

**Policy and Procedures for
Approval of New or Revised Mission Statements**
(CHE Approved October 6, 2005)

Background

In accordance with the South Carolina Code of Laws, 1976 (as amended), **SECTION 59-103-45** the CHE has the duty to

(6) review and approve each institutional mission statement to ensure it is within the overall mission of that particular type of institution as stipulated by Section 59-103-15 and is within the overall mission of the State.

In keeping with the requirement of the law, and taking into consideration mission statement-related requirements for accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) and existing Performance Funding (PF) requirements for Indicator 1C – Mission Statement, the policy is intended to:

1. Provide South Carolina public institutions with clear guidelines for mission statement revisions;
2. Insure to the greatest extent possible that CHE-approved mission statements will meet SACS-COC principles, guidelines, and expectations;
3. Create a flexible mechanism for approval of non-substantive changes to mission statements; and
4. Define the process flow for institutions wishing to revise mission statements

MISSION STATEMENT POLICY

Mission Statement Requirements:

1. Each public institution of higher education shall have a mission statement that:
 - a. Relates the mission of the institution to the state and sector missions as stated in Act 359 of 1996 (§59-103-15, SC Code of Laws, 1976, as amended);
 - b. Addresses, as appropriate, the major functions of teaching, scholarship/research and service;
 - c. Speaks to the type of students that the institution serves, their educational goals, and how the institution meets those goals;
 - d. Contains a description of degree and program offerings to encompass all levels of degrees (e.g., Associates, Bachelors, Masters, Certificates) and all areas of the curriculum (e.g., technical, liberal arts, engineering, allied health, etc.).
 - e. Provides descriptive information (e.g., name of institution, public status, two-year/four-year/research, rural/suburban/urban, approximate FTE size, and, as appropriate, service area);
 - f. Describes major course delivery styles to include electronic and non-traditional means of course delivery;
 - g. Is clearly written and communicated to the institutions' constituencies; and
 - h. Is approved by appropriate bodies, (i.e., area boards, boards of trustees, CHE).
2. Only CHE-approved mission statements shall be distributed to the institution's constituencies either electronically or in print.
3. Published mission statements will include the dates of Board and CHE approval.
4. Revised mission statements shall be submitted to the CHE for approval within 90 days of Board approval.

Review and Approval Process

Final approval of new or revised mission statements shall be the responsibility of the CHE. Mission statement revisions fall into two broad categories: substantive revisions and minor revisions. Each type of revision follows a unique process for revision.

Substantive revisions are those revisions which change the nature, function, type, or sector of the institution. Examples include, but are not limited to, changes in sector, degree levels offered, program offerings, and service area.

Minor revisions are those revisions which do not change the nature, function, type, or sector of the institution. Examples include revisions for clarity and grammar, changes in size, CHE-approved changes in program mix, board-approved name changes, and editorial changes. However, any proposed revision that is determined by CHE staff to be of such nature or scope as to constitute a substantive revision shall be considered as such.

Proposed new mission statements and substantive revisions of existing statements must be considered for approval by the full CHE after recommendation by the Committee on Academic Affairs and Licensing (CAA&L). Minor revisions must be considered for approval by CHE staff within the Division of Academic Affairs and Licensing, with such approvals presented to the CAA&L as information items.

Proposed drafts of new or revised mission statements can be submitted by institutional officers to CHE staff for informal review prior to formal presentation to an institution's Board. While this review is not required, it is strongly suggested. The process for consideration and approval of new or revised mission statements shall follow the steps below:

New or revised mission statement:

- Approved by institution Board
- Submitted to CHE staff for consideration

If minor change:

- Staff reviews change and either approves or disapproves proposed changes.
- Staff informs institution of decision (Institution can appeal disapproval to CAA&L).
- Staff informs CAA&L.
- Institution publishes approved statement.

If substantive change:

- Staff forwards statement and recommendation to CAA&L.

- CAA&L reviews statement and votes to either recommend or not recommend full CHE approval.
- CHE considers and votes on statement.
- Institution is given formal notice of CHE action.
- Institution publishes approved statement.

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Process Flow for New or Revised Mission Statements

