



## MEMORANDUM

**TO:** Chabot Faculty and Staff

**FROM:** Carolyn Arnold, Coordinator, Institutional Research and Grants  
Co-chair, Institutional Planning and Budget Council (IPBC)

**DATE:** May 17, 2004

**SUBJECT:** Proposed Chabot Vision, Mission, and Values Statements  
Feedback requested **by Tuesday, May 25th.**

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I am pleased to send you the latest drafts of the proposed new Chabot College Vision, Mission, and Values statements. They were developed as part of the charge of the Institutional Planning and Budget Council (IPBC) to periodically revise the strategic plan.

These statements have been circulated to all the major governance groups of Chabot, (see below for details on the process) and have been modified based on feedback from those representative groups.

Now, we would like feedback from the college as a whole, and we will be considering your input for the final draft, which will be completed by May 28th. The final statements will be used as a background for our work next year.

**Please review and send me your comments  
by Tuesday May 25th, via Email or hard copy.**

We want to know if these statements speak to you about what you feel are or should be the vision, mission and values of Chabot College. To help you evaluate whether we have fulfilled the purpose of these statements, the back page of the drafts contains definitions of vision, mission, and values statements.

We look forward to your feedback!

Carolyn Arnold,  
Co-chair, Institutional Planning and Budget Council (IPBC)

**HOW AND WHY WERE THE STATEMENTS REVISED?**

If you are interested in why these statements were revised,  
or what process was used to develop them, turn page over and read on!

## **HOW AND WHY THE STATEMENTS WERE REVISED**

The Institutional Planning and Budget Council (IPBC) is charged with periodically updating the strategic plan. The strategic plan starts with the college vision and mission statements, which had last been revised in 2000-01.

During the strategic planning process in the last several years, IPBC realized that our vision and mission statements did not contain any mention of student learning or becoming a learning-centered college, which have emerged as major planning directions. Moreover, some mention of student learning is required by the new ACCJC Accreditation Standards.

In addition, the content of the vision and mission overlapped and contained partial statements about what we want our students to learn at Chabot. These learning goals would be better stated in a separate and more complete list of student learning outcomes. In addition, the long section on the Chabot College Educational Philosophy and Objectives in the catalog had not been reviewed for years, or even decades.

Therefore, IPBC delegated the task of soliciting input and writing drafts of these statements to a workgroup (Carolyn Arnold, Rachel LePell, Catherine Powell, Denise Noldon, and Ron Taylor). On March 5th, I sent out an Email calling for participation in the workgroup, and publicizing our meetings. Several people sent input and several people were able to attend at least one meeting.

The workgroup recommended, and IPBC concurred, that we would propose new vision and mission statements and create a list of value statements, and that we would put off the college-wide discussion of student learning goals for Fall 2004. And that first, we would solicit input from the college.

Therefore, on March 17th, 2004 an Email was sent out by me to all faculty and staff, asking for input. The Email contained an attachment containing definitions and questions about our vision, mission, and values. A hard copy was placed in the mailboxes of all adjunct faculty. We received input via both Email and paper copy from a cross section of classified, faculty, and administrative staff.

Based on this input, and all of the previous planning forums and discussions that IPBC has held or sponsored in the last several years, the workgroup then developed the first drafts of the vision, mission, and value statements. These drafts were then brought to the meetings of the following Governance Groups:

- ASCC
- Classified Senate
- College Council
- Faculty Senate
- IPBC (twice)

The drafts became 'rolling' drafts, as they were modified based on feedback after each of these meetings, where we had 30-60 minute discussions. We attempted to reach

consensus on suggested revisions in these meetings. Therefore, the attached drafts are coming to you after more than 10 thoughtful revisions.

We hope they speak to you about the vision, mission and values and values of Chabot College, and we look forward to hearing your feedback. Please feel free to contact me if you have any questions.

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