

RESOURCE ROOM

The following information was included in the packet of information given to the evaluation team. The first table lists the items displayed in the Resource Room. Confidential items (faculty and student files) were not displayed, but a notation explaining where they could be found was given.

The table on the following pages is a cross-reference of the documents/key words mentioned in the self-study report and their location in the Resource Room.

ABHE Reports (Special Accreditation)
Academic Council Minutes
Administrative Council Meeting Minutes
Advertisements – Flyers, Brochures, Holiness Today Ads
ASG Notebook
Assessment Notebook
Bible & Theology Pre Tests
Board Of Trustees Minutes – 3 Years
Bredholdt Future Profile
Bylaws
Cabinet Minutes
Catalog
Committee Meeting Minutes
Constitution
Course of Study Notebook / Sourcebook for Ministerial Development
Degree Completion Program Proposal
English Composition Essay Evaluations
Faculty Credentials
Faculty Development
Faculty Files (reviewed in Marcia's office)
Faculty Handbook
Faculty Interview Sheet
Faculty Meeting Minutes
Financial Aid Policies
Financial Resources Audit Budget
Historical docs – place in one binder labeled historical Letter from CO Dept of Ed approving degree programs & granting of degrees (PIF) Approval for Title IV
Information Tech Notebook
Library Resources
Mission Statements – On Posters
Missions Trips / Missionary In Residence
NBC Now
Online Program
PIF
PIF Appendix – Include Index In List Of Available Docs
Self Study
Self Study Process
Self-Study Committee Meeting Minutes
Special Events - Graduation / Convocation / Faculty Retreat / Concerts / Student Retreats
Staff Handbook
Strategic Plan
Student Files (reviewed in Registrar's office)
Student Handbook
Surveys – DS, Alumni, Graduates
The Communicator (student weekly newsletter)
Voice And Vision (student news)
Recruitment and PR materials

Index of Referenced Documents and Materials From the HLC Self-Study Report

In the Resource Room are a number of notebooks containing information important to the self-study process and, therefore, to the Evaluation Visit process. This index will give the notebook name for the topics referenced in the *Self-Study Report*, typically at the first appearance of that topic in the *Report*. Unless otherwise noted, all notebooks and documents are in this Resource Room. For example, any reference to a self-study survey will indicate that such information will be in a notebook titled **Constituent Surveys** in the Resource Room. Such sources will be indexed only on their first appearance in the *Report*.

KEY WORD	PAGE	LOCATION IN THE RESOURCE ROOM OR NBC OFFICE OR SELF STUDY
ABHE	2 and following	Information about the Association for Biblical Higher Education may be found in the Association's <i>Manual</i> and <i>Directory</i> .
Academic Assessment	111	References to English Composition Essay Evaluation form, the Exegetical Grade Report, and the Sermon Manuscript Evaluation form are to documents included in the notebook titled Academic Assessment .
Academic Organization	71 and following	Academic organization is in the <i>Faculty and Administration Handbook</i> .
Alliance for Ministry Development	74 and following	References to the Alliance for Ministry Development or to the Student Academic Portfolio Program (a program specifically for students in Alliance centers) may be seen in the notebook titled Extension Education . Additional information may be obtained from the Extension Education Office.
Assessment Program	29 and following	References to the academic assessment program here is to the Appendix of the PIF. Information about the current academic assessment program may be found in the notebook titled Academic Assessment .
Audits of Financial Position	41 and following	The audit referenced in the PIF was for the 2003-2004 fiscal year. The audit for 2004-2005 (most current) and the two previous years may be seen in the notebook titled Financial Resources .
Board of Trustees	23	An updated list of members of the Board of Trustees of the college may be seen in the notebook titled Board of Trustees .
Board of Trustees	70 and following	References to members of the NBC Board of Trustees are to the notebook titled Board of Trustees .
Bredholdt Consultation	98 and following	References to "Creating the Future," or the Bredholdt Consultation, may be seen in the Board of Trustees notebook.
Budgets and Budgeting	42 and following	References to budgets and budget reports for the PIF are for the 2003-2004 fiscal year. More recent information may be seen in the notebook titled Financial Resources .
Bylaws	10 and following	<i>The Bylaws of Nazarene Bible College</i> may be found in the Appendix of the PIF.
CAMS	85 and following	References to CAMS (Comprehensive Academic Management System) may be viewed in the Registrar notebook.
Charts	16	Updated chart of degree-seeking students with anticipated dates of graduation may be seen in the office of the vice president for academic affairs.
Charts	17	Updated chart of graduates from degree programs may be seen in the office of the vice president for academic affairs.
<i>Chronicles and Numbers</i>	79 and following	References to <i>The Chronicles and Numbers</i> may be seen in copies of that document for specific years in the Resource Room.
Co-curricular activities	131	Lists of activities for students to promote leadership development and social responsibility may be found in the Student Development notebook.
Competency Statements	29 and following	References to the denominational competency statements list are found in the PIF Appendix and are drawn from the <i>Sourcebook for Ministerial Development</i> , Nazarene Publishing House: Kansas City, Missouri, copyright 1998. A copy may be found in the Resource Room.
Crisis	75 and 77	<i>The Crisis Management</i> notebook.
E-portfolio	146	References to e-portfolios may be seen in the E-Portfolio file folder.
Faculty	71 and following	References to members of the NBC Faculty are to the notebook titled Faculty Credentials .
Faculty	112	Faculty Credentials notebook.
Faculty	143	Reference to the Faculty Annual Interview Form may be seen in the Faculty Evaluations tab in the Faculty Credentials notebook.

