

**Mission Statement**

**Evaluation and Modification Process**

The following process was used by the Planning and Budgeting Council (PBC) and the Standard I Committee to lead a review and modification process of the college mission statement between 2017-18.

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| STEP 1: | Obtain PBC approval that the time is appropriate for a review and possible update of the college mission statement. |
| STEP 2: | PBC appoints a task force or other body to facilitate the campus-wide dialogue, input gathering, and vetting of both the current mission statement and any possible changes to the mission statement. |
| STEP 3: | The PBC Task Force solicits feedback on the current mission statement by:   * Discussing the issue during Planning Council meetings * Discussing the issue during Academic and Classified Senate meetings * Discussing the issue during Division meetings * Conducting an on-line survey to gather feedback from campus stakeholders |
| STEP 4: | PBC Task Force returns to the PBC with a summary of the feedback collected |
| STEP 5: | PBC Task Force crafts changes to the mission statement to address feedback and returns to the PBC with proposed changes |
| STEP 6: | PBC provides initial feedback on the proposed mission statement |
| STEP 7: | PBC Task Force circulates the proposed, revised mission statement through various means (Campus Flex Day; attending planning council, senate, or division meetings) |
| STEP 8: | PBC Task Force refines the changes to the mission statement and officially presents them to the PBC for approval |
| STEP 9: | PBC approves updated mission statement |
| STEP 10: | SMCCD Board of Trustees approve updated mission statement |