



## Checklist for MPE Self-study Chairs

Thank you for serving as a Self-study Chair or Co-chair of the Mission Priority Examen (MPE) at your Jesuit college or university. Your selection by the President communicates confidence in your mission leadership and the ability to coordinate a thoughtful, comprehensive reflection on institutional mission. AJCU and your Province are here to support you in this important work. It is our hope that this checklist will assist with your planning. While it does not address every detail of coordinating the MPE, it provides a framework for the primary tasks at hand.

### *Getting Oriented*

- ☐ Review all sections of the [MPE website](#). It is important for Self-study Chairs to understand all phases of the process and the responsibilities of those who are involved in it.
- ☐ Read [Characteristics of Jesuit Higher Education: A Guide for Mission Reflection](#) which provides background for an institutional Examen on seven key themes in Jesuit higher education. These themes serve as the foundation for the MPE.
- ☐ Contact the AJCU VP for Mission Integration to register for a **Self-study Chairs' Briefing**. Even if you have participated in a briefing in previous years, please register once again. The MPE process continues to develop, and the briefing will assure that your information is current.

### *Initial Meetings with Your President*

- ☐ Talk with the President about their **overall hopes for the MPE**, any concerns they might have, and how the two of you can remain in communication throughout the process.
- ☐ Work with the President, Provincial Assistant, and Provincial in a collaborative way, to **clarify areas of emphasis** that the Provincial will recommend for specific focus in your MPE. Discuss with the President how those areas will be explored.
- ☐ Discuss with the President or their delegate any **personnel or financial resources** that may be needed, such as support staffing, communications, and a budget for the Peer Visit.

- ☐ Discuss **how the Board of Trustees or specific committees will be involved** in the MPE (e.g., receiving an introduction and regular updates on the MPE; participating in focus groups; serving on the Self-study committee; meeting with Peer Visitors; and/or approving the Self-study).
- ☐ Discuss **how the Jesuit Community will be involved** in the MPE.
- ☐ Discuss **how the feedback of the local Bishop will be solicited** by the President early in the process.
- ☐ Articulate the **scope of the Self-study Committee's work**.
- ☐ Discuss **how the MPE might effectively "leverage" other campus mission efforts**, and how the school's Mission Priorities might eventually be incorporated into the planning and practices of the institution (e.g., integrating Mission Priorities into the Strategic Plan, thematizing the school's Mission Week according to the Priorities, and fundraising for formation programs).
- ☐ Discuss whether and how the Self-study will be **shared within and outside of the school**.

☐ **Identify dates for:**

- \_\_\_\_\_ Selecting and inviting Self-study Committee members
- \_\_\_\_\_ Nominating, with the Provincial Assistant, the Peer Visitor Team (Please contact the AJCU Vice President for Mission Integration, for a list of available Peer Visitors)
- \_\_\_\_\_ Informing the campus community about the MPE and its purpose
- \_\_\_\_\_ Informing the Board of Trustees about the MPE and their role in the process, approval, and implementation
- \_\_\_\_\_ Meeting with the Jesuit Community Superior
- \_\_\_\_\_ President's meeting with the Bishop
- \_\_\_\_\_ Completing the Self-study
- \_\_\_\_\_ Soliciting any necessary approvals of the Self-study
- \_\_\_\_\_ Hosting the Peer Visit (pending Peer Team availability)

**Peer Team Visits must be completed on or before Dec. 31,  
subject to discussion with the PAHE.**

\_\_\_\_\_ Meeting to review and craft a response to the Peer Visitors' Report.

**Peer Team Reports are due to the school on or before Feb 1.**

\_\_\_\_\_ Completing/Submitting all materials to the Province and AJCU.

**Deadline for submission of all MPE materials to the Province and AJCU is Feb. 15.**

### ***Initial Meetings with the Provincial Assistant for Higher Education (PAHE)***

- ☐ Review, with the PAHE, the key points and dates established in your conversations with the President. Discuss the areas of emphasis that the Provincial has recommended for specific focus in your MPE, and how you and the President have determined that they will be explored.
- ☐ Discuss the PAHE's role in your school's MPE. How will you remain in communication throughout the process? Will the PAHE be on campus at the time of the visit? Do you have shared expectations regarding how they will participate (e.g., some PAHE participate in the opening meeting that Self-study Committees have with Peer Visitors)?
- ☐ Share with the PAHE a roster of Self-study Committee members.
- ☐ Brainstorm a list of potential Peer Visitors (the AJCU can be an additional resource in this regard). Consider inviting at least one Peer Visitor who has expertise in a focus area recommended by the Provincial. *[Note: the final roster of Peer Visitors is subject to the approval of the Provincial and AJCU President or their delegates]*
- ☐ Confirm preliminary dates for the visit of the Peer Team (pending Peer Team availability).

