

2023 Annual Operational Report

1. Critical Compliance Issues

Institution Name: Haven University (formerly
California Graduate School of
Theology)

Critical Compliance Issues

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

1. Standard 17.11 requires, in the assessment of the institution's Student Achievement results, the collection, analyzation, and publication of various data.

Recent guidance from CHEA indicates that the link to Student Achievement information MUST be one click away from the institution's home webpage and is constantly available and current. TRACS recommends using this [template](#) for the Student Achievement page.

Please provide the link to the following webpages:

Institution Home Page:

Page with Student
Achievement Data:

2. Has the institution become subject to any lawsuits, judgements, sanctions, investigations, or state audits not previously disclosed?

☐ Yes ☒ No

3. Board Chair Information:

Name:

Phone number:

Email address:

2. Authorizations

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

Agency Name:

Most Recent Approval
Date:

State, Province, Location:

Distance Education

Definition: Distance Education is education that uses one or more of the technologies listed to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDS, and CDROMs, if used in a course in conjunction with any of the technologies listed above.

Authority to operate (Standard 5.1):

Does your institution offer TRACS-Approved Distance Education as described above?

☒ YES ☐ NO

As of the current semester:	
How many students are enrolled in at least one Distance Education course?	75
How many students are enrolled in Distance Education courses <u>only</u> ?	6

SARA Authorized?

☐ Yes ☒ No

Other authorizations:

Does your institution participate in Title III?

☐ Yes ☒ No

Does your institution participate in Title IV?

☒ Yes ☐ No

Does your institution participate in SEVP?

☒ Yes ☐ No

Please enter your authorization dates:

From:

Until:

No supporting documents.

Does your institution offer VA Benefits?

☐ Yes ☒ No

Other Accreditors

NOTE: Accredited institutions must notify the TRACS President in writing in advance of applying to another agency.

List any other institutional or programmatic (specialized) accrediting agencies with which your institution is accredited, is an applicant for accreditation, plans to apply for accreditation, or has been denied or removed from accreditation. If applicable, include date and findings of your last review by the other accreditor.

Upload most recent reviews from other accreditors

No supporting documents.

3. Student Enrollment

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

Enrollment

Undergraduate

Full time: All students taking 12 or more semester/ quarter hours in the current term.

Part time: All students taking less than 12 semester/ quarter hours in the current term.

Full time Equivalent (FTE): Total the number of undergraduate semester/quarter hours during the current fall semester/quarter divided by 12.

Please use student enrollment numbers from the current semester/quarter after the 100% refund drop/add period.

Undergraduate Students	
Full time Students:	20
Part time Students:	12
TOTAL:	32

FTE:	26
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Graduate

Full time: All students taking 9 or more semester/ quarter hours in the current term.

Part time: All students taking less than 9 semester/ quarter hours in the current term.

Full time Equivalent (FTE): Total the number of graduate semester/quarter hours during the current fall semester/quarter divided by 9.

Please use student enrollment numbers from the current semester/quarter after the 100% refund drop/add period.

Graduate Students	
Full time Students:	61
Part time Students:	2
TOTAL:	63

FTE:	62
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Combined Enrollments	
Total FT Graduate & Undergraduate Students:	81
Total PT Graduate & Undergraduate Students:	14
Total Student Head-count:	95
Total Graduate & Undergraduate FTE:	88.00

Total head-count number is used to determine annual dues. Please be sure to double check these figures before you submit the report.

Comparative Enrollments	
Total Student Head Count from previous year:	80
Total Student Head Count from this year:	95
Percentage of difference:	18%

If your institution has experienced an enrollment increase or decrease of 20% or more, attach a narrative detailing how your institution has accommodated this change. (NOTE: This narrative is only necessary if the 20% change is 20 students or more.)

No supporting documents.

4. Teaching Faculty

Summary of Teaching Faculty

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

Use data from the completed Instructional Staff Listing (ISL) uploaded in the Required Documents section.

Full-time Faculty

Undergraduate full-time faculty are those who are qualified and contracted to teach the equivalent of 12-15 semester hours per semester or 24-30 hours per year, excluding summer (or equivalent quarter hours).

