

Institutional Effectiveness Overview for New Faculty Orientation August 2016

Topic	Link	Description	Contact
InsideCBU tab for Inst Research	https://insidecbu.calbaptist.edu/ICS/Inst_Research/	Institutional Effectiveness functions as the official source for CBU academic and administrative information, oversees outcomes assessment, program review, and accreditation, facilitates the Institutional Review Board, administers course evaluations, and facilitates strategic planning. Our mission includes defining, collecting, organizing, and analyzing institutional and other data to support CBU management, operations, decision-making, and planning functions.	Associate Provosts: <ul style="list-style-type: none"> • Elizabeth Morris, Accreditation, Assessment, and Curriculum • Tracy Ward, Administration • Dawn Ellen Jacobs, Faculty Development
Faculty Profile <i>Inst Research Tab; Left side menu</i>	https://insidecbu.calbaptist.edu/ICS/Inst_Research/Faculty_Profile.jnz You must be logged in to InsideCBU to view your profile, and it takes a few seconds to load.	All faculty members should review their profile information at least once a year to ensure that it is current, especially your degree and church info. After reviewing, if no edits are needed, click the “No Changes” button at the bottom of the page; if edits are needed, click the “Submit Changes” button. <i>Please note: Some position titles are abbreviated to fit the data field, and it does not affect the complete name of your official title. Also, Academic Unit and Discipline Groups correspond to enterprise database codes.</i>	Vicki Cleveland vdcleland@calbaptist.edu (951) 552-8650
Emergency Contacts <i>Inst Research Tab; Left side menu</i>	https://insidecbu.calbaptist.edu/ICS/Inst_Research/Emergency Contact.jnz You must be logged in to InsideCBU to view emergency contacts.	Provide contact information for up to three people who may be contacted on your behalf in the event of an emergency. All employee emergency contacts must be verified every semester . After entering your contacts’ information, click the “Submit Changes” button at the bottom of the page to save your changes. If you are verifying the information and no changes are needed, click the “Information is Correct” button at the bottom of the page to reset the timestamp on your entry.	Vicki Cleveland vdcleland@calbaptist.edu (951) 552-8650
Course Evaluations Overview & Calendar <i>Inst Research Tab; Left side menu</i>	https://insidecbu.calbaptist.edu/ICS/Inst_Research/Course Evaluations/	All course evaluations are completed online using the SmartEvals System. This page includes the semester schedule and student FAQs. Students may complete course evaluations via: <ul style="list-style-type: none"> • Links in autogenerated LancerMail messages • SmartEvals.com/calbap website • Blackboard • CBU Mobile App 	Keith Castillo kcastillo@calbaptist.edu (951) 343-8720
Course Evaluations Faculty Information <i>Inst Research Tab; Right side OIRPA Quick Links</i>	https://insidecbu.calbaptist.edu/ICS/Inst_Research/Course Evaluations/Faculty Information.jnz	This page includes Faculty Information for course evaluations, including: <ul style="list-style-type: none"> • Helpful How To’s <ul style="list-style-type: none"> ➢ How to login to the online Course Evaluation system ➢ How to view Course Evaluation reports ➢ How to see who evaluated your course ➢ Exporting Course Evaluation reports • Course Evaluation Summary Results <ul style="list-style-type: none"> ➢ Response Rate ➢ Overall satisfaction • Course Evaluation Forms 	Keith Castillo kcastillo@calbaptist.edu (951) 343-8720