### ***During the Months of the Self-study***

- ☐ Orient the committee and establish a meeting schedule. Develop a plan for communicating with the campus throughout the process.
- ☐ Send the proposed list of Peer Visitor to the PAHE and AJCU VP for Mission Integration, for approval by the Provincial and AJCU President.
- ☐ Once approved, invite members of the Peer Visitor Team, and set dates for their visit. Discuss with them the details of their travel and accommodations.
- ☐ Create a campus MPE web page to explain the purpose of the MPE. Provide links to the *Characteristics* document and [AJCU's MPE website](#). Post MPE updates regularly.

- ☐ Establish a calendar of events that will inform the Self-study (e.g., focus groups, interviews, and surveys). Meet regularly with the Self-study committee and divide tasks.
- ☐ Send an email to the PAHE and AJCU VP for Mission Integration containing:
  - Names and emails of Campus Self-study Committee Members
  - Names and emails of Peer Visitor Committee Chair and Members
  - Confirmed dates for Peer Visit
  - Calendar for the MPE process
  - Summary of how the Bishop, Board of Trustees, Faculty, Staff, Students, Jesuit Community, and others will participate, in the school's MPE.
- ☐ Work with the Self-study Committee to collect the necessary supporting materials for the Self-study. Please recall that this supporting documentation does not rise to the level of a university accreditation. It ought simply to be illustrative of the primary points in the Self-study.
- ☐ Prior to the President's meeting with the (Arch)Bishop, ask the President to send a letter explaining the MPE process, and a copy of the ***Characteristics*** document. The President should note in the letter any topics they would like to discuss, such as the university's contributions to the local diocese.
- ☐ Establish a writing team – most often members of the Self-study Committee – to draft the Self-study.

### ***Two or More Months before the Peer Visit***

- ☐ Circulate the Self-study for any needed approvals, as directed by the President.
- ☐ Return frequently to the Self-study Committee's communication goals, to keep the campus and Board up to date.

### ***One Month or More before Peer Visit***

- ☐ Email the approved Self-study to (1) all members of the Peer Visitor Committee, (2) PAHE, (3) AJCU Mission VP, and (4) other constituencies, as directed by the President.
- ☐ Finalize the Peer Team visit schedule with the Chair of the Peer Visitor Team.
- ☐ Finalize all travel and housing arrangements for Peer Visitors.
- ☐ Inform the campus community of the Peer Team visit dates and purpose.

### ***During the Peer Team Visit***

- ☐ Work with the Peer Team Chair to adjust the schedule, if needed.
- ☐ Provide the Peer Team with time for debriefing and drafting.

### ***After the Peer Visit***

- ☐ Receive and review the draft Peer Visit Report. Determine with the President what response is appropriate (e.g., acceptance, changes in the Self-study Report, or written clarifications). Engage the Peer Team Chair in dialogue, as needed.
- ☐ Send the University's response to the Peer Team Chair, who shares it with the Peer Team. Share with the Peer Team Chair any adjustments that your school wishes to make to the Self-study or Executive Summary, or comments that the school intends to append to the Self-study.
- ☐ Receive final Peer Visit Report and share it with the President.
- ☐ **Electronically submit the following as a PDF to the AJCU President and the Provincial on or before Feb. 15. Copy the PAHE and AJCU Vice President for Mission Integration.**
  - Self-study (full text) – with amendments if any were made
  - Correspondence or documentation between the Self-study Chair and Peer Team Chair related to their respective reports

### ***After Submitting Your School's Materials***

- ☐ Draft letters for the President to thank Peer Visitors, Self-study Committee members, the Bishop, and others significantly involved in the process.
- ☐ Using the feedback form on the AJCU MPE website, send comments about how the Mission Priority Examen process went on your campus, along with recommendations for improvement. Invite members of the Self-study Committee to do the same.
- ☐ Presidents typically receive word in the fall from the Provincial regarding Fr. Sosa's response to their school's MPE. Once received, meet with the President to determine how and with whom the school will share the outcome of the Mission Priority Examen.