Graduate full-time faculty are those who are qualified and contracted to teach the equivalent of 9-12 hours per semester or 18-24 hours per year excluding summer (or equivalent quarter hours).

Administrators such as the president, provost or vice-president should not be included as Full time faculty. If such administrators teach in addition to their full time administrative duties, they should be included as part time faculty. For those faculty members who are qualified and contracted to teach at both the undergraduate and graduate levels, please include them at the level which represents the majority of their teaching load.

Undergraduate Full-time Faculty	
Full time faculty whose highest degree is doctorate:	2

Full time faculty whose highest degree is master's with 18 graduate hours in the teaching field:	0
Full time faculty qualified by equivalency:	0
Percentage of full time faculty with doctorate:	100.00 %

Graduate Full-time Faculty	
Graduate full time faculty whose highest degree is doctorate:	2
Graduate full time faculty whose highest degree is master's with 18 graduate hours in the teaching field:	0
Graduate full time faculty qualified by equivalency:	0
Percentage of full time faculty with doctorate:	100.00 %

Part time Faculty

Undergraduate Faculty - Part time	
Part time faculty whose highest degree is doctorate:	2
Part time faculty whose highest degree is master's with 18 graduate hours in the teaching field:	6
Part time faculty qualified by equivalency:	0
Number of teaching assistants (They must have a bachelor's degree and be enrolled in a master's program.):	0
Full time Equivalent (for Undergraduate part time)*:	3.0

*To compute the FTE for undergraduate part time faculty, divide the number of undergraduate course hours taught by part timers during the fall semester or quarter of the calendar year in which this report is due by 12.

Graduate Faculty - Part time	
Graduate part time faculty whose highest degree is doctorate:	7
Graduate part time faculty whose highest degree is master's with 18 graduate hours in the teaching field:	2
Graduate part time faculty qualified by equivalency:	0
Number of teaching assistants (They must have a master's degree and be enrolled in a doctoral program.):	0
Full time Equivalent (for Graduate part time)*:	1..66

*To compute the FTE for graduate part time faculty, divide the number of graduate course hours taught by part timers during the fall semester or quarter of the calendar year in which this report is due by 9.

Faculty Compensation

Please express in US Dollars

Average annual salary plus benefits for full time faculty. (usually \$40,000 - \$80,000):	18000
Estimated average amount paid part time faculty per semester/quarter course hour taught. (usually \$300 - \$800):	600

5. Student Achievement Data

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

Certificate Program

Graduation Rate: Using the Fall 2017 entering cohort, calculate the percentage of first-time, full time, certificate seeking, Certificate Program completers who did so within 150% of the normal (or expected) time for completion.

Certificate Graduates: Number of certificate completers used in previous calculation.

Certificate Program	
Graduation Rate:	0
Certificate Graduates:	0

Associate Degree

Associate Retention Rate: Percentage of first-time, full time, associate degree seeking students enrolled in the previous fall who re-enrolled or successfully completed their program by the current fall.

Associate Transfer-Out Rate: Using the Fall 2017 entering cohort, calculate the percentage of first-time, fulltime, associate degree seeking students who transferred to another institution. (optional)

Associate Graduation Rate: Using the Fall 2017 entering cohort, calculate the percentage of first-time, fulltime, associate degree seeking, associate degree completers who did so within 150% of the normal (or expected) time for completion.

Associate Graduates: Number of degree completers used in previous calculation.

Associate Job Placement Rate: (Vocational Programs Only) Percentage of 2022 graduates who find field of study related employment within 12 months of graduation (excluding 2022 graduates that enrolled in additional higher education programs).

Associate Degree	
Associate Retention Rate:	0
Associate Transfer-Out Rate:	0
Associate Graduation Rate:	0
Associate Graduates:	0
Associate Job Placement Rate:	0

Undergraduate Degree

Undergraduate Retention Rate: Percentage of first-time, full time baccalaureate degree seeking students enrolled in the previous fall who re-enrolled the current fall.

