

# Xaverian Brothers Sponsored Schools

## Mission Effectiveness Process



## **XBSS Mission Effectiveness Process**

The Mission Effectiveness process is designed to focus the school on the Mission, Vision, Values, Calls, Goals and Criteria of the Xaverian Brothers Sponsored Schools. The intent is to engage all members of each school community; Board Members, Administration, Students, Parents, Recent Alumni, Faculty and Staff, to reflect on the mission of the school so that the spirit of the Xaverian charism might be more completely enlivened within the school community.

## **Regional Accreditation Process**

The process is designed to take place the year prior to the beginning of a school's regional accreditation process, ie., Middle States Association of Schools and Colleges, New England Association of Schools and Colleges, etc.. It is designed to be the first step in the self-study process which asks a school to review its mission and philosophy. The recommendations from this process can be incorporated in the self-study for re-accreditation.

## **Goals of Xaverian Brothers Sponsored Schools**

The process is based on the six Calls of Xaverian sponsorship which are as follows:

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|----------|---|
| Call I   | The Call to Stewardship for the Church's Mission and Ministry of Education in the Tradition and Spirit of the Xaverian Charism  |
| Call II  | The Call to become Centers of Faith that articulate, transmit and live the teachings of Jesus Christ as found in the Scripture and the authentic tradition of the Catholic Church |
| Call III | The Call to affirm and celebrate life more abundantly in Christian Community  |
| Call IV  | The Call to provide a challenging Academic Program that promotes the full development of each person's talents and gifts  |
| Call V   | The Call to be a center of Christian concern for Justice and Peace  |
| Call VI  | The Call to Value and Support the Dignity and Self Worth of those directly involved in the Church's Ministry of Education   |

The Mission Effectiveness Process consists of three phases: 1) The School's self-reflection, 2) School Visit, 3) Follow-up.

## **I Self- Reflection**

### **The Self-Reflection Process**

The process is a reflection on the Goals of the Xaverian Sponsored School community. It is an ongoing conversation among the diverse constituencies of the school. Through this process the school articulates its understanding of forming students in the tradition of Xaverian education. The process is to be led by a Steering Committee appointed by the school. The process should involve the use of survey instruments or focus groups to gather input from various constituencies in the community, i.e., students, parents, faculty, staff, alumni and Board members.

### **The Self-Reflection Document**

The document that evolves from this conversation becomes the basis for further development. The six elements of the document are:

- 1) Short History: a description of any significant development and changes in the school in the last five years and/since since the last Mission Effectiveness Process.
- 2) A Description of the school in relation to each of the Goals of Xaverian education which is supported by relevant data. This could include, but is not limited to, the following:
  - Number of students involved in service
  - Number and quality of service programs offered
  - Listing of faculty formation activities
  - Number of students involved in the retreat program and types of retreat offered
  - Summary of survey information and/or focus group summaries garnered from stakeholders, i.e., students, parents, faculty/staff, recent alumni, Board members
  - Number and kind of other mission-related activities
  - The role of the Board in directing the mission of the school
  - The role of the school's administration in directing the mission of the school
  - Participation of faculty/staff in XBSS programs
  - Formational activities for board
  - Number of students on need basis financial aid % of total enrollment

An analysis of this data is summarized by:

- Explanation of any unusual conditions reflected in the data

- Target information that has specific importance in light of XBSS Mission, Vision, Values, Calls, Goals and Criteria
- 3) Having considered the whole of the above, select and describe the areas in which the school commends itself.
  - 4) Having considered the whole of the above, select and describe 3-5 areas for continued improvement.
  - 5) Description of the process of review of the XBSS Mission and the school's mission that led the school to choose these goals.
  - 6) List any plans for responding to each of the goals.

## **II The School Visit**

The purpose of the visit is to continue the conversation with the school community on its experience of the Mission of Xaverian sponsorship and to offer a perspective on the commendations and recommendations identified by the school in the self-reflection process.

The visit will consist of a series of conversations between the committee members and groups from the following stakeholders:

- Administration
- Faculty
- Staff
- Students
- Board of Directors/Trustees

The Visiting Committee may also visit some classes to observe the mission in action in the school. In addition, the school plans an activity that creatively demonstrates its Xaverian nature, a liturgy, prayer service, service activity, etc., would be appropriate.

