

DRAFT

Vision, Values, and Mission Task Force

Annotated Agenda September 27, 2006 2:30 p.m. East – 3-113

(In the style of the College Planning Council, agendas are planned with estimates of the time needed for each item. These estimates are simply that: estimates. They may be reduced or exceeded as the Task Force members may wish, to ensure full discussion and flow of the meeting. If the Task Force meets the time estimates below, the meeting will last 135 minutes, including a 15-minute break, enabling us to adjourn at 4:45 p.m.)

David Rogers, Special Assistant for the Learning Centered Initiative, will facilitate this meeting. Volunteers may be identified to facilitate future meetings.

1. Introductions - David Rogers

(Estimated time – 5 minutes)

2. Review of the Task Force Charge from the CPC

(Estimated time – 5 minutes)

The task force will review the written charge provided by the College Planning Council, may be found at the end of this agenda.

3. Review of the Strategic Planning Time Line

(Estimated time – 15 minutes)

The task force will review the time line for strategic planning to better understand the relationship of its work to the final creation of the strategic plan.

4. Review of Kaufman Organizational Elements Model

(Estimated time – 20 minutes)

This model, which was adopted by the College Planning Council to help guide our planning efforts, provides a rationale for the Situational/Needs Analysis as an assessment of current results as compared to desired results, and for our Vision, Values, and Mission statements to relate to our role in closing gaps in results that are identified in that Analysis. The gaps in results are labeled as “needs.”

5. Current Valencia Statements of Vision, Values, and Mission

(Estimated time: 15 minutes)

The task force will read through the current statements of vision, values and mission, and David will provide an overview of their development in 2000.

These statements may be found on-line at:

<http://www.valenciacc.edu/lci/essays/plan.pdf>

6. SAC Requirements and Sharing of Samples from Other Colleges

(Estimated time – 10 minutes)

David will share the SACS requirements related to an institutional mission statement, and the task force will be provided with sample vision, values, and mission statements from other colleges for review prior to its next meeting, to gain perspective on the variety of approaches used by institutions.

BREAK – 15 minutes

7. Plans for Learning Day

(Estimated time – 20 minutes)

A small team of volunteers will be recruited from the Task Force members to work over the next two weeks to design an activity for Learning Day, which is October 31.

On Learning Day, the Data and Situational/Needs Analysis Task Force will present a brief overview of a draft situational analysis to the College. The activity to be designed by the Vision, Values, and Mission Task force will involve inviting everyone present at Learning Day to react to and suggest important additions or edits to the Situational/Needs Analysis, and based on that analysis, to review and consider whether each person would recommend any changes to our current statements of Vision, Values, and Mission.

This discussion will serve to kick off three months of consideration, revisions, and re-consideration of the statements of Vision, Values, and Mission, with the aim being to familiarize the entire College with the statements, to consider their meaning, and develop broad understanding and commitment to these statements.

The key is not simply to have statements on paper or on the web, but to make these statements part of the fabric of daily life at the College. We want to develop a shared sense of meaning and make mutual commitments to these statements. Those commitments will be expressed concretely in the Strategic Plan for 2008-13, and in other College plans.

The Task Force will design processes to produce multiple iterations of the statements, as needed, and to foster dialog, seeking a high level of consensus on final statements that will be recommended to the College Planning Committee, the

President, and through the President to the District Board of Trustees.

8. Development of time line for the task force's work

(Estimated time: 15 minutes)

The task force will finalize the following draft time line, amending as needed:

- Initial design of Learning Day activity completed, including the naming of task force members who will volunteer to help carry out the Learning Day activity – Friday, October 5
- Task force review of Learning Day activity design and finalization of list of volunteers to assist on Learning Day, by Friday, October 12
- Volunteers meet to review roles to be carried out on Learning Day, by Friday October 19
- Learning Day Activity – October 31
- Vision, Values, and Mission Task Force reviews feedback gathered from the College on Learning Day and writes revised drafts of the Vision, Values, and Mission statements, if the review indicates a need for any revision – by November 21
- Revisions and/or justification for maintaining the current statements of Vision, Values, and Mission will be shared Collegewide, with the College Planning Council, and with the College Planning Committee between Thanksgiving and Winter break, with feedback requested
- Any revisions indicated based on Collegewide feedback in December will be developed and shared by January 19, 2007, and Collegewide discussion of the statements will be supported in various council meetings, and at the campus and departmental levels in January and February, with feedback recorded from each discussion

- Final consideration of all feedback and final recommendations regarding the Vision, Values, and Mission statements will be completed by February 15, shared at the “Big Meeting” on March 2, and submitted to the College Planning Committee, which will act on the statements at its meeting in late March
- The Board of Trustees will consider the statements of Vision, Values and Mission at their April or May 2007 meeting
- Evaluation of task force work completed – by Friday, April 20

9. Meeting dates

(Estimated time: 15 minutes)

The full task force will need to meet on or immediately after October 8, October 18, November 17, January 17, February 13 and in early April to meet the deadlines listed above.

To facilitate the work, the task force may wish to name sub-groups from its members as follows:

Team A - Learning Day Team - design the Learning Day Activity and a means of capturing feedback from the College on that day

Team B - Editing Team - review feedback and propose edits to statements of Vision, Values, and Mission

Team C - Collegewide Discussions Team - Design multiple opportunities for the College to review and discuss the evolving drafts of the statements of Mission, Vision, and Values, and providing feedback to the Writing Team by February 1, 2007

**Charge to the
Strategic Planning Vision, Values, and Mission Task Force**

The Vision, Values, and Mission Task Force of the College Planning Council will be charged with carrying out the following activities and completing the work products named during the August 2006 – February 2007 period:

- designing and conducting a process for the college as a whole to consider the statements of vision, values, and mission at Learning Day, October 31, 2006, in light of the situational/needs analysis presented to the College by the Data and Situational/Needs Analysis Task Force (August – October 2006)
- receiving and considering the comments from the College and the community and drafting recommended updates to the Vision, Values, and Mission statements, and sharing those proposed revisions collegewide, seeking a high level of agreement on the statements to be recommended to the president and the trustees (October 2006 – February 2007)
- reporting on the activities of the Task Force at the regular meetings of the College Planning Council, working through the liaison from the Council who will serve on the Task Force.