Undergraduate Transfer-Out Rate: Using the Fall 2017 entering cohort, calculate the percentage of, first time, full time, baccalaureate degree seeking students who transferred to another institution. (optional)

Undergraduate Graduation Rate: Using the Fall 2017 entering cohort, calculate the percentage of first-time, full time, baccalaureate degree seeking, undergraduate degree completers who did so within 150% of the normal (or expected) time for completion.

Undergraduate Graduates: Number of degree completers used in previous calculation.

Undergraduate Job Placement Rate: (Vocational Programs Only) Percentage of 2022 graduates who find field-of-study related employment within 12 months of graduation (excluding 2022 graduates that enrolled in additional higher education programs).

Bachelor's Degree	
Undergraduate Retention Rate:	64
Undergraduate Transfer-Out Rate:	
Undergraduate Graduation Rate:	0
Undergraduate Graduates:	0
Undergraduate Job Placement Rate:	1

Graduate Degree

Graduate Retention Rate: Percentage of first-time, full time graduate degree seeking students enrolled in the previous fall who re-enrolled or successfully completed their program by the current fall.

Graduate Transfer-Out Rate: Using the Fall 2017 entering cohort, calculate the percentage of, first-time, full time, graduate degree seeking, students who transferred to another institution. (optional)

Graduate Graduation Rate: Using the Fall 2017 entering cohort, calculate the percentage of first-time, fulltime, graduate degree seeking, graduate degree completers who did so within 150% of the normal (or expected) time for completion.

Graduate Degree Graduates: Number of degree completers used in previous calculation.

Graduate Job Placement Rate: Percentage of 2022 graduates who find field-of-study related employment within 12 months of graduation (excluding 2022 graduates that enrolled in additional higher education programs).

Graduate Degree	
Graduate Retention Rate:	0
Graduate Transfer-Out Rate:	
Graduate Graduation Rate:	0
Graduate Degree Graduates:	2
Graduate Job Placement Rate:	1

On the basis of the assessment of student learning outcomes, what changes have been made by your institution? Please attach a report describing the changes that have been made.

6. Institutional Effectiveness

Strategic Planning

Based on the Strategic Plan uploaded in the Required Documents section, please provide the following:

1. Date of last review: 11/14/2022

2. Summarize changes that were made to the Strategic Plan within the last year

In compliance with Haven University's 2022-2023 Recertification process, the Strategic Plan was re-evaluated and updated for the date range of 2023 - 2026. The main objectives were generally expanded, clarified, or modified. School expansion goals were further projected both domestically and internationally. Likewise, Future Strategic Plan statements covered such areas as faculty recruitment, course delivery, staffing, and technology.

Assessment Summary

Based on the Assessment Plan uploaded in the required documents section, please provide a summary of assessment activities and changes made within the last year as a result.

The Haven assessment plan was reevaluated and modified during the Recertification process of 2022-2023, so to meet expectations for student learning and support. The strategy encompassed the further establishment of a culture of assessment that regularly involves our key constituencies—students, faculty, administrators, staff, special committees, and alumni—and actively promotes their awareness of the assessment process and issues. The Assessment Plan is further geared toward the implementation of new technological strategic goals through the relocation of Assessment Instruments to Haven's Populi CMS. Digitized and fillable Assessment Instruments are now available through a secure link to the person making the assessment. Assessment instruments should undergo a regular evaluation for potential re-design, so as to better facilitate assessment goals. Completed Assessment Instruments are archived and further linked and cataloged in Populi.

7. Licensure Programs

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

Does your institution offer programs that lead to licensure or professional certification? (NOTE: this does not include ordination)

☐ Yes ☒ No

8. Remote Locations

TRACS defines the various types of Remote Locations as follows:

Instructional Site: A location separate from the main campus of the institution which does not require specific authority to operate where courses offered on-site comprise less than 50 percent of all educational programs offered by the institution. (Instructional Site authorization is usually included in the institution's general authority to operate.)

Extension Site: A location separate from the main campus of the institution which requires specific authority to operate where courses offered on-site comprise less than 50 percent of all educational programs offered by the institution. (Extension Site authorization is usually NOT included in the institution's general authority to operate.)

