Mission Statement minutes.doc

Dear Colleagues,

Our mission statement must be a shared commitment, inclusive of every person. So as we begin our work on the unique mission of Cape Cod Community College, we are including you in our discussions and our drafts and asking for your input along the way. Over the summer this committee will draft the mission statement for discussion at professional day in September. Simultaneously, it will be presented to the Board of Trustees.

Attached is the summary and discussions of our first meeting.

Rosemary
Mission Statement Committee
Summary of first meeting
Tuesday, June 27, 2006
10:00 – 11:45

Attendance: Patricia Allen, Nancy Dempsey, Rosemary Dillon, Agustin Dorado, Mark Ells, Lucy Holmes, Kerry Sullivan, Kathleen Schatzberg (for first ½ hour)

Excused: Scott Anderson

President Schatzberg came to welcome and thank the committee as they begin their work. The committee is charged with two tasks:

1) Create a draft of the college mission to be presented to the College Meeting and the Board of Trustees in September. This mission statement should be unique to Cape Cod Community College. It should be inclusive or all constituents (administration, faculty, profession staff, support staff, and students). Each person on campus should be so familiar with this mission that the accreditation team could stop and ask our mission and get the right answer. It is the central theme that connects every decision that is made. The mission reflects our motivation, our values, our priorities, our philosophy, our goals. And given all this, it must also be concise and easy to remember….No small feat.

2) Our second task in preparation for Standard I Mission and Purposes of the self-study is to scrutinize our current mission and priorities. We will look at how we have been achieving its intent during these past ten years. What is there that we are not doing? Do we remove these priorities or get more active in fulfilling them? Which parts do we wish to carry into our new mission? Are we doing things that really do not fit into our mission?

These are points discussed by the committee:

- The mission represents the College’s focus and priorities. If asked, every individual working or attending classes on this campus should know the mission. Therefore, it should be concise and complete because every decision regarding resources, new hires, new programs, etc., must reflect the mission.
- We have an obligation to know our community and its needs.
- Include the entire college community in our process and invite their input (via email) as we proceed.
- Describe who we are rather than be measured by the standards of others.
- We are leaders of a community conversation – everyone gets his/her say.
- Keep our eyes on the community – who are our students and what are their needs?
- The mission should describe what we do rather than what we value. It should guide us.
- All agreed our current mission and priorities statement is unwieldy. Our new statement must be more concise.
- We can list our values separately. It was mentioned that Mass Bay Community College uses a core value list, i.e., “We are committed to meeting the changing
needs of our constituencies through innovation, experiment, and the willingness to test new ideas.”

- BHE developed a mission statement for all Massachusetts community colleges. Do we draw any part of this into our statement or let it stand alone.
- Committee members discussed the mission statements from other community colleges, their likes and dislikes about these.
- Just because we are good at doing something does not necessarily mean we should do it if it is not part of our mission.
- We want to do everything for everybody but we cannot – we have to set priorities as we have limited resources. Traditionally, we never let go of anything.

To be done before the next meeting:

- Rosemary will compile a review of mission statements at CCCC from our history.
- Review strategic plan.
- Each member will read “Managing Your Mission” by John Carver before writing.
- Before the next meeting each member will take a stab at writing a mission statement (paragraph or two) – see if we are on the right track.
- Send your version of the mission statement to other committee members as soon as completed.

Next meeting: Tuesday, July 11th from 10:00 to 12:00

Summarized by:

Rosemary Dillon and Kerry Sullivan
Dear Colleagues,
We want to keep you posted on our Mission Committee discussions. Please send any comments to me. Hope you are enjoying the summer. Yesterday and today the temperature in my office is 92 F. But I am getting slimmer by the minute!
Rosemary Dillon
Mission Committee Chair

At today’s meeting the members discussed further the content for the revised mission statement. We agreed on certain key concepts that should be included in the final draft of the mission statement. All agreed that the new mission statement needed to be shorter and more concise than the current one. To this aim we focused on the concepts of: student centered learning, the social, economic and demographic characteristics of our region, and providing educational opportunities to students in our region. The second half of the meeting we focused on the second part of our mission which is to review our current mission and priorities in light of NEASC standards. It was agreed that while this second part is important it is more important to focus on the new statement to be able to discuss it at the Professional Day on September 1st.

