Date: January 4, 2010

To: Manuel Cabral
    Chancellor

From: Michael Pecsok
    Vice Chancellor for Academic Affairs and Chief Academic Officer

Subject: Leeward CC Policy on Institutional Mission

It is recommended that the Leeward Community College Policy on Institutional Mission (attached) become effective immediately.

Leeward CC does not have an established policy to provide guidelines for its Mission Statement and processes for its periodic review. In the last accreditation Self Study (2006), creating such a policy was included as a self-identified plan for improvement. Similar policies from several other community colleges were used as a foundation for this policy. The policy includes background on UH system guidelines, the components of the Mission Statement, Review and Revision Process, and Mission Statement Approval.

Drafts of the Mission Policy were distributed to the Faculty Senate, Campus Council, and Student Government in April 2009. Feedback received from these governing bodies was incorporated into the final policy document. The Leeward CC Policy on Institutional Mission was approved by the Faculty Senate (9/30/09), Student Government (10/26/09), and Campus Council (11/30/09).

Approved / Disapproved:

[Signature]
Manuel Cabral, Chancellor

Date

FEB 16 2010
Policy Number: L4.100 Policy on Institutional Mission

Leeward Community College
Policy on Institutional Mission

1. Purpose of the Mission Statement
The broad educational purposes of Leeward Community College are expressed in the institutional mission statement. The mission statement communicates to students and the general public the commitment of the College to achieving student learning.

The mission statement for Leeward Community College is consistent with the broader mission statements established for the University of Hawai‘i system and the community colleges as an integral component of the University system.

Specifically, the Board of Regents has established that:
*The primary mission of the University of Hawai‘i system is to provide environments in which faculty and students can discover, examine critically, preserve and transmit the knowledge, wisdom, and values that will help ensure the survival of the present and future generations with improvement in the quality of life.*

*As the only provider of public higher education in Hawai‘i, the University embraces its unique responsibilities to the indigenous people of Hawai‘i and to Hawai‘i’s indigenous language and culture. To fulfill this responsibility, the University ensures active support for the participation of Native Hawaiians at the University and supports vigorous programs of study and support for the Hawai‘i language, history, and culture. (ad: Mar. 20, 2009) (BOR Policy, Section 4.1.c)*

*The University of Hawai‘i Community Colleges are open-door, low tuition institutions offering associate degrees and certificate programs in academic, technical, and occupational subjects. (BOR Policy, Section 4.1.c (1)(d)*

2. Related University Policies
These policies on mission statement are derived from or related to the following University of Hawai‘i policies:
- a. Board of Regents Policy, Section 4-1 *Mission and Purpose of the University of Hawai‘i*
- b. University of Hawai‘i Systemwide Executive Policy E4.201 *Integrated Long-Range Planning Framework*

3. Components of the Mission Statement
The Leeward Community College mission statement shall define the College’s mission and incorporate the vision, purposes, and common values of the University system, emphasizing a fundamental commitment to access and quality. The mission statement shall also highlight the University and the College’s special advantage and distinction in Hawaiian, Asian and Pacific affairs. In addition, the mission statement shall clearly “differentiate Leeward Community College from other components in the University system in terms of instruction, research and service roles, campus type, degree levels, populations served, student selectivity, and any special College distinctions.” *(BOR 4.1.c (4))*
4. Periodic Review of the Mission Statement
   By Board of Regents policy, the mission statement must be reviewed at least every fifteen years. Leeward Community College policy is to review and revise, as needed, the mission statement each six years in conjunction with the creation of the new strategic plan.

   Under unusual circumstances, the mission statement may be reviewed more frequently in response to proposals for significant new programs or activities that are not included within the currently approved mission statement.

5. Mission Statement Revision Process
   The periodic review of the mission statement shall include a process that solicits broad input and consideration from among the faculty, staff, students, and community members. The review will be based on inclusive dialogue among all constituencies.

   The Chancellor will initiate the review in consultation with campus governance groups. A representative committee from these groups will be charged with conducting the review.

6. Mission Statement Approval
   The University Board of Regents must approve the mission statement. Prior to submittal to the Board of Regents, the following entities must approve the College mission statement:
   • Faculty Senate
   • Campus Council
   • Student Government
   • Chancellor

7. Mission Statement Dissemination
   The Leeward Community College mission statement shall be widely distributed, including, but not limited to, publication in the:
   • College catalog
   • College website
   • College strategic plan
   • Employee handbooks