

STANDING COMMITTEE
ANNUAL REPORT TO COLLEGE COUNCIL
Clackamas Community College

DUE DATE: May 2, 2018

Submission Date: May 4, 2018

Year: 2018		Committee Name: Mission Fulfillment Committee	
Committee Chair: David Plotkin, VP of InSS		Committee Members: Alissa Mahar, VP CS Bill Waters, Dean, CPR Carol Burnell, FTF, AFAC Cynthia Risan, Dean, TAPS David Mount FTF, AFAC Dion Baird, Chief Information Officer Dustin Bates, FTF, TAPS Elizabeth Carney, Assessment Coordinator George Burgess, FTF, Arts and Sciences Jeff Schaffer, Dean, Business Services Katelynn Karch, Classified, Wilsonville Lisa Anh Wang, Institutional Research Matt Goff, Manager, CBI Sue Goff, Dean, Arts and Sciences Sunny Olsen, Director, Harmony Sara Sellards (recorder) Tara Sprehe, Dean, AFAC Teresa Robertson, Classified, CBI HR Representative ASG Representative PTF Representative	
College Council Liaison: Sue Goff			
Location of Minutes: http://webappsrv.clackamas.edu/committees/MFC/			
Committee Meeting Schedule: No upcoming meetings scheduled			
Committee Rotation Schedule: N/A			
Charge of Committee: <u>Accreditation Process</u> 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.

Mission Statement of Committee:

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.

Goals/Objectives for Year:

1. Core theme indicators: review data from core theme indicators by core theme groups, and revise indicators as needed.
2. Strategic Priority indicators: create and establish leading indicators for each strategic priority. We need leading indicators so that they can be acted on in order to affect outcomes for students before they leave us.
3. Accreditation Steering Committee: establish project timeline for Ad Hoc report due in Fall 2018 and Mid-cycle report due in Spring 2018.

Other Issues Dealt With, if applicable:

- Discussed communication objectives – for board, for leadership, and for the campus as a whole.

Outcomes of Year's Goals and Objectives:

1. Reviewing the data showed that we need to change or adjust some of the indicators in each core theme – in order to establish better thresholds or to provide indicators that can be compared to other institutions.
2. We have preliminary leading indicators for each strategic priority.
3. We have timelines for accreditation reports, and a plan to have a draft report by June 2018.

Current and Future Issues:

- Review and analyze core theme indicators. Establish realistic thresholds. Incorporate indicators that have comparable data from other community colleges. Create a process for reporting to the board and leadership that is clear and understandable.
- Ensure that we have strong strategic priority leading indicators with reasonable targets based on comparable data, established benchmarks, or our own history, if comparable data or benchmarks are not available.
- Review draft of Ad Hoc Report, due fall 2018. Provide feedback on Ad Hoc Report.
- Review draft of Mid-cycle report, due spring 2018. Provide feedback on Mid-cycle report.