Instructions for Completing Your Unit's Section
of the Quality Improvement Report

The *Quality Improvement Report (QIR)* is our most important administrative assessment for every unit within the Seminary each year. It is a process that is prescribed by our accreditation agencies. The *QIR* allows each unit in the Seminary to examine how it is doing with an annual self-assessment. We all want to be better. The *QIR* provides us a tool to help us demonstrate that we do what we do better. Your section is due to the IE Office by <u>October 1</u>. Please contact the IE office if you desire further guidance or have any questions. We will be happy to assist you.

Report the Results for 2019-20 – Simply report the results in the text box provided under each Measure of all the Outcomes listed, namely:

- *Results* – Briefly summarize the results in numbers or percentages.

- *Reflection on Results* – Briefly state your reflections on the results. What factors helped shape the results?

- *Improvement* – Briefly identify the degree of improvement in numbers or percentages in relation to the benchmark you set.

Submit the Outcomes and Measures for 2020-21 – You should probably focus most on setting your Outcomes and Measures for the coming academic year. These should be Measures of the key things you do each year. It would save time if you could also this data in your President's Annual Report. Here are the details for each line item --:

- *Unit Purpose Statement* – This ordinarily is the same as the prior year, unless you want to reword the statement.

- *Outcome* – Typically you'll have the same outcomes from year to year so you can measure improvement from year to year. However, it is possible to reword the existing outcomes or add a new Outcome. Ordinarily you'll have no more than three Outcomes for any unit, unless your unit has multiple subunits.

- *Rationale* – Explain your Rationale for the desired Outcome. If your Outcome is the same as last year, your Rationale is typically going to be the same also.

- *Alignment* – Briefly explain how this Outcome flows from (a) the NOBTS Mission Statement, (b) any of the NOBTS Core Values **OR** (c) the NOBTS Strategic Plan (available at http://www.nobts.edu /about/accreditation/institutional-effectiveness.html, along with some student surveys you might find useful as Measures in your report). If your Outcome does not obviously flow from the Mission Statement or a goal of the Strategic Plan, the Core Value of Characteristic Excellence applies to most Outcomes.

- *Strategy* – Provide a Strategy for each Outcome. A Strategy answers the question: *"How are we going to accomplish the outcome?"* If your Outcome is the same as last year, it's fine for the Strategy to be the same also, but you are free to utilize a new Strategy if you think it would be more effective. If last year's Strategy did not produce positive results, you should probably come up with a new Strategy.

- *Measure* – Provide a Measure for each Strategy. A measure answers the question: *"What artifacts will we use to assess our progress toward reaching our strategy?"* The Measure should be something that could be measured in numerical or percentage terms. If your Outcome and Strategy are the same as last year, then your Measure should probably be the same. This allows you to demonstrate progress from year to year.

- *Benchmark* – Provide a Benchmark for each Measure. A Benchmark is a target, a mark of progress which is to be *quantifiably measurable*, not merely the completion of a process. Your Benchmark should typically increase modestly from the prior year.

- *Results, Reflection on Results, and Improvement* – Do nothing here. This is a placeholder for what you'll do next year at this time.

- *Budget Implications* – Accreditation agencies would like to see a more direct connection from the assessment process to the budgeting process. This section attempts to facilitate that conversation. It answers the question *"How do the desired outcomes impact future budget requests?"* Please note the following guidelines:

    (a) This only regards *significant* proposed adjustments (whether additions or reductions) you are proposing for future budget consideration. Significant adjustments include items such as personnel, technology, or equipment that would be helpful to further the achievement of these outcomes.

    (b) This only regards the budget for the *next* academic year, not this year.

    (c) These are only *proposed* budget adjustments. We will share these requests with the appropriate administrator to consider in the budgeting process beginning in January. But there is no guarantee that funds will be available. However, this does provide one more vehicle to "put this item on the radar" of your administrator for future consideration, whether in the budget or through donations.

__Due Date__ – Please send an electronic copy to aray@nobts.edu by October 1, 2020.