

COSMA Annual Report 2016-17

U.S. and non-U.S.-based Programs

This annual report should be completed for your academic unit/sport management program and submitted electronically to COSMA by July 31 of each year. Failure to submit this completed document will result in Administrative Probation.

General Information

Institution's Name:	Lancaster Bible College				
Program(s)/Degree(s):	B.S. Sport Management & Biblical Studies				
Address:	901 Eden Road				
City:	Lancaster	State:	PA	ZIP/Postal Code:	17601
Primary Contact Name:	Amanda Dowhen				
Title:	Assistant Professor	Date Submitted:	July 2017		
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Accreditation Information

A. Accreditation status of your academic unit/sport management program (mark one):

<input type="checkbox"/>	Accredited
<input checked="" type="checkbox"/>	Candidate for Accreditation
<input type="checkbox"/>	Program Member

B. If you have received an accreditation letter from the COSMA Board of Commissioners with "Notes" that identified areas needing corrective action, list the item for each Note in the matrix below directly from your accreditation letter. Indicate whether corrective action has already been taken or that you have made plans to do so. Attach all relevant documentation of the actions taken. You have two years to resolve Notes.

<i>Commissioners' Notes</i>	<i>Action Already Taken</i>	<i>Action Planned</i>
<ul style="list-style-type: none"> All notes from the 2016 site visit are included in the rejoinder to go before the board in September. This document is attached. 	x	x

Outcomes Assessment

C. Has your outcomes assessment plan been submitted to COSMA?

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No. When will the plan be submitted to COSMA? Date:

D. Is the original or revised outcomes assessment plan you submitted to COSMA still current or have you made changes?

<input type="checkbox"/>	The outcomes assessment plan we submitted is still current.
<input checked="" type="checkbox"/>	Changes have been made and the revised plan is attached.
<input type="checkbox"/>	We have made changes and the revised plan will be sent to the COSMA by:

Outcomes Assessment (continued)

- E. Complete the program-level student learning outcomes matrix and program-level operational effectiveness goals matrix and include it with this annual report to COSMA.

Your outcomes assessment plan must include, at minimum, two direct and two indirect measures of student learning at the program level. Including more and varied measures is encouraged. On the bottom of the matrix, space is provided where you “**close the loop**” and **show changes and improvements you made and plan to make as a result of your assessment activity**.

Programmatic Information

- F. Identify any significant changes that have taken place in your sport management degree programs during the reporting period.

1. Did you terminate any degree programs during the reporting year?

<input checked="" type="checkbox"/>	No
<input type="checkbox"/>	Yes. If yes, please identify terminated programs.

2. Were changes made in any of your sport management majors, concentrations, or emphases?

<input checked="" type="checkbox"/>	No
<input type="checkbox"/>	Yes. If yes, please identify the changes by adding an additional page to this document.

3. Were any new degree programs in sport management established during the academic year?

<input checked="" type="checkbox"/>	No (skip to item G below)
<input type="checkbox"/>	Yes. If yes, please identify the new degree programs on a separate sheet; answer item F-4 below.

4. Was approval of your regional accrediting body required for any of these programs?

<input checked="" type="checkbox"/>	No
<input type="checkbox"/>	Yes. If yes, please attach an electronic copy of the material you sent to your regional accrediting body and identify the accrediting body you must obtain approval from.

- G. Provide the URL(s) for the page on your academic unit/sport management program’s website that makes available to the public your student learning outcomes, operational outcomes and program information profile. **You are required to update this information annually.** Failure to comply with this request will result in Administrative Probation.

URL(s): <https://www.lbc.edu/Assets/PDFs/Undergraduate/Academics/lbc-sm-public-disclosure.pdf>

Administrative Changes

- H. Identify any administrative changes that directly affect your academic unit/sport management program.

Such changes would include your sport management unit’s primary representative to COSMA, your designated alternate to COSMA, your institution’s president and academic vice president, and the head of your academic unit/sport management program (if different from the primary representative to the COSMA). If the incumbent in any of these administrative positions has changed, include the new incumbent’s name, his or her title, telephone number, and email address.

Position	Name	Title
Telephone	Email	

Other Issues

- I. Briefly comment on other issues pertaining to your academic unit/sport management program you would like to share with COSMA (e.g., new partnerships, innovations, etc). Failure to report changes may result in administrative probation.

Data Collection

To be completed by accredited programs only

- J. Please fill out the matrix below. The data will be collected each year and included in a dashboard on the COSMA website. All data will be kept anonymous.

