



# THE COUNCIL OF PRIVATE COLLEGES OF AMERICA

## Candidate Level Requirements and Actions Section 2 Worksheet

Institution \_\_\_\_\_ Date Started \_\_\_\_\_

Institution Certification Coordinator \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

Assigned Certification Facilitator \_\_\_\_\_

### II.A. Description of the Mission, Goals, and Objectives:

- \_\_\_ 1. Present the institution's overall mission statement, goals, and objectives, and the institution's commitment to providing quality educational programs.
- \_\_\_ 2. Explain how the Mission Statement supports the institution's Christian philosophy of education.
- \_\_\_ 3. Explain how the goals and objectives are attained and how they are appropriate to the level of study provided.
- \_\_\_ 4. Explain the institutional commitment to providing quality education programs regardless of delivery methodology.

### II.B. Review and Publication of the Mission Statement:

- \_\_\_ 1. Explain how the institution's Governing Board, administration, instructors/faculty, and any institutional advisory committees, regularly review and revise, as necessary, its mission statement, institutional goals, and objectives, institutional policies, and practices to ensure consistency and integrity in all of its representations about its mission, goals, objectives, programs, and services.
- \_\_\_ 2. Explain the process for circulating and ensuring that the institution's current mission statement, goals, and objectives are accessible to students, faculty, staff, and other stakeholders. Include the position(s) responsible for assuring the institution's current mission statement, goals, and objectives are consistently used in institutional publicity and state where these are published.

### II.C. Implementation of the Mission, Goals, and Objectives:

- \_\_\_ 1. Explain the measures and/or processes the institution uses to determine whether it is meeting its stated mission, goals, and objectives.

- \_\_\_ a. Include how the Governing Board, administrators, instructors/faculty, and staff responsible for institutional planning, instructional planning and delivery, educational services, financial resources, and physical facilities, contribute to successful implementation and attainment of the stated mission and objectives.
- \_\_\_ 2. Explain how the mission is integrated into the work of each department or how academic and administrative units align their duties with the mission.
- \_\_\_ 3. Explain how the institutional mission statement, goals, and objectives are used to guide strategic planning.
- \_\_\_ 4. Explain the ways in which the Governing Board, administration, instructors/faculty, and staff interact with relevant communities of interest to keep the goals and objectives current.
- \_\_\_ 5a. Provide examples of how the results of surveys of students, outside evaluations by experts, comments from students and employers, and evaluations by institution administrators, instructors/faculty, and staff are used to evaluate the success of the institution in meeting its goals and objectives.
- \_\_\_ 5b. Explain how the results are shared with relevant groups.
- \_\_\_ 6. Identify the key indicators that the institution uses in determining how it is meeting its stated mission, goals, and objectives.