

# AP101 – Mission and Related Statements

Associated Board Policy: 101.00

Procedure Owner: President

Related Procedures: All

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## I. Procedure Scope and Purpose

This procedure addresses reviews of the mission and related statements as the inaugural step of the strategic planning cycle or at any time change to the mission is considered.

The purpose of this procedure is to establish guidelines grounded in shared governance and aligned with the Higher Learning Commission's (HLC) Criterion 1. Mission including the following Core and Sub Components:

- 1.A. The institution's mission is articulated publicly and operationalized throughout the institution.
  - 1.A.2. The mission and related statements are current and reference the institution's emphasis on the various aspects of its mission, such as instruction, scholarship, research, application of research, creative works, clinical service, public service, economic development and religious or cultural purpose.
  - 1.A.3. The mission and related statements identify the nature, scope and intended constituents of the higher education offerings and services the institution provides.
  - 1.A.4. The institution's academic offerings, student support services and enrollment profile are consistent with its stated mission.
- 1.B. The institution's mission demonstrates commitment to the public good.
  - 1.B.3 The institution engages with its external constituencies and responds to their needs as its mission and capacity allow.
- 1.C. The institution provides opportunities for civic engagement in a diverse, multicultural society and globally connected world, as appropriate within its mission and for the constituencies it serves.
  - 1.C.3. The institution fosters a climate of respect among all students, faculty, staff and administrators from a range of diverse backgrounds, ideas and perspectives.

## II. Definitions

Constituent: The scope of constituents includes two primary groups: internal and external stakeholders. Internal stakeholders include intended or prospective students, current students in both credit-bearing and non-credit enrollments, alumni, and employees. External constituents include all individuals living in the taxing district as defined by Kansas statute

and in the service area identified by the Kansas Board of Regents (KS) as well organizational partners to include four-year university transfer partners, high schools, and business and industry entities.

**Criterion:** A criterion is a standard of quality included in the Higher Learning Commission's Policy CRRT.B.10.010, Criteria for Accreditation.

**Enrollment Profile:** Enrollment profile reflects the College's federal status as an open-admissions, associate's and certificates granting institution and without discrimination as a Title IV federal financial aid awarding institution.

**Higher Learning Commission (HLC):** The Higher Learning Commission (HLC) provides federal oversight as Cowley College's regional accrediting agency.

**Kansas Board of Regents:** The statewide coordinating board for the state's 32 public higher education institutions (six state universities, one municipal university, nineteen community colleges, and six technical colleges).

**Procedure:** A procedure is a guideline or series of interrelated steps taken to implement college processes.

**Initiator:** The initiator is any faculty, staff, or student who identifies a college-level issue and develops a procedure.

**Owner:** The owner is the appropriate college administrator whose jurisdiction covers the subject matter of the procedure.

**Procedure Custodian:** The procedure custodian is the Executive Director of Institutional Effectiveness or designee.

**Related Statements:** The related statements include the Communication Statement, Core Values, Strategic Theme, and Vision Statement.

**Shared Governance:** The joint responsibility of faculty, administrations, and governing boards to govern colleges and universities (American Association of University Professors).

### **III. Procedure**

#### **A. Review of the Mission and Related Statements**

The procedure custodian will lead a review of the mission and related statements during the "year of reflection" preceding the three, active years of the strategic planning cycle. The procedure custodian will solicit feedback from all internal stakeholders as aligned with best practices in shared governance.

The procedure custodian will compile evidence supporting any changes to the mission and related statements through an environmental scan. Evidence may include but is not limited to:

1. Changes in demographics, educational attainment, and economic indicators to constituent served supported by United States Census Bureau information for service area towns and counties.
2. Changes in local enrollment statistics from the Kansas Department of Education.
3. Changes in institutional status as designated by HLC;
4. KBOR in its capacity to administer financial aid, adult education, high school equivalency, and career and technical education programs; and/or the federal government.

The procedure custodian will provide public notification of opportunity to review the College's support of its mission and related statements through survey participation to external stakeholders.

The procedure custodian will maintain copies of signed procedures and procedure revisions and place an electronic copy on the college procedure web site. The procedure custodian will also notify responsible parties when particular procedures are scheduled for review or revision, and be available to work with the responsible parties during any phase of the procedure development process.

As identified in the particular procedure, the owner will monitor compliance and facilitate remedies for noncompliance as directed by the procedure.

#### B. Approval of the Mission and Related Statements

The procedure custodian will present information about proposed changes to the mission and related statements to the Board of Trustees for approval during a public meeting.

#### C. Location of Procedures

To ensure ready access to college procedures, Cowley College will maintain an official procedure web page with the most current approved version of all college procedures. Departmental web pages that reference procedures must use hyperlinks to the documents on the official college procedures web page. The web page will be maintained by the procedure custodian in a standard electronic format and will follow the structure described in section IV (D) below. The documents on the college procedures web page will constitute the official electronic depository for college-wide policies for Cowley College.

#### D. Structure and Organization

The college procedure web page will list all procedures by number, name, and category. Procedures will be numbered according to the policy that most closely relates.

Business Services Council    Series 100.00


Academic Affairs Council    Series 200.00

Student Affairs Council    Series 400.00

**IV. Effective Date(s)**

This procedure first became effective: July 10, 2023

**V. Signature and Title**

This procedure is implemented by: 

Title: President