The visit will last 2-3 days, depending on the size of the school.

Before leaving the school, the Chair of the Visiting Committee will give a verbal reaction to the visit to the Headmaster/President and Principal, then to the Faculty and Staff.

### **III Initial Follow-up**

#### **Visiting Committee Reflection**

At the end of the School Visit, the Visiting Committee writes its reflection based on their experience at the school and the school's self-reflection document. The Reflection is shared with the Faculty and Staff in a matter determined by the Visiting Committee, Administration and Steering Committee.

### **IV Follow-up**

The XBSS Members receive the Self-Study and the Visiting Committee's Reflection. Leaders of the school may be asked to meet with the XBSS Members to present the School's response to the visit and the process.

The XBSS Members write a Letter to the Head of School and the Chair of the School's Board. The Letter responds to the process, affirms the commendations, and when applicable, directs the school community through the Board and the Head of School to attend to any areas that are critical to maintaining the mission of a Xaverian Brothers Sponsored School.

The Educational Programs Committee of the School's Board of Directors/Trustees monitors the implementation of the recommendations of the report.

#### **Roles and Responsibilities**

##### **XBSS Office**

The XBSS Office oversees this process for the Network. The Role of the Office is to:

- 1) Coordinate Mission Effectiveness process.
- 2) Appoint Visiting Committee
- 3) Facilitate training of Visiting Committees and School Steering Committees.
- 4) In coordination with the local Board, oversee follow-up on Goals

##### **School Steering Committee**

- Appointed by the Head of School.
- Meet with the Director of Sponsorship to clarify the process
- Lead the School through the self reflection process
- Facilitate the School Visit

### **Visiting Committee**

- Appointed by the Director of Sponsorship.
- Minimally composed of a member of the Sponsorship Office staff, an administrator, and a faculty members from the other schools of the network.
- Attend a training session
- Conduct the school visit
- Submit report of visit to the School, the Sponsorship Office, and the XBSS Members

### **Educational Programs Committee of the Board of Directors/Trustees**

- The Educational Programs Committee of the Board of Directors is charged with monitoring the plan of the school in response to the recommendations of the school and the visiting Committee

## ***Xaverian Brothers Sponsored Schools***

### ***Mission Effectiveness***

Possible questions to assist the Visiting Committee

#### ***Call I - Stewardship for the Xaverian Charism***

1. What core values does the Xaverian charism and tradition of education promote? How do you promote these values?
2. What are the signs that the school responds faithfully to the Xaverian charism?

#### ***Call II - Catholic Faith and Traditions***

1. How would you describe the religious atmosphere of this school?
2. Is the school's Religion curriculum faithful to the Catholic tradition and, at the same time, sensitive to non-Catholic students?
3. In what ways do the religious co-curricular programs, e.g., student retreats, faculty retreats, liturgies, prayer experiences, and service programs promote the mission of the school and the Church?

#### ***Call III - Christian Community***

1. How does your school create community and how does it function as a Christian community?
2. How does your school celebrate life in community? What kinds of things do you celebrate?
3. For Faculty and Staff: Were you hired with the idea that you would be a contributing member of a Christian community? How have you contributed to the school as a Christian community?

### *Call IV - Development of Academic Gifts and Talents*

1. How does the school demonstrate its commitment to the pursuit of academic excellence? How do you demonstrate your commitment as a learner?
2. How does the school's academic program respond to individual student needs?

### *Call V - Christian Justice and Peace*

1. How does the school promote a sense of respect, justice, peace, and concern for self and others within the school, local, and global communities?
2. How is the implementation of the school's discipline code assessed for fairness, equality, and compassion?
3. How does the school encourage service in the school and/or in the larger community?

### *Call VI - Value the Dignity and Self-Worth of Educators*

For faculty and staff only:

1. How are your abilities and talents appreciated in this school?
2. What are the quality and frequency of staff development/formation programs?
3. What are the processes/procedures that facilitate staff evaluation? Are they in accordance with respect and justice?