taipei will be assessed on an annual basis.
- Students will be evaluated before they enter the college, on a regular basis during their college studies, at the end of their program of study and after they graduate from the college following the assessment procedures outlined below.
- The academic advising process will be assessed by the Academic Affairs Office.

## **Assessment Procedures at Christ's College Taipei**

### **Assessment of Incoming Students:**

#### Admissions Testing

- Each incoming student of CC is administered an English pre-test for the purposes of placement and academic advising.
  - Each incoming freshmen is required to take the Pre-TOEFL (or an equivalent standardized English assessment such as the TOEFL, TOEIC or IELTS) during the application process, which helps assess their skills in English listening, reading comprehension, and grammar.
  - In addition to this paper based test, all students are required to have an English oral interview. This interview is designed to assess the student's ability to understand and respond to Basic English in a conversational setting. Oral interviews are conducted by a pair of English teachers, each of which rate the student independently, and their scores are averaged to get the students score.
- Incoming students will be placed into basic, regular or advance English courses based on their performance on the tests.
- In addition, all students are required to take a Chinese test that is used to place them in them into basic, regular or advance Chinese courses.
- In addition, all students are required to take a Bible exam.
- Students who wish to enroll in the music program at Christ's College Taipei are also required to pass a major and minor instrument examination as well as a written music theory exam.

#### Admissions Interview

- All students are required to complete an interview with selected Christ's College Taipei faculty before they are granted admission.
- During the interview, CCT faculty will check to see if the basic information that the students have provided is correct, assess whether the student has special talent or achievement, assess the student's Christian faith, ask the student if they understand and accept the mission statement and basic student polices of Christ's College Taipei, and assess whether the students have the mental and intellectual ability to benefit from the Christ's College Taipei program. The interviewers complete the Christ's College Taipei Oral Interview Checklist.

## Assessment of Academic Goals

- Each incoming student of CCT will declare their major and write an autobiographical essay outlining their personal history, past study history, their study plan, and their faith experience while making application to CCT.
- In addition to this essay the student is required to provide official transcripts of all previous educational experiences.
- These instruments will be provided to the student's academic advisor so that the advisor will have a fundamental profile of the student's academic achievement in the past and goals for the future.

## New Student Survey

- Midway through his/her first quarter, each new student will be given the New Student Survey by the Recruitment Staff. This instrument is designed to assess the new student's initial experiences at CCT, from the admissions process through the first few weeks of academic work.

## **Assessment of Student Progress:**

### Whole School and Program Retention Rates

- Student retention rates are an important gauge of any educational institution's success. The student retention rate indicates the percentage of students who remain at an educational institution after they begin studying there. A high retention rate suggests that the college is meeting the needs of students and that they are satisfied with the education they are receiving.
- At the beginning of each academic year, the Academic Affairs Office will calculate, record and disseminate whole school retention rates by collecting data at the beginning of each year on the number of students who enroll at Christ's College Taipei for that academic year and collecting data the following year on the number of students who are still enrolled at Christ's College Taipei and dividing that number by the number from the first year to get the retention rate.
- The Academic Affairs Office will also calculate, record and disseminate retention rates for each major program by collecting data at the beginning of each year on the number of students who enroll that program for that academic year and collecting data the following year on the number of students who are still enrolled that program and dividing that number by the number from the first year to get the retention rate.

### Student Belief Survey

- The Student Affairs and Ministry Office will organize, collect and tabulate a Student Belief Survey each semester. This survey is designed to highlight changes in student's belief status as well as their church attendance. Information about the student's belief will be provided to major chairs and advisors.

### Midterm and Final Exams

- The Academic Affairs Office will schedule midterm and final exams for all courses. Instructors who wish to use alternatives to midterm and final exams must submit their assessment rational and procedures for review and approval of the Dean of Academic Affairs before the course begins and must include their approved rational and procedures on their course syllabus.

