

# Mission Fulfillment Committee Charter Content

(Draft)

**Committee Name:** Mission Fulfillment Committee

**Committee Leadership:** VP of Instruction & Student Services/Accreditation Liaison Officer

**Membership:**

- President (Ex Officio)
- VP, Instruction & Student Services
- VP, Campus Services
- Faculty
- Classified Staff
- Part Time Faculty
- Student – One student for the year
- Assessment Committee Chair/Assessment Coordinator
- Director, Institutional Research & Reporting
- Director, Community Education
- Dean, Curriculum, Planning and Research
- Dean, TAPS or Representative
- Dean, A&S or Representative
- Dean, AFAC or Representative
- Dean, ITS or Representative
- Dean, CS or Representative
- Dean, HR or Representative
- Dean, Business Services or Representative
- CBI Representative

**Reports to:** Presidents' Council

**Relationships:** College Council, Access, Retention and Completion Committee and Assessment Committee.

**Purpose:** The Mission Fulfillment Committee oversees the establishment of the college's core themes and related, meaningful indicators, and the institution's integrated assessment of outcomes at the institution, service area, program, and course levels. The committee ensures the integration of strategic, division, and department planning into the college's Mission Fulfillment work. To achieve this purpose the committee ensures that the college designs and implements a robust institutional assessment process that addresses mission fulfillment core themes, strategic priority objectives, and outcomes. The committee also oversees strong processes for connecting assessment results to continuous improvement activities that drive our planning and budgeting processes. The committee is responsible for oversight of all accreditation reporting and compliance.

## Key Duties:

### Accreditation Process

1. The Mission Fulfillment Committee will oversee compliance with NWCCU standards.
2. The committee will educate the college community in the meaning of the accreditation standards and regulations as established by the Northwest Commission on Colleges and Universities and their impact on the College.
3. The committee will guide and engage the college community in drafting documents, meeting deadlines, and implementing the accreditation process.

### Mission Fulfillment Assessment and Strategic Plan Assessment

1. *Robust Assessment Processes* – The committee will work collaboratively with a range of college stakeholders to: operationally define mission fulfillment and respective strategic priority indicators; advise for strong data collection methods; and engage in the analysis and reporting out of results to the college community.
2. *Continuous Improvement of our Assessment Programs* – While the Assessment Committee does not report directly to the Mission Fulfillment Committee, its charter includes annual review of CCC's assessment practices and reports the results of that assessment and recommendations to the Mission Fulfillment Committee, which will have oversight to ensure that accepted recommendations are carried out.
3. *Transparent and Timely Communications* – The committee will ensure the college community has strong processes for communicating mission fulfillment and strategic priority findings throughout the college – instructional, student services, and campus services environments.
4. *Continuous Improvement Core to Planning and Budgeting* – the committee will ensure the college community has planning processes in place that use mission fulfillment and strategic priority findings throughout the college (i.e., instructional, student services, and campus services environments) and that the reflection on these findings results in the identification of continuous improvement activities that are integrated and aligned with college budget processes.