**Writing a Mission Statement for a Community College Program[[1]](#endnote-1)**

A mission statement explains what the program goal or goals are in a sentence or two. A mission statement encapsulates the direction or purpose of the program.

Getting started:

These statements are best written with representatives from as many program participants as possible. Students, staff, faculty, and deans should meet to create this statement.

Step 1:

Brainstorm the activities of the program. List what the program does and how it does things.

What makes the program unique? Why does this program exist? What are the defining characteristics of this program?

Step 2:

Begin by writing:

who you are

what you do

for whom

and why

For example:

DRAFT Mission statement for the Pre-allied Health Biology program

The pre-allied health biology program prepares students for vocational health programs by providing rigorous courses and hands-on experiences in human biology.

Step 3:

Take this statement and modify it by asking questions.

Does this represent us?

Is this really what we do?

Is this all we do?

Does this include our unique features?

Does this include the aspects that make us successful?

Does everyone involved in the program understand the statement?

Does the statement suggest a vision and mission for the future?

Step 4:

Compare your statement to other online mission statements or other departments on your campus and modify again. Refine the statement so that it is clear and succinct.

The pre-allied health biology program prepares students for vocational health programs through rigorous coursework, hands-on lab experiences, and relevant field trips in human biology. Students learn to seek out and apply the appropriate information, think critically, develop communication skills, and value others.

Modify the statement often so that it represents your program and the people in it.

1. Adapted from Janet Fulks, Bakersfield College, http://online.bakersfieldcollege.edu/courseassessment/ [↑](#endnote-ref-1)