### Ongoing Evaluation of College Academic GPA

- Each student's academic advisor will be provided with the student's ongoing grade point average as he/she progresses through college. The advisor will point out potential pitfalls or trends, which may lead to difficulties for the student along the way.
- The student's ongoing GPA can signal problems with a student's inadequate skill levels, study habits, learning disabilities, or personal issues, which are affecting his/her performance at school.
- The academic advisor will address these issues with the student during their annual interviews (more often if necessary) guiding the student to appropriate supplemental classes, personal counseling, or other resources as they may be needed.

### Ongoing College Conduct Grades

- At the end of each semester of the student's college experience, the Student Affairs and Ministry Office will calculate and issue a conduct grade for each student. This conduct grade is based on assessment of the student's participation in chapel, night devotions, class chapels, as well as behavior (failure to abide by college rules and regulations) and contributions (service) to the Christ's College Taipei community. Input is gathered from student affairs and ministry staff, dorm counselors, and class advisors in this evaluation.
- Each student's academic advisor will be provided with the student's ongoing conduct grades as he/she progresses through college. The advisor will point out potential pitfalls or trends, which may lead to difficulties for the student along the way. The academic advisor will address these issues with the student during their annual interviews (more often if necessary) guiding the student to appropriate attitudes, behaviors, spiritual resources and counseling if needed.

### Academic and/or Ministry Goals

- Through annual personal interviews, the academic advisor stays aware of any changes in the student's personal, academic and ministry goals as they progress at CCT
- As the advisor stays aware of the student's current status and goals, he is able to make informed suggestions as to the student's choice of courses in his/her academic program.

## Student Services Symposium

- Each semester the Secretarial Office will work with the Student Council to arrange a symposium at which they will present student's comments and questions about services provided by the General Affairs office (campus environment and safety, dorm and classroom maintenance); Cafeteria Committee (food services); Student Affairs and Ministry (student campus life, dorm life, night chapel, night devotions, ministry teams, extra-curricular activities and clubs); Academic Affairs (courses, instructors, scheduling), to assess the effectiveness of services to students at Christ's College Taipei.

## **Assessment of Graduates:**

### Graduation Performances, Projects and Internships

- During the last year of the B.A. program, each student must take part in a graduation project or performance. These projects or performances are designed by the academic major chairs and are used by the majors to assess the overall achievement of the students in their program.
- In addition to graduation projects and performances some majors also require internships. The academic advisor assesses the student's readiness for their career or ministry through the Internship Report, which is filled out by the student's supervisor.

### Final GPA

- Studying the changes, improvements, or decline of the graduating students' GPAs enables CCT to assess its quality of instruction and curriculum. The Academic Affairs Office will calculate record and disseminate the final GPA of each graduating class.

### Graduation Rates

- The Academic Affairs Office will calculate, record and disseminate graduation rates for each graduating class by determining the number of students who entered Christ's College Taipei as freshmen, then adding students who transferred to Christ's College Taipei and subtracting students who transferred out of Christ's College Taipei, and dividing the number of students graduating by the number of students in the graduating class.

### Academic, Vocational and/or Ministry Placement

- As the student prepares to graduate, his/her academic advisor will continue to monitor academic, vocational and/or ministry goals in an effort to properly guide the student toward graduate school or toward appropriate job or ministry placement.
- Through personal relationships and awareness of each student's goals, strengths, weaknesses, the academic advisor helps the student seek and obtain placement in graduate school, or a vocational or ministry position after graduation.

### Graduating Student Survey

- Each student is required to complete a Graduating Student Survey before he/she is allowed to graduate.
- This instrument helps CCT assess its academic program and its learning environment in order to better serve its students.
- One thing that will be assessed through this survey is the academic advising process at Christ's College Taipei.

### **Assessment of Alumni:**

#### Alumni Survey

- The Alumni Survey is distributed annually to the CCT alumni from the past five years. It is the major source of information for assessing the success of CCT alumni.
- The Alumni Survey is also the major instrument used for alumni to assess the effectiveness of CCT in preparing them for graduate programs, vocations and/or ministry positions.

