

	UNIVERSITY OF PASADENA (UPAS) Operational Procedures		
	Doc # :OP-QC-01.1	Title: Setting Vision and Mission	
	Rev # : 05	Approved By: Chief Executive Officer (CEO)	Date : 06 Sep 2021

REVISION HISTORY			
Rev No	Description of change	Author	Effective Date
1	New Procedure	Quality and Compliance Officer(QCO)	13 Jun 2012
2	No change made in the revision meeting	Quality and Compliance Officer(QCO)	13 Jun 2017
3	The University of Pasadena mission statement is reviewed every year.	Quality and Compliance Officer(QCO)	03 Dec 2019
4	No change made in the revision meeting	Quality and Compliance Officer(QCO)	14 Sep 2020
5	No change	Quality and Compliance Officer(QCO)	06 Sep 2021

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1. Purpose

1.1 This document describes the process for setting the mission and vision of University of Pasadena.

2. Scope

2.1 This scope of the procedure applies to the management and staff of UPAS.

3. Definitions

- 3.1 Mission statement– A mission statement explains why the organization (UPAS) exists. The mission statement tells who or what the organization is
- 3.2 Vision statement – The vision statement tells what UPAS is striving to become in the future. The vision statement is connected to the mission statement and the vision statement tells what the organization wishes to look like in the future.

4. Responsibility

- 4.1 The Directors and Senior Management of UPAS will declare its perception of the organizations purpose and outline the broad, top-level goals. They would also declare its perception of what the UPAS should achieve.
- 4.2 The Directors and senior management of UPAS will be part of the planning committee to brainstorm and draft the mission and vision statements of the university.
- 4.3 Chief Executive Officer is responsible for assuring the mission is widely disseminated and readily accessible to students, faculty, staff, and other stakeholders.

5. Procedure/Process

5.1 – Flowchart – UPAS Mission setting process



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5.2 – Procedure – Mission Statement

STEP 1: Leadership Endorsement

- Directors / Senior Management declare their perception of UPAS purpose and the outline of the broad, top-level goals.

STEP 2: Planning Committee

- Select representative staff from management to develop the mission statement.
- Allocate time to develop the mission statement. Meetings should be frequent enough to ensure thought continuity.
- Engage the committee in brainstorming the formal (general statutes, rules, laws and governing regulations) and informal mandates (customers' expectation) placed on the university.

STEP 3: Draft Mission Statement

- Use the themes identified in Step 2 as the basis for developing the mission statement.
- Select one purpose from the brainstorming list. Fine-tune the list to state a common purpose of the university.
- Each draft mission statement is discussed and refined by the planning committee until one final draft is written.

STEP 4: Approval

- Present the final draft to the Directors/Senior Management for endorsement and approval.
- If committee does not approve draft mission statement, revise as needed until it is approved.

STEP 5: Communicating the mission statement internally

- After the final draft mission statement is approved, communicate it by printed copies, meetings, electronic mail, website and any other relevant channels.

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5.3 – Flowchart – UPAS Vision setting process



5.4 Procedure – Vision Statement

STEP 1: Leadership Endorsement

- Directors / Senior Management declare their perception of UPAS purpose and the outline of the broad, top-level goals.

STEP 2: Planning Committee

- Select representative staff from management to develop the vision statement.
- Allocate time to develop the vision statement. Meetings should be frequent enough to ensure thought continuity.
- Engage the committee in brainstorming the formal (general statutes, rules, laws and governing regulations) and informal mandates (customers’ expectation) placed on the university.

STEP 3: Draft Mission Statement

- Use the themes identified in Step 2 as the basis for developing the vision statement.

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- Select one purpose from the brainstorming list. Fine-tune the list to state a common purpose of the university.
- Each draft vision statement is discussed and refined by the planning committee until one final draft is written.

STEP 4: Approval

- Present the final draft to the Directors/Senior Management for endorsement and approval.
- If committee does not approve draft vision statement, revise as needed until it is approved.

STEP 5: Communicating the vision statement internally

- After the final draft vision statement is approved, communicate it by printed copies, meetings, electronic mail, website and any other relevant channels.

6. Review

The University of Pasadena mission statement is reviewed every year.