

Ursuline Identity Assessment

Statement of Purpose:

The Ursuline mission of education, rooted in the charism of Angela Merici, foundress of the Ursulines, is shared in a mutually beneficial and dynamic relationship between the Ursuline Sisters and their sponsored schools. Each school draws its identity from this mission and spirit, which is alive in and yet transcends the particular members associated with it at any one time. The identity is articulated in the Sponsorship Plan and in the Mission Statement of the particular school.

The Ursuline Identity Assessment is a means to assess the current, lived reality of that identity in each of the sponsored schools, and to celebrate and encourage its development over time. It is meant to be of value for the Members of the Corporation, Boards of Trustees, administrators, co-workers, and ultimately for the students attending these schools, and to build on other assessments done within the school, not replace or duplicate them.

Process:

I. Call to Complete Ursuline Identity Assessment

The Corporation Members (Provincial Team) through the Director of Sponsorship request that the Board of Trustees, in collaboration with school administrators submit an Ursuline Identity Assessment Report to the Province Office of Sponsorship (p. 5, #9, of the Sponsorship Plan).

II. Ursuline Identity Preparation

1. The Board of Trustees, through its Sponsorship/Mission Integration Committee communicates the call to complete this assessment to the school administrators, faculty/staff, parents and students.
2. An Ursuline Identity Assessment Steering Committee is appointed by the President of the school.
3. Self-study elements

- Part(s) of the Strategic Long Range Plan that specifically relate to the mission, core values, heritage, etc.
 - Parts of the Accreditation Report that specifically relate to mission, core values, heritage, etc.
 - Overview of how orientation of new board members and co-workers is done to “bring them on board” re: mission, core values, heritage, etc.
 - Overview of instructional and formational programs for students re: mission, core values, heritage, etc.
 - Ursuline ceremonies (e.g. Ring Ceremony, Induction, etc.)
 - If a survey related to the mission, core values, heritage has been completed recently, results will be given here. If not, a survey offered by the Office of Sponsorship will be given to the key constituents at this time.
4. Administrators set dates for school visit in consultation with the Director of Sponsorship.

III. Visiting Team

1. Make-up of team: ordinarily 3-4 members to include:
 - Director of Sponsorship
 - Co-workers, faculty/staff or board members of other Ursuline schools of Central Province (one from each).
 - May include other Ursuline Sisters
 - Team will have a chair who is not the Director of Sponsorship

A pool of possible visitors will be drawn up, after inviting individuals to be part of this group; all in the pool will receive in-service for this task. The Director of Sponsorship will consult with the local Steering Committee before choosing team members for each Visiting Team.

2. Role of Visiting Team
 - Read all the documentation prepared by the school in the light of Ursuline Identity.
 - At the beginning of the visit, meet with key personnel (President, Principal, Steering Committee, Board Chair, Student Body President, Mission Integration Personnel).
 - Meet with significant Focus Groups (whether these be homogeneous or diverse will be decided in consultation between the Steering Committee and Visiting Team).

Participation in other related activities will help visitors to see the mission of the school in action.

3. Length of Visit

- Team arrives the evening before.
- The visit lasts two days, with time to write the report and meet with personnel to discuss report and offer impressions on the second afternoon.
- Conclusion – have creative celebration of the Ursuline Identity of the school. Through the use of technology, this MAY involve linking Central Province schools.

IV. Report of Visiting Team

- Prior to leaving the school, the chairperson of the Visiting Team presents a summary of the visitation to appropriate members of the administration and chairperson of the Ursuline Identity Assessment Steering Committee and converses with the personnel about the observations.
- A preliminary written review is to be sent to the President of the school and chairperson of the Ursuline Identity Assessment Steering Committee. The report should be sent within one week of the conclusion of the visitation. The President and Steering Committee chair have one week to submit comments to the chairperson of the Visiting Team, who then reviews the comments.
- Once comments have been reviewed, the chair of the Visiting Team submits a final report to the President of the school, the Chair of the Board of Trustees, the Office of Sponsorship, and the Corporation Members.
- The report contains the following information (the Chair of the Visiting Team is responsible for writing the report and following the timeline given).
 - Name of the school
 - Dates of the visit
 - Names of the visitors
 - Names and positions of persons talked with during the visit
 - Focus Groups held
 - General overview of the time spent at the school and things to celebrate about the school.
 - Following the general overview, these items are presented:
 - a summary of conversations with each group met with during the visit, including strengths and challenges
 - key strengths evident among members of the school community
 - recommendations made
 - final paragraph summarizing the visit and thanking the school community

Ordinarily, this report would be from three to five pages in length.

V. Action Plan

The president of the school , in collaboration with the Ursuline Identity Assessment Steering Committee, invites members to form an Ursuline Identity Implementation Team. This team may be a group that already exists, such as a Mission Integration Committee, Ursuline Identity Team, etc. or may be a newly formed group.

When the final visitation team report is given to the board and the school, the president calls an initial meeting of the Ursuline Identity Implementation Team (UIIT). After a study of the report, the UIIT writes an implementation plan for living out Ursuline identity and mission of the school. Members of the UIIT will guide a collaborative effort with administrators, the board, members of the faculty and staff, and students in determining the school's plan.

The plan should contain the following information:

- Name of the school
- Name of the school president
- Chairperson of the Ursuline Identity Implementation Team and its members
- The plan should be for 2-3 years
- The plan will include:
 - implementation tasks
 - resources needed
 - time for completion
 - funds required
 - person(s) responsible for implementation (see form for summary of above)

The plan will be presented to the Board of Trustees and Director of Sponsorship for their affirmation. The Director of Sponsorship will share this plan with the Corporation Members.

VI. Implementation

The Ursuline Identity Implementation Team will review the plan periodically to ascertain progress made and make adjustments as necessary. An annual report on this implementation will be made to the Board of Trustees and Director of Sponsorship, by April 30th of each year. The Office of Sponsorship will suggest a format for the report.

VII. Timeline

Each Ursuline school of the Central Province will begin this process in September 2009 or January 2010.

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| 1. Ursuline Identity Preparation | 1 – 1½ years |
| 2. Visit and Follow-up | 1 semester |
| 3. Developing Action Plan | 1 semester |
| 4. Implementation | 2½ – 3 years |