Teaching Site: TRACS defines a Teaching Site as either (a) an additional location of an institution that is geographically apart from the main campus of the institution and at which the institution offers at least 50 percent of any educational program and may qualify as a Branch Campus, or (b) a Federal, State, or local penitentiary, prison, jail, reformatory, work farm, juvenile justice facility, or other similar correctional facility where instruction is offered regardless of the percentage of instruction delivered on-site or through Distance Education.

Branch Campus: An additional location of an institution that is geographically apart from and independent of the main campus of the institution. TRACS considers a location of an institution to be independent of the main campus if the location (a) is permanent in nature; (b) offers courses in educational programs leading to a degree, certificate, or other recognized educational credential; (c) has its own faculty and administrative or supervisory organization; and (d) has its own budgetary and hiring authority.

Please confirm that the Remote Locations(s) listed for your institution are operational and that they meet the definition of their designation. If your institution indicates that the listing of Remote Locations is not correct, and thus a change in the operational status and / or designation of any of these Remote Locations is required, your TRACS staff representative will follow up with appropriate guidance.

	Remote Locations Name	Remote Locations Type
1	Wilshire Blvd.	Instructional Site
2	Western Ave.	Instructional Site
3	Las Vegas	Teaching Site
4	Irvine	Teaching Site
5	Surat Thani	Teaching Site

	Remote Locations Name	Remote Locations Type
6	Bangkok	Teaching Site
7	Chiang Mai	Teaching Site

(If nothing is listed here, that means we do not have a remote location on file for your institution. If this is the case, please answer "Yes" to all three questions below.)

In order to ensure that your institution is operating these Remote Locations in accordance with these definitions, please reply to the following questions:

1. Are all of these Remote Locations currently in operation?

☒ Yes ☐ No

2. Does the list above contain all your institution's remote locations?

☒ Yes ☐ No

3. Does each of your Remote Locations as currently designated by TRACS meet the applicable definition?

☒ Yes ☐ No

If you report that one or more of your Remote Locations is no longer in operation, that you are operating a Remote Location not listed above, or if any of your Remote Locations do not meet the applicable definition, your TRACS representative will contact you and advise you on how to appropriately transition that location.

9. Programs

Program List: Listed below are all active programs currently approved by TRACS. Please verify for accuracy and completeness noting any discrepancies in the box below.

1. Verify the major name, credential (B.S., A.S., M.Div., etc.) and program hours required for completion. Report any inaccuracies.
2. Report any omissions or programs no longer offered.
3. This list does not include minors or emphases but does include certificates.
4. Each entry is formatted starting with the Name of discipline followed by "Major" and the credential (Certificate, A.A., B.S., Ph.D., etc.). Concentrations are noted following "/"

	Program Name	Program Status	Hours
1	Ministry Major - D.Min.	active	42
2	Business Administration Major - M.B.A.	active	39
3	Divinity Major - M.Div.	active	90
4	Religion Major - M.A.R.	active	60
5	Business Administration Major - B.S.	active	120
6	Religion Major - B.A.	active	120
7	Christian Legal Studies Major - Certificate	active	30
8	TESOL Major - Certificate	active	
9	English as Second Language Major - Certificate	active	960

Is this information correct or does your institution's listing need correction?

☐ Yes ☒ No

10. Portal Users

User List: Listed below are all active portal users currently approved by TRACS based on your most recent Institutional Staff Listing. Please verify for accuracy and completeness noting any discrepancies in the box below.

Do not update modify existing users instead of adding a new user.

Name	Email	Title	Role Assignments List
Kang Won Lee	kwlee@haven.edu	President	Institution President
Joshua A. Smith	jsmith@haven.edu	Academic Dean	Chief Academic Officer
Brian K. Trott	bktrott@haven.edu	Dean of Administration	Accreditation Liaison, Director of Operations
Linda Trott	admin@haven.edu	Director of Administration	Registrar
Su Chung Chay	schay@haven.edu	Librarian	Librarian

Is this information correct?