KEY WORD	PAGE	LOCATION IN THE RESOURCE ROOM OR NBC OFFICE OR SELF STUDY
Faculty Credentials	33 and following	References to the faculty or credentials of faculty members here are for 2004-2005. An updated list and information may be found in the notebook titled Faculty Credentials .
<i>Faculty Handbook</i>	13 and following	References to the <i>Nazarene Bible College Faculty and Administration Handbook</i> in the PIF refer to the 2004-2005 edition; all other references are to the current edition, 2005-2006, unless otherwise specified.
FERPA	73	References to FERPA and the policies of NBC in regard to FERPA issues may be viewed in the notebook titled Registrar . Additional information on this subject may be obtained from the Office of the Registrar.
Finances	76	Financial Reports in the Financial Resources notebook.
Incorporation	10 and following	<i>The Articles of Incorporation</i> may be found in the Appendix of the PIF.
Incorporation	11	Information about the corporate filing of the college may be found in the Appendix of the PIF.
Interventions	93, 94, 116 and 117	References to interventions and interventions for student success may be seen in the notebook titled Interventions for Success .
IPEDS and related Reports	65 and following	References to IPEDS and other required annual statistical reports, such as those to the Association for Biblical Higher Education (ABHE) and the International Board of Education of the Church of the Nazarene (IBOE) are to samples seen in the notebook titled Institutional Reports . Reports older than three years may be viewed in the Office of the Registrar.
IT	119	References to IT or Information Technology may be seen in the notebook titled Information Technology .
Legal Approvals	2 and following	Approvals from the Colorado Department of Education, the Department of Veterans Affairs, and the Department of Education may be found in the Appendix for the Preliminary Information Form (PIF).
Library	118	References to Library data may be viewed in the notebook titled Trimble Library .
Library Handbook	36 and following	The <i>Trimble Library Student Handbook</i> here in the PIF refers to the 2004-2005 edition. Subsequent references will be to the 2005-2006 edition unless otherwise specified. A current copy of this <i>Handbook</i> may be found in the notebook titled Trimble Library .
METC	96	References to the Multicultural Extension Training Centers (METC) program refer to the Alliance for Ministry Development program indexed for page 74.
Minutes of Faculty Meetings	34 and following	Minutes for meetings of the Academic Council and for the Faculty Meetings for the past two years are found in the Resource Room. Earlier Minutes may be seen in the office of the vice president for academic affairs.
Minutes of the Board	13 and following	The PIF Appendix contains minutes of the Board of Trustees relative to this aspect of the PIF. Minutes of Board meetings for the two most recent years are provided in the Resource Room. Minutes of other meetings of the college Board of Trustees or its Executive Committee may be seen in Office of the President
<i>Nazarene Manual</i>	66 and following	References to <i>Manual 2001-2005 Church of the Nazarene</i> may be seen in that book in the Resource Room.
<i>NBC Catalog</i>	12 and following	Reference to the <i>Nazarene Bible College Catalog</i> without a date are to be taken to mean the current edition, 2005-2006, although references in the PIF are to the 2004-2005 edition. References including a year date may be seen in the file of <i>NBC Catalogs</i> provided in the Resource Room or, for earlier editions, in the Office of the Registrar.
PIF	2 and following	The <i>Preliminary Information Form</i> is included in the <i>Self-Study Report</i> verbatim and is also found in the Resource Room in its original submission form with accompanying appendices.
Placement Exams	133	References to pre- and post-tests results for the Bible Content Exam may be viewed in the Bible and Theology Assessment Grids notebook under the tab for Objective #1 and in the Placement Exams notebook. References to the results for English placement exams may be seen in the General Educational Studies Divisional Assessment notebook and in the Placement Exams notebook.
President's Charge	3	The original text of the "President's Charge to the College" may be found in the notebook titled Self-Study Process .
Procedures	80	Reference to the Policy and Procedures Manual are to a notebook titled Office Procedures Manual .
Publicity	75 and following	References to Advertisements, brochures, and other publicity pieces may be viewed in lose display in the Resource Room.

KEY WORD	PAGE	LOCATION IN THE RESOURCE ROOM OR NBC OFFICE OR SELF STUDY
Reviewers' Analysis	6	The full text of the <i>ELIGIBILITY REVIEWERS' ANALYSIS OF THE PRELIMINARY INFORMATION FORM</i> for Nazarene Bible College may be viewed in the notebook titled Self-Study Process .
<i>Staff Handbook</i>	55 and following	References to the <i>Staff Handbook</i> may be seen in that document in the Resource Room.
Strategic Plan	68 and following	References to the NBC Strategic Plan here is to the Appendix of the PIF. Information about the current Strategic Plan may be found in documents titled Strategic Plan in the Resource Room.
<i>Student Handbook</i>	25 and following	References to the <i>Student Handbook</i> refer to the current edition, 2005-2006, unless otherwise specified.
Surveys	69	The annual survey of district superintendents is included with other systematic instruments in the notebook titled Surveys and Questionnaires .
Surveys	71	Survey of the Board of Trustees, Surveys and Questionnaires notebook.
Surveys for self-study	69 and following	References to surveys of various constituency groups done specifically for this self-study are shown in a notebook titled Self-Study Constituency Surveys .
Surveys for self-study	88 and following	Percentages quoted for surveys of various constituencies – unless otherwise indicated – refer to Self-Study Constituent Surveys .
Syllabi	68 and following	References to syllabi in general may be seen in representative samples in a notebook titled Sample Syllabi . Specific syllabi, if not chosen for the sample, may be viewed in the Office of Academic Affairs.