

## Review of the Mission Statement

Process – Approved by the Planning Council, December 16, 2005

### I. Cycle

- Review of the College Mission Statement and Goals will occur every 3 years. This needs to be synchronized with the College Strategic Planning process/cycle so that the review and approvals are completed before the next planning cycle begins.
- The Planning Council will be responsible for ensuring the review takes place. The Council will create a Mission Review Committee (MRC) - term- one year - to carry out the review.
- The timetable for input and completion during that academic year will be determined by the MRC.

### II. Participants

The MRC will ensure they get feedback/revision information from:

FSEC  
SSEC  
CLT  
Student Senate  
Deans and Directors/Chancellor

Then it will go to the campus as a whole for their input.

Once the final draft is completed, it will be formally approved by:

FSEC - by vote  
SSEC - by vote  
CLT - by consensus  
Student Senate  
Deans and Directors/Chancellor

### III. Recommendations:

- The MRC should come up with a structured way to solicit feedback i.e. a template to be filled out, guiding questions to help frame input, criteria to be met etc..
- The MRC should be kept small - no more than 7 people. In determining membership, should both ask/appoint those with necessary background and understanding of issues related to the mission, should seek representation

from major governance/leadership committees, and solicit volunteers to tap into efforts of those interested in and/or experienced in how the College determines and meets its mission. This committee should include at least one member of the Planning Council.

- In gathering input for the draft, must provide equal opportunity for all on campus to provide input.
- As part of the preparation for undertaking this review, the MRC members must review and be familiar with all related documents including System Mission and Goals, and the College philosophy and statement of core values.
- It should also be the task of this group to review and insure that all other mission statements (of programs, departments, units) are in alignment with the College mission and goals. Should also review whether the College Mission statement is consistent in all places it appears, i.e. catalog, web, strategic plan, etc.

Additional Comments:

The Planning Council should address the need for formalizing the process and timeline for review of the College's philosophy and core values; there also needs to be a process for ensuring the College processes are in alignment and in sync with System processes for revising System goals. Once the system organization has become clearer, these processes should be linked.