



Centureon Institute Mission Policy

PURPOSE

The purpose of this policy is to set the official Mission of our institution, specify how it will be promulgated, establish procedures to keep it current, and provide for review of all internal programs and activities to ensure consistency.

Centureon Institute's mission is to provide adult learners with a career path that will enrich and empower their lives as well as contribute to the vitality of our community.

RESPONSIBLE AUTHORITY

The responsibility for this policy is vested in the School President.

IMPLEMENTATION

The implementation of this policy is delegated to Student Services Personnel.

APPLICABILITY

This policy applies to all personnel and activities of the institution.

EFFECTIVE DATE

July 1, 2021

POLICY

1. Communication of our Mission Statement
2. Evaluation Criteria
3. Mission consistency with programs and services offered.
4. Student and Graduates Mission Feedback
5. Faculty and Administrative Personnel Mission Feedback
6. Mission Annual Evaluation

1 - Communication of our Mission Statement

Our institution's mission statement is included in the catalog and public website, available to students, faculty and public. The mission is presented at the following meetings:

- Annually at the First Strategic Planning meeting of the year
- Annually at the Annual Staff meeting
- Annually at the Institutional Advisory Committee meeting
- Biannually at the Occupational Advisory Committee meetings

2 - Evaluation Criteria

We measure the success in meeting our stated mission by tracking the following indicators on a yearly basis:

- Number of graduates that have fulfilled employment positions.
- Number of estimated open positions in the community for the technical careers we offer.

3 – Mission Consistency with Programs and Services offered

Confirming the alignment of program objectives with the institution’s mission is one of elements included in the annual program evaluations conducted by the academic department. Observations and recommendations are recorded as part of the meeting typed minutes.

4 - Student and Graduate Mission Feedback

Students and graduates’ feedback on the school’s mission is collected through the student and graduate survey.

5 - Faculty and Administrative Personnel Mission Feedback

Faculty and administrative personnel complete an annual survey that includes the institution’s mission.

6 - Mission Annual Evaluation

Survey results as well as the criteria for evaluation of the mission are reviewed annually at the following meetings:

- Annually at the First Strategic Planning meeting of the year
- Annually at the Annual Staff meeting
- Annually at the Institutional Advisory Committee meeting

At these meetings, the mission’s evaluation is presented, and recommendations noted. Any required changes to the policy are to be approved at one of the strategic meetings.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school’s annual operating budget under the line item “*Institutional Planning*” Revisions to the funding need approval by the President and Financial Director.

EVALUATION

This policy is annually evaluated by means of a survey collected from:

- Schools administrative and academic personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy’s effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school’s strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school’s Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. New school personnel receive an email at the time of orientation with access to the school's Policies and Procedures Manual electronic version.

