

**PALO ALTO COLLEGE  
COLLEGE PROCEDURE**

Procedure Number: A 10.0  
Procedure Title: Review and Update of College Mission Statement  
Relevant Board Policy: [A.1.3 College District Vision, Mission, Values and Goals](#)  
SACSCOC Standard 4.2.a (Mission Review)  
Originating Unit: Institutional Research, Planning & Effectiveness  
Maintenance Unit: Office of the President

I. Purpose: This procedure describes the process by which the Mission Statement of the College is reviewed and updated.

II. Procedure Statement:

The college has established a process for developing and updating its 5-year strategic plan, which guides unit planning and budget development. The Strategic Planning Retreat is held annually and is the forum in which the College Mission Statement is reviewed. The following sequence of steps will be followed in reviewing and revising the Mission Statement.

- A. During the Annual College Strategic Planning Retreat, college leadership (to include Administrators, Departmental Chairpersons and Directors) review the current College Mission Statement to determine its relevance. If consensus is reached that no need exists to revise the Mission Statement, the ones in place will serve to guide the strategic and unit plans and will be reviewed again during the subsequent Strategic Planning Retreat.
- B. Should the College Leadership determine that a need exists to revise the College Mission Statement; the Vice President of College Services or the Director of Institutional Research, Planning & Effectiveness (IRPE) will take the issue to the Executive Research Team (ERT) for consensus.
- C. In the event the need to revise the Mission Statement is agreed upon by both College Leadership and the IEC, an ad-hoc committee, chaired by the Director of IRPE, will be convened to develop the plan for reviewing and revising the statement and submit this plan to the president for approval. The plan may include but is not limited to the following activities: core values survey of college community and special groups (business, neighborhood associations, etc.); focus groups of students, faculty, staff and community, etc.
- D. The college will hold a retreat to review and revise the Mission Statement using inputs achieved through the plan in Step C.
- E. The revised statement will be circulated for college-wide input. The ad-hoc committee will refine the Statement based on this input and submit it to the CLT for further review and approval.

- F. The President will submit the Statement to the Alamo Colleges Board of Trustees for approval at the next regularly scheduled meeting.
- G. The new Mission Statement will guide the Strategic Plan and therefore the unit plans and budget for the next fiscal year.
- H. In addition, as part of the development process of a new strategic plan, the college will send the mission statement for reaffirmation to the Board of Trustees, even if no revisions have been made to the mission statement.

Date Created: July 31, 2001

Date Updated/ Approved: November 12, 2010

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Approved:

(signed: Katherine Doss)

Interim Vice President of College Services

(signed: Dr. Robert Garza)