Dashboard Data	
Total Sport Management Enrollment (majors, minors, tracks) in all programs (UG, master’s)	# of SM students
Total Number of Full-time, Tenured or Tenure Track Sport Management Faculty	# FT faculty
Total Number of Part Time/Adjunct Sport Management Faculty	# adjunct/PT faculty
Approximate Number of Students Selecting Sport Management Program Due to Accreditation Status	# selecting accredited program
Number of students/parents requesting information about your SM program	# requesting information
Number of students/parents attending information sessions about your SM program	# attending information sessions
Number of inquiries from business/industry about the accreditation status of your SM program	# business/industry inquiries

Outcomes Matrix

Identify Each Student Learning Outcome and Measurement Tool(s)	Identify the Benchmark	Total Number of Students Observed	Total Number of Students Meeting Expectation	Assessment Results: Percentage of Students Meeting Expectation	Assessment Results: 1. Does not meet expectation 2. Meets expectation 3. Exceeds expectation 4. Insufficient data
SLO 1 Plan, create and implement a comprehensive sport program for private and public sectors utilizing biblical principles of stewardship and discipleship					
Measure 1 Policy Manual (DM) Rubrics for each portion of the assignment	80% of the students will score a 80% or higher	12	10	83%	Meets Expectation
SLO 2 Demonstrate and apply knowledge of the fundamental principles of sport management					
Measure 1 Practicum Site Supervisor Evaluations (IM)	80% of the students will score a 80% or higher	4	4	100%	Exceeds Expectation
Measure 2 Practicum Journal Questions (IM) Rubric	80% of the students will score a 80% or higher	1	1	100%	Meets Expectation
SLO 3 Distinguish individual differences and describe all dimensions of diversity					
Measure 1 Cross Cultural Reflection Paper (IM) Rubric	80% of the students will score a 80% or higher	6	6	100%	Exceeds Expectation
SLO 4 Apply critical, analytical and creative thinking skills to solve problems through the integration of management theories					
Measure 1 Practicum Site Supervisor Evaluations (IM)	80% of the students will score a 80% or higher	4	4	100%	Exceeds Expectation

Measure 2 Practicum Journal Questions (IM) Rubric	80% of the students will score a 80% or higher	1	1	100%	Meets Expectation
SLO 5 Develop the communication skills necessary to disseminate information in a variety of oral, written and electronic formats					
Measure 1 Website Creation (DM) Rubric	80% of the students will score a 80% or higher	17	17	100%	Exceeds Expectation
SLO 6 Interpret regulations and legal aspects relative to the sport profession					
Measure 1 Moot Court Assignment (DM) Rubric	80% of the students will score a 80% or higher	7	7	100%	Exceeds Expectation

The metrics from these assessments will provide the data needed to properly determine if the Program Learning Outcomes and Student Learning Outcomes are being met. Program Learning Outcomes are measured through the areas of knowledge transfer, critical thinking, legal issues, oral communication, written communication, diversity and creative thinking. Analysis of the data will indicate the level at which students are achieving the program mission and goals. After analysis, adjustments will be made accordingly, closing the assessment process. Based upon recommendations from the COSMA accreditation site visit team in December of 2016, we updated course assignments and rubrics mid-semester giving us a clearer picture of the full assessment process.

SLO 1: The Policy manual assignment was updated to better reflect a broader scope of sport management disciplines. Students are also required to research sample policy manuals, critically analyze components of each and synthesize the appropriate combination thus creating a new manual for their discipline. The new rubric reflects these changes.

SLO 2: To ensure the proper collection of data, the faculty has instituted a new policy which states: “A student will not receive a final course grade until all assigned components have been completed and submitted on eCampus” for all field experience courses. In addition, the Practicum Site Supervisor Evaluation will be converted to an electronically submitted Formstack form for the fall of 2017. This will ensure a higher level of accountability and ease for the Site Supervisor. The Journal Questions were updated and the Reflection Paper assessment was eliminated from this measurement because it was not the best fit for this measure.

SLO 3: The Cross Cultural Scrapbook was eliminated and replaced by the Cross Cultural Reflection Paper. The criteria for the Reflection Paper and the new rubric measure the components of diversity.

SLO 5: The revised departmental website creation rubric included newly added written communication components and was used this semester in assessing the website assignment. The professor noted that some categories seemed repetitive, so further adjustments will be made to the rubric before spring 2018 when the class is offered again. The professor remarked that technological advancements should be consistently incorporated into the assignment.

SLO 6: The revised Moot Court Presentation Rubric, which included additional measures for critical thinking, oral communication and regulations and legal issues, was incorporated into the assignment for the spring of 2017. The professor noted changes made to the rubric gave students clearer expectations and more a refined presentation.

Program-Level Operational Effectiveness Outcomes Matrix

Identify Each Operational Effectiveness Goal and Measurement Tool(s)	Identify the Benchmark	Data Summary	Assessment Results: 1. Does not meet expectation 2. Meets expectation 3. Exceeds expectation 4. Insufficient data
OEG 1 To continuously seek to improve teaching and learning			
Measure 1 Teacher Evaluations	80% will be fully meets expectations or exceeds expectation	All full-time faculty scored higher than 80% on teacher evaluations and final portfolios	(2) Meets Expectation
Measure 2 Teacher In-service	2 days per year	2 days per plus additional time spent in dept. meetings	(3) Exceeds Expectation
Measure 3 Graduate Exit Surveys	80% will agree to the statement “would recommend this program to a friend”	All graduate surveys were completed and all “would recommend this program to a friend”	(3) Exceeds Expectation
OEG 2 To optimize enrollment and retention			
Measure 1 The SM program will see continued growth in the program.	The SM program will see numbers maintained/increase each fall semester.	Spring 2014 = 41 students Fall 2014 = 43 students Spring 2015 = 42 students Fall 2015 = 52 students Spring 2016 = 49 students Fall 2016 = 45 students Spring 2017 = 43 students	(2) Meets Expectation

