

**CHABOT COLLEGE**  
*Office of Institutional Research and Grants*

**IPBC**  
**Workgroup on**  
**College Mission/vision/values/student learning outcomes**

**March 16, 2004**

**Present:** Carolyn Arnold, Rachel LePell, Denise Noldon, Ron Taylor, with earlier and later input from Cindy Hicks and Catherine Powell

**Minutes**

**I. Soliciting college input**

As we had decided to do on the previous meeting on March 9<sup>th</sup>, we continued development of a college-wide survey for input on the Vision/Mission/Values statements. We had thought we would first send out a survey on the Mission, but at this meeting we realized that it would be less confusing and more efficient if we asked for input on the vision, mission, and values statements all at once, provided that we include definitions. So the first draft was expanded to include brief definitions and questions to help focus the input. The survey will be conducted in a Word.doc, which will be sent out campus-wide via Email, with hard copies to the adjuncts. In addition, Catherine Powell will send out a follow-up email to classified staff to encourage them to reply.

It was decided not to ask for input on college-wide learning goals. In fact, it would be good to get the Vision/Mission/Values statements done so the college can turn to the learning goals, since that can then be a more generative process. And the Vision/mission/values statements can guide it.

**II. Our schedule for producing a draft**

We set a deadline of March 29<sup>th</sup> to receive input. Carolyn will receive and then forward the emails as they come in to Rachel, Ron, and Denise, who will each focus on one type of statement (Vision/Mission/Values respectively) and compile for the March 30<sup>th</sup> meeting. Carolyn will be the coordinator and look for themes overall. She will also provide packets of information for anyone requesting it. We will start to synthesize the input during the meeting on March 30<sup>th</sup>, and produce working drafts by the end of that week.

**II. Process for college review of drafts**

During April, we will circulate the first drafts to IPBC, and then to College Council, Faculty Senate, Classified Senate, and ASCC for feedback. Feedback will then be synthesized and there will be a final IPBC meeting that will provide an opportunity for a college-wide discussion of the working drafts. At or after this meeting, these drafts will be finalized, and they will be sent out to the campus over the summer, for final approval in the Fall. Or it is possible that final approval will be in the Spring. We decided that we did not want to re-open the discussion at Convocation, and if we get these drafts completed by Spring, we could move on to focusing on college-wide learning goals in the Fall.