**MISSION DEVELOPMENT WORKSHEET**

**RRCC Mission Statement**Our mission is to provide students with opportunities for growth and development that set the foundation for self-directed learning, academic achievement, and career accomplishment. We do this through high quality innovative educational programs that convey our passion for learning, our commitment to excellence, our dedication to our students, and the communities we serve.

**Questions to ask**

Who are we?

What do we do?

Why do we do it?

For whom do we do it?

**Sample Structure**

The mission of (name of your program or unit) is to (your primary purpose) by providing (your primary functions or activities) to (your stakeholders).

**Draft Mission Statement**

Use additional paper as necessary. Drafting on a computer can also be helpful to get ideas down quickly and to cut and paste as you edit the statement.

Remember these tips for a great mission statement:

A well written mission statement:

* Leads with the educational purpose distinctive to the degree and field of study (this applies mostly for academic units)
* Identifies the signature feature of the program
* Defines clarity of purpose and sticks in your mind after one reading
* Explicitly promotes the alignment of the program with the RRCC and unit or departmental missions
* Is an expanded statement of purpose which explicitly states vision and values that are realistic and achievable, and based on expressed understanding of students served and interests of other important stakeholders

Once you have what you believe to be your final draft, write it here:

Who was involved in writing your mission statement?

Briefly describe process you went through to develop and revise the statement?

**Mission Statement Checklist:**

* Is the statement clear and concise?
* Is it distinctive and memorable?
* Does it clearly state the purpose of the program?
* Does it indicate the primary function or activities of the program?
* Does it indicate who the stakeholders are?
* Does it support the mission of the department and college as a whole?
* Does it reflect the program’s priorities and values?