

**Lancaster Bible College**  
**Comprehensive Outcomes Assessment Plan for Academic Year: 2011-2013**

**Department/Division: President's Office      Program/Unit: Board of Trustees**

Rev. 1/12

Mission Statements	Objectives / Outcomes	Means of Assessment and Criteria for Success	Summary of Data Collected	Use of Results [Indicate if an Action Plan (AP) or Planning Initiative (SP) is needed <sup>1</sup> ]	AP / PI
<p><b><u>College Mission:</u></b> Lancaster Bible College &amp; Graduate School exists for the purpose of educating Christian men and women to live according to a Biblical worldview and to serve through professional Christian ministries.</p> <p><b><u>College Vision:</u></b> Lancaster Bible College &amp; Graduate School will be a premier learning community that intentionally develops the head, heart and hands of servant ministry leaders for global impact.</p> <p><b><u>Unit Mission:</u></b> The Board of Trustees is charged with the oversight of the general affairs of the College and manages them in conformity with the laws under which the same is incorporated, all within the provision of the Bylaws.</p>	<p>1. The Board of Trustees will demonstrate their support of the college by faithfully attending quarterly meetings.</p>	<p>1. At least 90% of the members of the Board of Trustees will attend 75% of the scheduled meetings.</p> <p>Attendance will be kept and measured by listing those present and absent within the minutes of every meeting.</p>	<p>For the 2010-2011, 82% (14 of 17 Trustees) met this objective (does not include the College President).</p>	<p>The attendance rate of trustees dipped slightly in 2010-2011. The President and Chairman have made adjustments to the quarterly meeting schedule for 2011-2012.</p>	
	<p>2. The Board of Trustees will demonstrate their effectiveness through their direction and general charge over college affairs and adherence to the unit mission.</p>	<p>2. As evidenced by meeting minutes, each of the boards' committees will meet at least twice a year to conduct the business of the college. Meetings are to be held quarterly.</p> <p>Assessment of effectiveness shall be measured through the evaluation of meeting minutes and a formal, annual, self-assessment.</p>	<p>All but one board committee met at least twice a year in 2010-2011 to conduct business, and submitted minutes of its meetings to the Board of Trustees.</p>	<p>Trustees accepted recommendations from various committees which led to approving annual budget, hiring new faculty members, awarding promotions, approving graduate lists, adding new Corporation members, electing officers, adopting an Investment Policy Statement and approving an investment manager, and approving a financing settlement.</p>	

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<p><b>Unit Mission:</b> The Board of Trustees is charged with the oversight of the general affairs of the College and manages them in conformity with the laws under which the same is incorporated, all within the provision of the Bylaws.</p>	<p>2. The Board of Trustees will demonstrate their effectiveness to direct the investments and care of college funds and property.</p>	<p>3. At the direction of the Finance Committee, various brokers oversee the investment portfolio of the College and report quarterly to the Finance Committee. The chair of the committee serves as the treasurer for the Board of Trustees.</p> <p>The Building Committee of the Board will oversee the upkeep and acquisition of College property. Measurement will be assessed through the reports and minutes of various committees as well as formal, annual, self-assessment.</p>	<p>The Finance Committee met quarterly to review fiscal reports and financial statements. The committee is chaired by the treasurer of the board.</p> <p>The Building Committee met quarterly and recommended to the trustees to move forward with the new Student Learning Commons and the renovation of Weber Hall.</p>	<p>The Finance Committee will continue to monitor the financial health of the college.</p> <p>The Building Committee will continue to evaluate the need for new facilities.</p>	
	<p>3. The Board of Trustees ensure that the membership requirements of the corporation are fulfilled annually.</p>	<p>4. Prospective corporation members will be interviewed by the Membership Committee of the Board. Names of approved individuals will be submitted to the Board of Trustees for Corporation membership.</p> <p>Membership records shall be held kept to ensure that the board consists of not less than 12 but not more than 25 active members, divided into 3 classes.</p>	<p>The committee met three times and interviewed five individuals who were recommended for membership and approved by the Board of Trustees.</p>	<p>Engage new members in board committees as they are willing and able.</p>	
	<p>4. The Board of Trustees will demonstrate fiduciary responsibility through approving the operating budget and employee salaries.</p>	<p>5. The People Development Committee of the Board will approve new employee policies, including evaluation and compensation procedures, to ensure legal compliance and equity.</p> <p>The Finance Committee of the Board will review and approve the annual budget as presented by the President.</p> <p>Assessment is measured through the board's timely approval and adoption of the annual budget.</p>	<p>The People Development Committee did not meet this year.</p> <p>The Finance Committee approved the annual budget on May 13, 2011.</p>	<p>A three percent salary increase was given to nearly all fulltime employees.</p>	

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<p><b>Unit Mission:</b> The Board of Trustees is charged with the oversight of the general affairs of the College and manages them in conformity with the laws under which the same is incorporated, all within the provision of the Bylaws.</p>	<p>5. The Board of Trustees will actively demonstrate knowledge of college policies, mission and vision by defining/approving the polices, mission and vision of the college.</p>	<p>6. College policies will be approved by the President’s Cabinet and if warranted, appropriate Board Committees, and will be filed in the College Policy Manual housed in the President’s Office.</p> <p>Assessment is measured through the board’s timely action upon policies presented for their approval, as recorded in meeting minutes.</p>	<p>The Cabinet meets a minimum of twice a month to conduct business and makes recommendations as needed to the board committees. The College Policy Manual is maintained in the President’s Office.</p>	<p>This process is working satisfactorily and will continue.</p>	
	<p>6. The Board of Trustees will demonstrate care and concern for college and community by participating in a bi-annual self-assessment.</p>	<p>7. A board self assessment will be completed biannually in the fall. The board chair will share results and lead discussion.</p> <p>Bi-annual self-assessment will be measured through peer-review, i survey and open-ended questionnaire.</p>	<p>A self-assessment questionnaire was completed in November 2006 and in August 2011 (no questionnaire was completed in 2009). The 2011 questionnaire was greatly expanded with input from the board chair. Results will be compiled and shared with the Executive Committee for further dissemination and action if warranted.</p>	<p>One adjustment was made immediately as a result, by creating a brief survey to be distributed at every meeting, rating the effectiveness of that meeting. Other necessary adjustments will be made as indicated by the board discussion of these results.</p>	

<sup>1</sup> An Action Plan is developed if the “use of results” project can be performed utilizing the current resources available. A Planning Initiative is developed when the “use of results” project calls for additional resources and requires CIEP, Cabinet or other administrative approval.