OEG 3 To nurture and strengthen affiliations with the local community			
Measure 1 Advisory Board Meetings	The advisory board will meet two times per year.	A meeting was held in October and April. Four new members were added.	(2) Meets Expectation
Measure 2 Continue holding CCAC Athletic Director's Meetings	Sponsor yearly meetings in August & bring back basketball championships to LBC	Meeting held for the fourth year in a row, basketball was considered for the 2018 championships	(2) Meets Expectation
OEG 4 To remain committed to continuing professional growth through activities such as joining professional organizations, attending professional conferences, engaging in faculty development or volunteer efforts			
Measure 1 Artifacts placed in scholarship section of professional portfolio for year-end review by development.	All full-time will attend at least one professional conference per year. Each will maintain two memberships.	All full-time faculty had PSAPHERD, NASSM, COSMA memberships. All faculty attended at least one professional conference.	(2) Meets Expectation
OEG 5 To supervise and assess field service opportunities in a wide variety of settings			
Measure 1 Faculty will supervise weekly reports and conduct onsite observations.	Faculty will observe 80% of students in SPM 355 and 450 within a 60 mile radius of LBC.	After the site visit by COSMA, the College Supervisor Observation Form was developed and four students were formally observed.	(2) Meets Expectation
Measure 2 Develop relationships with site supervisors.	Faculty will meet with at least two (new/existing) site supervisors per year.	Faculty met with six potential contacts	(3) Exceeds Expectation
<i>Notes: 1) Provide all explanations of this table in Question #11 that follows. 2) If you are using different operational outcomes measures for different degree programs, please replicate this form, using one form for each program that has different measures. 3) If different programs use the same measures, only one copy of this form is needed.</i>			

OEG 1: The collection of these graduate surveys is being added as an assignment to the SPM 450 Practicum syllabus. In this syllabus, a statement is issued saying that all work must be completed before a grade is issued to the registrar, which will now include the departmental graduate exit survey. The statement reads as follows.

A. Graduate Exit Survey: The student will complete a senior, graduate exit survey as results are needed in order to provide necessary feedback to the program and report back to COSMA for accreditation purposes. This is a required part of the course. A grade will not be issued to the registrar without the completion of this survey. The faculty will convert the current Graduate Exit Survey to an electronic Formstack.

OEG 4: The faculty will continue to pursue avenues for scholarly development.

PROGRAM INFORMATION PROFILE

This profile offers information about the performance of a program in the context of its basic purpose and key features.

Name of Institution

Institution: Lancaster Bible College

Program Accreditor: COSMA candidate

Institutional Accreditor: Middle States Commission on Higher Education/ Association for Biblical Higher Education

Date of Next Comprehensive Program Accreditation Review: Summer 2017

Date of Next Comprehensive Institutional Accreditation Review: Spring 2017

*To learn more about the accredited status of the program, click here:
<http://www.cosmaweb.org/candidacy-status.html>*

Program Context and Mission

Program Mission: The Sport Management program prepares students as highly-skilled leaders with a biblical worldview who identify and meet the present and future needs of the sport profession.

Program Goals:

Students will:

1. Plan, create and implement a comprehensive sport program for private and public sectors utilizing biblical principles of stewardship and discipleship
2. Demonstrate and apply knowledge of the fundamental principles of sport management
3. Distinguish individual differences and describe all dimensions of diversity
4. Apply critical, analytical and creative thinking skills to solve problems through the integration of management theories
5. Develop the communication skills necessary to disseminate information in a variety of oral, written and electronic formats
6. Interpret regulations and legal aspects relative to the sport profession

Brief Description of Student Population: Lancaster Undergraduate enrollment: 1154 students

Admissions Requirements:

LBC Admissions:

Application/Autobiography

High School Transcript (minimum 2.0 GPA)

SAT/ACT Scores

Professional and Spiritual References

Sport Management program admission: 2.3 cumulative/2.8 professional GPA, participation and attendance in SPM 100 Seminar and a passing score on the ASEP Coaching Principles exam

Indicators of Effectiveness with Undergraduates as Determined by the Program

1. Graduation

Year: December 2016/Spring 2017 # of Graduates: December (3), May (4) Graduation Rate: 67%

2. Completion of Educational Goal (other than certificate or degree – if data collected)

of Students Surveyed: 7 # Completing Goal: 7

3. Average Time to Certificate or Degree

1-Year Certificate: N/A 2-Year Degree: N/A 4-Year Degree: 4.0 years

4. Annual Transfer Activity

Year: 2016-2017 # of Transfers: 5 Transfer Rate: 7.6%

5. Graduates Entering Graduate School

Year: 2016-2017 # of Graduates: 7 # Entering Graduate School:
0

6. Job Placement (if appropriate)

Year: 2016-2017 # of Graduates: 7 # Employed: 6

7. Licensure/Certification Examination Results: N/A

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