

Office of Institutional Effectiveness, CBS

Purpose

The purpose of the Office of Institutional Effectiveness is to support the college in the accomplishment of its mission, goals and objectives through the collection, analysis, distribution and presentation of data and information for use in decision-making, policy formulation, budgeting and planning.

Responsibilities

The Office is responsible for reporting data to internal and external entities, responding to diverse requests for information within the college community, and encouraging assessment throughout the college for continuous improvement, efficiency and effectiveness.

Values

Whatever you do, do your work heartily, as for the Lord rather than for men, knowing that from the Lord you will receive the reward of the inheritance. It is the Lord Christ whom you serve. ([Colossians 3:23-24](#))

Whether then, you eat or drink or whatever you do, do all to the glory of God. ([1 Corinthians 10:31](#))

Whatever you do in work or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father. ([Colossians 3:17](#))

Change (Isa 43:16-21 ; Luke 5:37 ; Romans 12:1-2 ; Phil 3:13)	We believe that change is guaranteed and constant and we must adjust to and use change to our benefit and to the benefit of our customers and CBS
Improvement (Heb 5:14 ; 6:1)	We all have areas which we can seek to improve upon, and we will focus attention on achieving improvement both in our person, area of responsibility, departmental operations and CBS
Communication (Ps 19:14)	We believe that effective verbal, written and listening skills facilitate our ability to be successful
Respect (1 Cor 12:13-14 ; Rom 12:4-8)	We value others' diversity and their contributions
Professionalism (Phil 1:27)	We believe that our behaviors, actions, and interactions must exceed expectations and reflect on our relationship with Christ.
Teamwork (Ps 133:1 ; Rom 15:5-6 ; 13:3 ; Eph 4:3-4 ; 4:13 ; Gal 5:13-15)	We believe that when we succeed together the individual will also succeed
Honesty (Prov 12:17 ; 14:22 ; Matt 5:37 ; John 8:32 ; Acts 26:25 ; Eph 4:15, 25)	We believe that honesty must never be sacrificed
Trust (Prov. 16:7 ; Rom 12:9-21)	We believe that trust is obtained and sustained by achievement of desired results through confidentiality, integrity, and demonstration of concern
Encouragement (Eph 4:29 ; 1 Thess 5:11)	We believe in positively influencing others to pursue that which is attainable
Accountability (Gal 6:1-5)	We believe that we must accept that for which we are responsible
Excellence (Phil. 4:8-9)	We believe in striving to achieve our best in quality and results through learning, applying, influencing, assessing and correcting
Perspectives (Phil. 3:13-14)	We must never forget nor attempt to duplicate the past but rather we must use the knowledge gained to maximize the present and anticipate and plan for the future

Helpful Links

[Xitracs Login](#) (Users and Administrators)

[Xitracs Portal](#) (Other Staff and Faculty)

***If you're having trouble accessing Xitracs, please clear your cache or try a different browser. If you still have issues, please email Office of Institutional Effectiveness for technical assistance.

Contact Us

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Institutional Memberships

College of Biblical Studies–Houston holds memberships with:

- **American Association of Collegiate Registrars & Admissions Officers (AACRAO)**
- **American Library Association (ALA)**
- **Association of Biblical Higher Education (ABHE)**
- **Association of Business Administrators of Christian Colleges (ABACC)**
- **Christian Adult Higher Education Association (CAHEA)**
- **College and University Professional Association of Human Resources (CUPAHR)**
- **Hispanic Association of Colleges and Universities (HACU)**
- **National Association of College and University Business Officers (NACUBO)**
- **National Association of Independent Colleges and Universities (NAICU)**
- **National Association of Student Affairs Administrators (NASPA)**
- **National Association of Student Financial Aid Administrators (NASFAA)**
- **North American Coalition of Christian Admissions Professionals (NACCAP)**
- **Society for College and University Planning (SCUP)**
- **Society for Human Resource Management (SHRM)**
- **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**
- **Texas Association for Institutional Research (TAIR)**
- **Texas Association of Student Financial Aid Administrators (TASFAA)**
- **Texas Library Association (TLA)**