☒ Yes ☐ No

Please detail the changes
that need to be made

11. Required Documents

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

In accordance with the requirements specified in the Accreditation Manual, the following items must be submitted with your Annual Operational Report.

NOTE: You will be able to upload multiple files per item if necessary.

1. Verification Letters

For each program at any level, provide letters or documentation, not older than 5 years, which verify the acceptance of programs by employers, professionals in the field, and licensing agencies(especially those that mention TRACS accreditation).

[TRACS AOR 2023 - Employment Verification Letters.pdf](#)

2. Most recent Board-approved Strategic Plan

[STRATEGIC PLAN \(overview\) 2022-2026.pdf](#)

3. Most recent Board-approved Assessment Plan

[Assessment Plan rev.pdf](#)

4. Current Catalog

[General Catalog 2023-2024.pdf](#)

5. Instructional Staff Listing (ISL)

Please download the [Instructional Staff Listing \(ISL\)](#) form. Complete the document and upload below. You may also review a [sample ISL](#).

[isl_School of Religion_2023 .pdf](#)

[isl_School of Business_2023.pdf](#)

12. Submission

Directions: Whenever possible, please convert documents to PDF format prior to uploading to help facilitate the review process.

Please ensure that you've entered all the required information on the previous tabs and then click Submit below.

I attest that the information provided is correct and verified. I also attest that our institution's president and the board chair (if applicable) are aware of the data provided in this document.

Attestation By:

Brian K. Trott

No comments have been added.

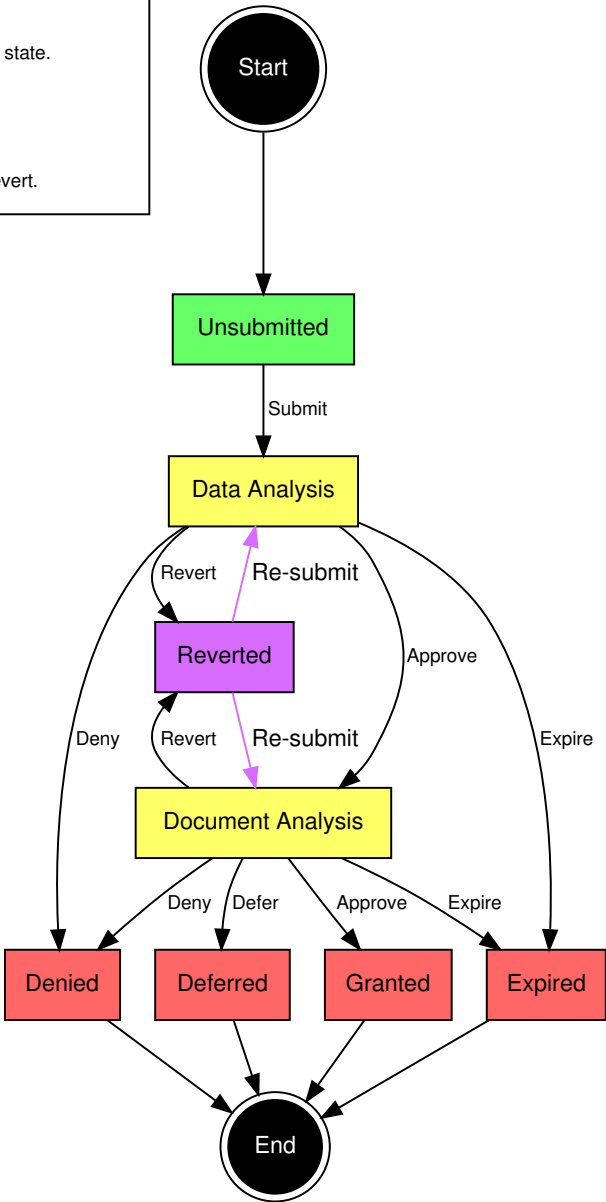
Legend

The institution can make transitions from this state.
The agency may or may not make a transition.

You as an agency representative can make transitions from this state.
As an institution, you cannot make a transition.

The agency and the institution cannot make transitions from this state.

Exiting a revert state will go back to the state that initiated the revert.



Date/Time	By	Event	From	To	Download
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