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<p>Institutional Review Board <i>Inst Research Tab; Left side menu</i></p>	<p>https://insidecbu.calbaptist.edu/ICS/Inst_Research/IRB/</p>	<p>Any and all research involving human participants or animal subjects, conducted by CBU faculty, staff, and/or students, inside or outside the classroom (excluding student research conducted to complete requirements in a specific course; see Page 4 in the Faculty and Student IRB Handbook and/or the student research policy available below), and/or anyone conducting research identified in any way with or at the University, must seek appropriate approval from the CBU Institutional Review Board (IRB) as described in the Handbook.</p> <ul style="list-style-type: none"> • The Faculty and Student IRB Handbook is available on this InsideCBU page and can be accessed directly at: https://insidecbu.calbaptist.edu/ICS/icsfs/IRB_Handbook_2013_-_FirstEdition.pdf?target=4a9b0212-2d04-452b-9c5d-e78d8f6914e0 • Four Application Forms <ul style="list-style-type: none"> ➤ Exempt Student research ➤ Form A- Exempt Student research declaration ➤ Form B- Expedited or Full Review Research Project ➤ Form C- Outside Research Project • Exempt Student Research Declaration <ul style="list-style-type: none"> ➤ Based on instruction, supervision, and assessment by the course instructor. ➤ Occurs in a classroom, department, student housing, or other campus setting, or in a public setting with unlimited access, such as a shopping mall, park, etc. ➤ Involves learning research methods and is not intended for generalization (e.g., publication). ➤ Involves no more than minimal risk to the subjects/participants. ➤ Qualifies under at least one exempt category stipulated in federal regulations, DHHS 45 CFR 46 (see Exempt Research Criteria available in InsideCBU under the Inst Research tab, IRB, Does my Research Need IRB Approval?). ➤ Data are recorded anonymously (i.e., no subject names or any other information or codes that can link to a list of names and/or might identify subjects through their behavior). 	<p>Dr. Joseph Pelletier IRB@calbaptist.edu (951) 552.8616</p>

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<p>Institutional Data <i>Inst Research Tab; See "Institutional Research" on the left side menu</i></p>	<p>https://insidecbu.calbaptist.edu/ICS/Inst_Research/InstitutionalResearch/</p>	<p>This InsideCBU page is a resource for Institutional Data.</p> <ul style="list-style-type: none"> • University Profiles includes annual sets of commonly reported data. • Resource Links includes links to CBU's profiles in college guides. • Survey Reports includes CBU information collected through various external surveys. • The WASC section contains data exhibits submitted for accreditation with the Senior College & University Commission of the Western Association of Schools and Colleges. • Data Management includes information regarding the Institutional Data Task Force and the Data Request Form, for information that is not available in the areas noted above. Please note that all requests are handled according to current institutional priorities. 	<p>Vicki Cleveland vdcleland@calbaptist.edu (951) 552-8650</p>
<p>Assessment <i>Inst Research Tab; Left side menu</i></p>	<p>https://insidecbu.calbaptist.edu/ICS/Inst_Research/Assessment/</p>	<p>Program assessment is an annual, systematic, on-going process to collect evidence suitable for ascertaining to what degree a program/major is meeting its stated student learning outcomes (SLOs). More information about the assessment process is available on this InsideCBU page and in the <i>CBU Assessment Handbook</i> at: https://insidecbu.calbaptist.edu/ICS/icsfs/Assessment_Handbook_V2_Sep2013.pdf?target=4bbcd5ea-115f-417f-93ac-ebbbc704d211</p>	<p>Dr. Amy Miller amiller@calbaptist.edu (951) 552-8843</p>
<p>Program Review <i>Inst Research Tab; Left side menu</i></p>	<p>https://insidecbu.calbaptist.edu/ICS/Inst_Research/ProgramReview/</p>	<p>Program Review is an intentional process, performed approximately every five year, whereby the faculty in a specific program or major provide a comprehensive appraisal of that particular program or major. More information about the Program Review process is available on the InsideCBU page and in the <i>CBU Program Review Handbook</i> at: https://insidecbu.calbaptist.edu/ICS/icsfs/Program_Review_Handbook_Edition3_Sept2014.pdf?target=aeb29069-8fcf-4b1d-a0bb-7e3e51a4725d</p>	<p>Dr. Amy Miller amiller@calbaptist.edu (951) 552-8843</p>
<p>Strategic Planning <i>Inst Research Tab; Left side menu</i></p>	<p>https://insidecbu.calbaptist.edu/ICS/Inst_Research/StratPlanning/</p>	<p>The Provost facilitates the strategic planning process, an integral element in a set of coherent processes designed to increase CBU's overall effectiveness. For more information about the strategic planning process and CBU's <i>Comprehensive University Plan</i>, please refer to this InsideCBU page.</p>	<p>Dr. Chuck Sands, Provost csands@calbaptist.edu (951) 343-4213</p>