Mission Priority Examen (MPE)
Outline for Full-length Self-Study Reports

Purpose
The MPE Self-study addresses the Jesuit institution’s reflection on its current and future Jesuit Mission Priorities. After broad consultation, the Self-study Committee drafts a report that is shared with the Peer Visitor Team and may be amended, in dialogue with the Peer Team Chair, following the campus visit. Complete information on the MPE process can be found on the Mission Priority Examen (MPE) website.

This document has been created to offer guidance for those writing their school’s Self-study Report. If you have questions that are not addressed in the outline below, please contact Dr. Stephanie Russell, AJCU Vice President for Mission Integration.

Length and Format
- Self-studies should be approximately 30-40 pp. in length, plus appendices.
- It is acceptable, but not expected, that Self-studies will include photos and other visual images. They should, however, use easily readable fonts (i.e., 11 or 12-point fonts; double or 1.5 spacing) and margins.
- Self-studies should follow the section order listed below, to facilitate ease of reading by all reviewers in the MPE process. The recommended page counts listed are estimates.

Section Order
Please use the bolded section headings to organize your school's Self-study.

I. Title Page (1 page)
   A. Name of Jesuit College/University
   B. Date of Self-study Report

II. Table of Contents (hyperlinked to appropriate pages or using PDF tabs – 1 page)

III. Institutional Information (3 pages)
   A. Names of:
      1. President
      2. Provost or Academic Vice President
3. Board Chair
4. Chief Mission Officer
5. Self-study Committee Chair(s)
6. Self-study Committee Members
7. Peer Visitor Chair
8. Peer Visitor Team Members

B. **One-page Executive Summary** of the school's Jesuit Mission Priorities
C. Cover letter from the President, communicating administrative and Board support for the Self-study and Mission Priorities.

II. **Progress on Previous Jesuit Mission Priorities (2-3 pages)**
   A. List the Mission Priorities that were articulated in the school's previous MPE Self-study, approximately five years ago.
   B. How has the college/university implemented its Mission Priorities in the years since the last MPE and what is the evidence of progress?
   C. In what ways does the previous set of Mission Priorities remain stalled or unaddressed? What has hindered progress?

III. **MPE Process (1-2 pages plus appendices)**
   A. How were the current MPE and Self-study introduced to the campus?
   B. Which individuals and groups were included in the listening process (a schedule of meetings may be added as an appendix) and Peer Visit meetings? How was the MPE received by these various groups, and approximately how many people attended each session?
   C. What institutional circumstances strengthened or limited the MPE process?
   D. How did the Self-study Committee's approach reflect a spirit that was consistent with an Ignatian Examen?

IV. **Input (15 pages)**
   A. **Provincial**
      What guidance did the Provincial, in dialogue with the President, give to the University, with respect to focus areas for the MPE?
   B. **University**
      Based on campus conversations and data, describe the college/university's engagement with each of the seven Characteristics in *Characteristics of Jesuit Colleges and Universities: A Guide for Mission Reflection*. Note any common themes that arose during the interviews and listening sessions. **Give greater attention and textual length to the themes and focus areas agreed upon by the President and Provincial. These areas should constitute the bulk of the Input section.**
1. It is not necessary to answer every sub-question in the *Characteristics* document. Please choose those which are more salient to your school’s situation.

2. Illustrate main points with representative examples, rather than attempting to describe every mission activity of the institution.

V. **New or Adapted Jesuit Mission Priorities (3 pages)**

What two to four Jesuit Mission Priorities does the school propose for the next seven years, as a result of conducting the MPE? How do these priorities get at the heart of what it means to be a Jesuit, Catholic college or university today?

A. List two to four Jesuit Mission Priorities with a rationale for each.

B. Note how each Priority speaks to a focus area recommended by the Provincial and one or more of the themes in the *Characteristics* document.

C. Cluster smaller sub-goals under each Mission Priority, if needed.

VI. **Implementation and Integration (2 pages)**

How will the institution implement its chosen Jesuit Mission Priorities? This may include budget, strategic planning, liturgical life, marketing, communications, curriculum, formation programs, community engagement, interfaith efforts, pedagogical practice, community-building, etc. The key is to integrate the Jesuit Mission Priorities into the school’s overall goals and planning. Describe concrete steps for making progress on the Priorities.

VII. **Conclusion and Additional Comments (3 pages)**

A. Description of any updates that were made to the Self-study and/or Mission Priorities, as a result of the Peer Visit. Attach relevant correspondence with the Peer Team Chair.

B. Correspondence with the Bishop regarding his meeting with the President.

C. Closing comments

VIII. **Appendices (if applicable)**

**Submitting the Self-study**

Once finalized and approved by the school, Self-studies should be submitted electronically. See the *Checklist for MPE Self-study Chairs* for details on submission.