



**Aligning Mission and Goals to Best Support Students  
Manager/Dean Training to Support Program Areas with Program Review  
September 11, 2024**

# Comprehensive Program Review Feedback Survey

## Key Takeaways:

### Instruction and academic service areas:

- relatively positive, process was improved through the specific forms for each area
- embedded data was easier to access and understand
- functionality of the form was improved in that users could collaborate in real-time
- Lower agreement that the process helped their area stay on track with their learning outcomes or helped their area ensure their mission guides their work

### Student Service areas:

- had lower rates of satisfaction with the CAS form and new process, overall lack of connection between an area's outcomes and how those outcomes should be aligned with their mission and how it should help them achieve their goals.
- Lack of satisfaction with the CAS form itself.

**Both areas reported**, feedback provided by RAPP was clear, concise and informative in planning for the future.

<https://www.deanza.edu/gov/rapp/documents/Comprehensive%20Program%20Review%20Feedback%20Survey.pdf>

# Ensuring our Mission Guides our Work

# Freewrite #1

- **What five words best describe how your area/division supports students?**
  - Write down 5 words in Box 1.

# Mission Review

As we review the college's vision, mission and values, take note of the words that jump out to you and write them in Box 2.

# Vision

## Our Vision

Empower all students to attain their educational goals, develop an equity-based mindset and become civic leaders in their communities.



## Mission Statement

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world. The college engages students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's [Institutional Core](#)

### Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental justice
- Critical thinking

# Values





# Student Success Factors

We will provide support in six key factors of student success. Our students will be:

- **Directed**, with a goal and the knowledge of how to achieve it.
- **Focused**, staying on track to achieve that goal.
- **Nurtured**, feeling that we want to, and do, help them to succeed.
- **Engaged**, actively participating in class and extracurricular activities.
- **Connected**, feeling that they are part of the college community.
- **Valued**, with their skills, talents and abilities recognized, and with opportunities to contribute on campus and feel that their contributions are appreciated.

# Freewrite #2

**Write five words that jumped out to you when reviewing the college mission, vision, values and success factors.**

Write the words in Box 2.

# Crafting a Mission Statement

# Crafting a Meaningful Mission

- A clear mission statement should capture the **essence of the area**. It should:
  - Define its **purpose**
  - Outline its primary **objectives**
  - Clearly state **why it exists**
  - Invoke **enthusiasm** and **excitement** for your area
  - Be written in the **present tense**
  - Be **short**
  - Use **simple language** and **concise terminology**

# Your Area's Mission Statement

**Use your device to navigate to your area/division webpage and try to find a mission statement.**

- Write the mission statement in Box 3.

If you cannot find a mission statement for your area/division, what words would you include in the mission statement if you were writing it?

# Freewrite #3

Take a moment to reflect on ideas to revise/create your mission statement in Box 4:

- Considerations when revising/writing your mission statement:
  - **Alignment** with the college vision, mission, values and success factors
  - Clearly describe what your area **hopes to achieve**
  - Describe why your **program is unique, important or valuable**
  - Invoke **enthusiasm and excitement** for your area

# Goal Setting

# Considerations in Setting Goals

Goals should be **SMART**:

**Specific**, try focusing on only one area at a time with a clear outcome.

**Measurable** and allow you to track progress.

**Achievable**, identify what you need to do to make it happen.

**Realistic**, possible to achieve given the current resources.

**Time-bound**, set a time for achieving the outcome and seeing results

[Smarter Goal](#)



# Freewrite #4

**In Box 5: What is one change you would like to see in your area to improve outcomes for students, based on your area's mission?**

- Who would benefit the most from this change?
- What are the 5 words that best describe this change?

# Freewrite #5

**In Box 6: Draft one goal you would like your area/division to explore over the next three years.**

- Be sure to reflect on your mission statement as you draft your goal as well as your thoughts on how to improve outcomes.

# Evaluating Goals

- **Be Flexible:** Adjusting and changing goals is part of the process.
- **Set Benchmarks:** Are there industry standards, department averages or baselines to compare against?
- **Regularly Review:** Set time aside to regularly meet and evaluate goals and make necessary adjustments.
- **Seek Feedback:** Ask others their thoughts, seek out stakeholders or student voice to refine your approach.
- **Analyze Data:** Is data available to track your progress? If not, how could you start to collect it?
- **Be Honest:** Analyze what worked and did not work. The goal is to improve outcomes. Make changes as necessary.

# Freewrite #6

**In Box 7: How would you determine if you are meeting your goals?**

- What evidence will be used to monitor progress?
- How will you assess achievement of the goal?

# Group Share

How can you use this information to help your area revise its mission and set goals?