

STANDARD ONE:

INSTITUTIONAL MISSION

The institution has a statement of mission that defines the institution, its educational purposes, its students, and its place in the higher education community.

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- A.1 The institution has a statement of mission, adopted by the governing board, which identifies the broad-based educational purposes it seeks to achieve.
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DESCRIPTION

Citrus College has a statement of mission, which was adopted in 1995 by the Board of Trustees. That statement verifies the broad-based educational purposes the district seeks to achieve (Doc. 1.1 and Doc. 1.2). The mission statement identifies the broad-based educational purposes of the college as a center for lifelong learning, career education and cultural development. It appears in the current college catalog (Doc. 1.2) and the current credit class schedule (Doc. 1.3) in both English and Spanish. It is also published in the continuing education schedule (Doc. 1.4), the *Profile* brochure (Doc. 1.5), the *Report to Our Communities* (Doc. 1.6), the *CitrusView* (Doc. 1.7), and the *Board Highlights* (Doc. 1.8). It is also posted on the Citrus College web site (www.citruscollege.edu). It reads as follows:

To improve a dynamic and diverse society, the mission of Citrus College is to meet the many educational needs of the students and the communities of the San Gabriel Valley by providing a center for lifelong learning, career education, and cultural development in a safe, friendly, accessible environment where people may develop individual excellence.

SELF-EVALUATION

The mission statement serves the college effectively. Its language is clear and is easily understood by staff and students. The focus of the mission is on the provision of a "center for lifelong learning, career education, and cultural development." The statement reflects the practical career training application of the college's vocational programs, the transfer focus of the college's academic programs and the college's growing distance education program.

The Institutional Research and Planning Committee (IRPC), comprised of representatives from all areas of the campus and community, wrote the mission statement. The IRPC has met infrequently in the last three years and currently has no chair because of personnel changes. No recommendations to change the mission statement have been made.

PLANNING AGENDA

1. The IRPC will periodically review the mission statement and revise it, when and if necessary.

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- A.2 The mission statement defines the students that the institution intends to serve as well as the parameters under which programs can be offered and resources allocated.
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DESCRIPTION

The mission statement defines the students served by the college as those living within the San Gabriel Valley. This reflects the fact that students attending Citrus live beyond the five communities which comprise the Citrus Community College District. In fall 2001, some 63 percent of students enrolled at Citrus lived outside district boundaries (Doc. 1.9). The student body includes those who intend to transfer, those seeking career training and those who enroll for personal and cultural enrichment.

Parameters for service are broadly defined as those creating a "safe, friendly, and accessible" environment. Accessibility is defined in broad-based terms: a) support services for those who are physically and educationally challenged, b) support services for the learning disabled, for student parents and for those with difficult financial needs, and c) diverse class offerings with scheduling that includes classes on Saturday and distance education courses. The mission statement objectives define the resources to be used to accomplish the mission's goal.

SELF-EVALUATION

The *Citrus College Educational and Facilities Master Plan* (Doc. 1.1) describes the mission and vision of Citrus College and analyzes student demographics, performance and course offerings. In spring 2002, the college issued the research study, *Investing Time and Talent at Citrus*

College: An Examination of Students, Resources and Reactions (Doc. 1.9). This document provides many self-reported experiences of Citrus College students couched within defining information on the college population. The mission statement has been in place since 1995. Because the college has changed and grown, it is time to determine whether or not the mission statement addresses the present direction and function of Citrus College.

PLANNING AGENDA

2. The IRPC will be reactivated by the college president and will consider whether the mission statement should be revised.

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- A.3 Institutional planning and decision making are guided by the mission statement.
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DESCRIPTION

The mission statement is linked to the *Citrus College Educational and Facilities Master Plan* (Doc. 1.1). The plan clarifies how the mission statement and accreditation recommendations are the driving forces for the planning process. The budgeting process and other decision-making committees such as staff development, facilities and technology refer to the mission statement and planning documents when allocating resources.

During the program review process, departments identify how the program meets the goals of the mission statement. The resources needed to

fulfill the mission's goals can be found in each department and instructional area unit plan. Also, the educational master plan includes the educational mission and objectives of the college and its need for resources. Department and program plans, which articulate resources needed to fulfill the mission and its objectives, are included in the *Citrus College Educational and Facilities Master Plan*.

SELF-EVALUATION

Currently, an evaluation component is needed to ensure that the goals of the mission statement are being met and benchmarks for success are part of the planning documents. Planning documents are not always updated in a timely manner, and current information is unavailable or not forwarded to the committees for consideration in the allocation of resources. Because the college has no full-time institutional researcher, it is difficult to collect, coordinate or evaluate data to determine either successes or failures.

Although creation of the *Citrus College Educational and Facilities Master Plan* was a campuswide activity and involved faculty, staff, students and administrators, and even though several presentations were made when it was finished, many people on campus seem unaware of its existence. Without the direction of an active IRPC, the planning process seems unorganized, and campuswide communication is not working as well as it should.

PLANNING AGENDA

3. The IRPC will work to improve communication about the college's long-range plans.

4. The IRPC will publicize the *Citrus College Educational and Facilities Master Plan*, alerting all constituencies where it can be read.
5. The Academic Senate will include long-range planning on its agenda in at least one of its bi-monthly meetings.

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- A.4 The institution evaluates and revises its mission statement on a regular basis.
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DESCRIPTION

The mission statement was rewritten in 1995 and was reviewed in 2000 with the creation of the educational master plan.

SELF-EVALUATION

While recent planning documents have embraced the mission statement, and this Accreditation Committee finds the mission statement suitable, it may well be time for a formal evaluation and revision. The development and expansion of programs such as distance education, international student services and other technical training programs challenge the vision and parameters of the current mission statement.

STANDARD ONE

SUPPORTING DOCUMENTS

- 1.1 Citrus College Educational and Facilities Master Plan, April 2001
- 1.2 Citrus College Catalog, 2002-03
- 1.3 Credit Class Schedule, Spring 2003
- 1.4 Continuing Education Class Schedule, Spring 2003
- 1.5 Citrus College Profile 2003 Brochure
- 1.6 2001-02 Report to Our Communities
- 1.7 CitrusView
- 1.8 Board Highlights, 1-21-03
- 1.9 Investing Time and Talent at Citrus College: An Examination of Students, Resources and Reactions, Spring 2002