#### Graduate School Admission and Completion

- As much as is possible, CCT tracks its graduates to assess what percentage are admitted to graduate school programs.
- It is CCT's desire to adequately prepare students to pursue a graduate degree should they choose to do so.
- CCT tracks the progress of alumni who are admitted to graduate programs through the Alumni Survey and through personal relationships with CCT administrative staff and faculty.
- The number of alumni who successfully complete a graduate program is indicative of the adequacy of the education they received at CCT and therefore is a factor to be considered in the assessment of the effectiveness of the institution.

#### Vocational Placement and Achievements

- As much as is possible, CCT tracks its graduates to assess what percentage secure jobs after graduation.
- Alumni report their continuing vocational achievements by responding to the annual Alumni Survey that is administered by the Alumni Affairs Office.

#### Involvement in Fulltime and Lay Ministry

- The major goal of Christ's College Taipei is to train students to be Christ's ambassadors guided by a Christian world and life view.
- Therefore, it is extremely important that CCT tracks the involvement of its alumni in fulltime and lay ministry. This is primarily accomplished through the Alumni Survey, as well as through personal relationships between alumni and CCT faculty and administrators.

## Ministry Effectiveness

- While ministry effectiveness is somewhat subjective to assess, CCT does track this factor through its Alumni Survey and through personal interviews with alumni in the field.
- Ministry effectiveness is a crucial factor in assessing the effectiveness of CCT's program in achieving its goal of preparing students for the ministry.

### **Assessment of Program Effectiveness**

Program effectiveness is crucial to student learning outcomes. The major factors in the Assessment Plan which are used to assess this effectiveness are:

- Ongoing personal assessment of students by instructors and student affairs staff as monitored by the academic advisors and major chairs.
- Pre-test and post-test results such as the TOEFL and Music Exams that are part of Major Assessment Plans.
- Student Services Symposiums
- Graduate school admission and completion rates.
- Vocational placement and achievement.
- Ministry placement and effectiveness.
- Survey instruments: the New Student, Graduating Student and Alumni Surveys.
- Assessment of the Academic Advising Process.

### **Assessment of the Curricular Aspects**

- The CCT Curriculum Committee will take into consideration the above factors in order to review the instructional methods and curriculum of CCT. The committee reviews and approves any modifications made to the CCT curriculum to ensure that the curriculum is in line with the Mission Statement of Christ's College Taipei and the Educational Philosophy and Institutional Purpose Statement of Christ's College Taipei.
- Every academic major at CCT has a well-developed assessment plan. These assessment plans identify the learning outcomes of each major, how these learning outcomes are going to be assessed, where the assessment is to take place, the persons responsible for collection and analysis of the data, and the dates on which they have to be conducted. The academic major faculty and chairpersons are required to use this data as they develop their annual strategic plans and budgets. The Strategic Planning Committee will review make any modifications that it deems necessary to the major's assessment plans.
- The adequacy of the library materials and learning resources will be assessed on an annual basis by the librarian and staff of the library and reported to the Academic Committee.

### **Assessment of the Co-Curricular Aspects**

- Every non-academic office at CCT has a well-developed assessment plan. These assessment plans identify the goals of each department, how the goals are going to be assessed, where the assessment is to take place, the persons responsible for collection and analysis of the data, and the dates on which they have to be conducted.
- Student co-curricular activities, food services, dorms are assessed by the Student Affairs and Ministry Office both through the Student Services Symposium and through an annual Student Services Survey.
- The General Affairs Office assesses the facilities, equipment, cleaning, maintenance and security services through the Student Services Symposium and through an annual Campus Environment Survey.
- Finances are assessed through the formation and approval of annual budget by the Board, through an annual audit by an International Accounting Firm with results approved by the Board.
- Additional services provided by the Financial Affairs Office, Recruitment Office, Admissions Office are assessed through the annual New Student Survey and Graduating Student Survey.
- On a schedule developed and implemented by the Human Resource and Administration Office, Policies and Procedures will be assessed on a rotating basis by the office they originate from, by the administrative committee and by the Board.
- Institutional publications are assessed by the publications committee using the policies and procedures that govern that committee. The procedures for assessing publications are found in the CCT Publishing Policy and Execution Procedure.

