**Mission Fulfillment Committee**

Meeting Notes

October 17, 2017

8:30 – 10:00 a.m.

1. **Review of charter and membership**

Each member of the committee introduced themselves. David explained that this committee is a different iteration of the Accreditation Steering Committee. There is an expanded mission and new membership. The reason the committee (and the Accreditation Steering Committee before it) was formed was because a lot of our planning and accreditation processes were happening in separate places and weren’t necessarily integrated together. We want to ensure that our strategic planning around our strategic priorities and our mission fulfillment and the indicators that we use for both are being reviewed by a central group.

The charter was reviewed. David pointed out a change to be made – instead of the committee reporting to Presidents’ Council, it will report to College Council. There are three pieces that the committee is going to be looking at:

1. Core themes – understanding how we’re doing at a mission and institutional level on those themes
2. Strategic priorities – understanding the indicators, supporting the Dean of CPR in stewarding those planning processes as we move forward
3. Accreditation – thinking about and working on accreditation processes

The membership was reviewed. There is at least one faculty member from each division. Dion will represent ITS and Vicki/Patricia will represent HR. We still need a student representative. Jairo explained to David that it is hard to get students on committees, so we are exploring ways for students to have a voice without necessarily being a standing member of the committee – a member of ASG that joins us at a certain point to provide input, without having a student present at every meeting. On the list of members, it was agreed that “Workforce Development” and “Customized Training” should be replaced with “CBI” for consistency.

David discussed Visions to Reality, which describes planning processes, but is reasonably obsolete. Bill and David to review and work with marketing to reflect changes.

Sara made updates to the charter documents as discussed in the meeting. The updated charter documents are saved in [I:\Mission Fulfillment Committee](file:///I:\Mission%20Fulfillment%20Committee) and are attached here:

 

1. **How we intend to take key duties of committee**

David explained that for a big task such as this, we want a large and representative group. However, the operational items do not necessarily need to be done as this whole group, so we will create subgroups or working groups to take on specific issues. The subgroups will report to the larger committee for input. This will make the work more efficient and manageable for the committee.

There are six subgroups – Accreditation, Strategic Priorities & Planning, and one subgroup for each of the four core themes: Transfer, CTE, Essential Skills, and Lifelong Learning.

Bill explained the short-term meeting structure. Right now, there are a series of these meeting scheduled one right after another. It is the time of year where we need to touch base with each other on core themes, so we will be reviewing a core theme each week. After that, we will likely move to having the larger committee meet once a month. On the off weeks, the subgroups will meet. Depending on the need, those subgroups might not meet monthly – or they may need to meet a couple times a month.

The “Standing Councils & Committees” page on the website was discussed. Currently, this committee is still listed as Accreditation Steering Committee. There is a note that explains that, as of fall term 2017, it is called Mission Fulfillment Committee. Sue explained that there is a backlog with making updates to the committees list, but she will work with Beth to get the page updated.

1. **Review our core theme and strategic priority indicators**

BJ and David provided an overview of the core theme and strategic priority indicators. BJ shared a working document, which is saved [here](file:///I:\Mission%20Fulfillment%20Committee\Core%20Theme%20Work%20Folders). David explained that core themes are essential elements of our mission that translate for the accreditors and ourselves. What are those essential elements and how, using those core themes, we can tell we are fulfilling our mission? Core themes are longer term – not things that we are going to necessarily change easily or often. The indicators are almost always retrospective – they look backwards. These are lagging indicators. Strategic priority indicators, on the other hand, are considered leading indicators.

1. **Core theme focus: Lifelong Learning**

BJ walked through the template, focusing on the core theme of Lifelong Learning. The working document is saved [here](file:///I:\Mission%20Fulfillment%20Committee\Core%20Theme%20Work%20Folders). There are seven indicators, with data for all for this particular set of indicators. Clicking on the links will open documents that show trend data.

1. **Commitments and next steps**

The core theme focus for the next meeting (on October 27) will be Essential Skills.

A future agenda item was discussed – the public accreditation site (that this committee maintains) needs to be looked at. This might be the first task of the accreditation subgroup. BJ said she would send the committee the link to the accreditation site.

**Commitments:**

* Sara committed to putting in a ticket with IT to get everyone on the committee access to [I:\Mission Fulfillment Committee](file:///I:\Mission%20Fulfillment%20Committee)
* Sue committed to working with Beth on updating the committees page on the website to include updated information about the Mission Fulfillment Committee
* David committed to talk to Presidents’ Council on 10/17 about the Mission Fulfillment Committee
* BJ committed to follow up with the Lifelong Learning subgroup
* BJ committed to sending the link to the accreditation website

Committee members were asked to name the subgroup(s) they identify with:

**Accreditation**

* + Teresa Robertson
  + Irene Carrillo
  + Sunny Olsen
  + Sue Goff
  + Bill Waters
  + Cynthia Risen
  + Dustin Bates
  + Lisa Anh Wang

**Core Theme: Transfer**

* + George Burgess
  + Dave Mount
  + Sue Goff
  + Carol Burnell

**Core Theme: CTE**

* + Irene Carrillo
  + Cynthia Risen

**Core Theme: Essential Skills**

* + Carol Burnell
  + Irene Carrillo

**Core Theme: Lifelong Learning**

* + Teresa Robertson
  + Sunny Olsen
  + Matt Goff
  + Cynthia Risen

**Strategic Priorities & Planning**

* + Sue Goff
  + Cynthia Risen
  + Bill Waters
  + Lisa Anh Wang
  + Jeff Shaffer

**Future meetings:**

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| **Date** | **Start Time** | **End Time** | **Location** |
| Friday, October 27 | 2:00 p.m. | 3:00 p.m. | B237 |
| Monday, November 6 | 11:30 a.m. | 12:30 p.m. | B237 |
| Wednesday, November 15 | 9:00 a.m. | 10:00 a.m. | B237 |
| Wednesday, November 22 | 2:00 p.m. | 3:00 p.m. | B237 |