The next meeting is scheduled for August 10th at 10:00 AM (place to be announced later). The committee members’ assignment for the next meeting is to come up with "purposes" to be included in our mission statement. We also agreed to set the following meeting dates: Thursday August 17th, Thursday August 24th, Monday August 28th and Tuesday August 29th (if necessary).

Respectfully submitted,
Nancy Dempsey
From: Dillon, Rosemary  
Sent: Monday, August 28, 2006 3:58 PM  
To: #CCCC Faculty/Staff  
Subject: New Mission Statement  

My Dear Colleagues:

As the committee charged with addressing the College mission, which is Standard One of the NEASC accreditation process, we were asked to create a new mission statement and have it ready for the opening professional day.

Before beginning the work on this new statement, each member of the committee reviewed the literature on college missions. Our research taught us that less is more, and our goal was to create a broad statement in few words that reflected everything we do at CCCC. It is not uncommon for an accrediting team to randomly ask those they meet to describe the college mission.

We were also responding to many of you who felt our current mission was too long and complicated. We started by soliciting words or phrases from the college community, asking what you would like to see in the statement. Many of you will recognize your suggestions. We may not have used your exact words but the essence is there.

Please send your responses to me. Thank you. Rosemary Dillon

PROPOSED MISSION STATEMENT

At Cape Cod Community College, students come first. We are a learning-centered community that values the contributions of a diverse population, welcomes the expression of open inquiry, and promotes mutual respect. The College provides a strong liberal arts foundation of critical, creative thinking, communication competencies, and a global, multicultural perspective that prepares students for life and work in the 21st Century. Our seamless educational pathways and offerings take into account the varied social, economic, and demographic characteristics of our region and the people we serve. We honor our past, celebrate our present, and imagine our future.

Please comment by September 8th:

_____ Yes, the mission statement is fine as is.

_____ Please consider the following change(s).

Signature and contact information
To My Dear Colleagues,

Attached is the proposed mission statement. As I have said before, each member of the committee reviewed the literature on college missions including the progression of our own mission from the college’s early days. Our research taught us that less is more, and our goal was to create a broad statement in few words that reflected everything we do at CCCC. It is not uncommon for an accrediting team to randomly ask those they meet to describe the college mission.

On August 28th I sent you our most recent draft and solicited your comments. The committee greatly appreciated the thoughtful responses. The committee reviewed each one and found ways to incorporate almost every suggestion. We may not have used your exact words but the essence is there.

This statement will be presented at the October college meeting for your approval. Thank you.
Rosemary Dillon
Proposed Mission Statement

The students’ education comes first at Cape Cod Community College. We are a learning-centered community that values the contributions of a diverse population, welcomes open inquiry, and promotes mutual respect. The College provides a strong educational foundation of critical, creative thinking, communication competencies, and a global, multicultural perspective that prepares students for life and work in the 21st Century. Our liberal arts, sciences, and career programs provide educational pathways that serve the varied social, economic, and demographic characteristics of our community with a distinctive focus on sustainability. We honor our past, celebrate our present, and imagine our future
After 4 months of discussion within the mission committee and through all-college emails requesting input from the entire college community, the wording of the new mission statement is complete. The mission committee would like the college meeting to vote on the following motion at the College Meeting on October 18, 2006.

**Motion:**

That the members of the college meeting accept the following as the new college mission statement:

The students’ education is the first priority at Cape Cod Community College. As a learning-centered community, we value the contributions of a diverse population, welcome open inquiry, and promote mutual respect. The College offers a strong educational foundation of critical and creative thinking, communication competency, and a global, multicultural perspective that prepares students for life and work in the 21st Century. Our liberal arts, sciences, and career programs provide educational pathways that serve the varied social, economic, and demographic characteristics of our community with a distinctive focus on sustainability. We honor our past, celebrate our present, and imagine our future.

Rationale: A committee was assembled by the President to review the current college mission and propose revision. Our research of the literature indicated the need for a statement that is clear and concise and inclusive of all that we do at Cape Cod Community College. The statement must be brief enough so that the spirit is clear to all.

We have been told by the NEASC representatives that the new mission statement could be our touchstone for the self-study. Once approved the statement will be brought to the Board of Trustees and then on to the Board of Higher Education for final approval.

Members of the committee are:
Patricia Allen
Scott Anderson
Nancy Dempsey
Rosemary Dillon
Agustin Dorado
Abby Eldridge
Mark Ells
Luci Holmes
Kerry Sullivan