### **Assessment of Student Learning Outcomes**

The desired result of the Assessment Plan is to help students achieve the stated learning outcomes of their courses, major programs and degrees at Christ's College Taipei. To help monitor this progress all faculty will complete learning outcome assessments for all courses. As incoming and progressing students, graduates and alumni are continually assessed, and data is collected it will be used to make changes to the strategic plan and budget of the college. As the appropriate changes are made in instructional, curriculum and co-curricular programs, learning outcomes will be realized. This, however, is not designed to be static process, but rather an ongoing cycle of assessment and change in order to see Christ's College Taipei continue to grow and be all that it can be as an institution of higher learning.

### **Use of Assessment Data**

The board approved annual CCT Assessment Plan will be made available to all stakeholders by publishing it on the CCT website. Select data collected via the CCT Assessment Plan will also be made available to stakeholders in dashboard form by publishing it on the CCT website. The results of the evaluation of student learning will be provided to stakeholders and made available to the public in an easy to understand format by publishing it on the CCT website.

## Annual Assessment Schedule

Month	Assessment	Responsible Office
September	Alumni Survey Review Major & Office Assessment Plans	Public Affairs Office/Alumni Affairs Staff Strategic Planning Committee
October	New Student Survey 1 <sup>st</sup> Semester Student Belief Survey Calculate Retention Rates	Public Affairs Office/Recruitment Staff Student Affairs and Ministry Office Academic Affairs Office
November	Midterm Exams Student Services Symposiums Policy and Procedure Assessment	Academic Affairs Office / Faculty Secretarial Office/ Student Council HRAO/Administrative Committee/Board
December	Teaching Evaluation Graduation Performance	Academic Affairs Office English Major Chair Office
January	Final Exams Student Learning Outcomes Assessments Course Reviews	Academic Affairs Office / Faculty Academic Affairs Office / Faculty Academic Affairs Office / CLAD & Major Chairs
February	First Semester GPA First Semester Conduct Grades	Academic Affairs Office Student Affairs and Ministry Office
March	Director's Evaluations Faculty Evaluations Staff Evaluations	President's and Vice President's Offices Academic Affairs Office / Major Chairs Human Resource Administration Office/ Directors
April	2 <sup>nd</sup> Semester Student Belief Survey Student Services Symposiums Midterm Exams Annual Library Assessment Campus Environment Survey	Student Affairs and Ministry Office Secretarial Office/ Student Council Academic Affairs Office / Faculty Librarian and Library Staff/ Academic Committee General Affairs Office
May	Board Annual Self Evaluation President's Annual Evaluation Teaching Evaluations Academic Advising Evaluations Graduating Student Survey Calculate Graduation Rate TOEFL Test Graduation Performances Final Exams for Seniors Student Services Survey Admissions Test and Interview	President's Office President's Office (Board of Trustees) Academic Affairs Office Academic Affairs Office Academic Affairs Office/ Registrar Academic Affairs Office/ Registrar English Major Chairs Office Communication and Music Chairs Offices Academic Affairs Office / Faculty Student Affairs and Ministry Office Academic Affairs Office/ Registrar
June	Second Semester GPA Second Semester Conduct Grades Final Exams Admissions Test and Interview Student Learning Outcomes Assessments Course Reviews	Academic Affairs Office Student Affairs and Ministry Office Academic Affairs Office / Faculty Academic Affairs Office/ Registrar Academic Affairs Office/ Faculty Academic Affairs Office / CLAD & Major Chairs
August	Curriculum Review Admissions Test and Interview Calculate Graduation Rate	Curriculum Committee Chair Academic Affairs Office/ Registrar Academic Affairs Office/ Registrar