  
**Assessment Committee Minutes**  
Tuesday, May 7, 2024, 12:30 pm-1:20 pm

***Berkeley City College’s mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives. The college achieves its mission through instruction, student support and learning resources which enable its enrolled students to earn associate degrees and certificates, and to attain college competency, careers, transfer, and skills for lifelong success.***

**Required Membership:**  (Attended = marked with “X”, Partial Attendance “P”)

|  |  |
| --- | --- |
| Adán M. Olmedo, English Rep  Nancy Cayton, Assessment and Curriculum Specialist  P Jenny Gough, American Sign Language Rep  Vacant, Business/CIS/Economics Rep  TBA, Counseling Rep  Sepi Hosseini, ESOL Rep  Heather Dodge, Library/LIS Rep | Kelly Pernell, Assessment Coordinator & Math Rep  Juan Miranda, Modern Languages Rep  Rebecca (Becca) Wolff, Multimedia Arts Rep  Julia Chang, Sciences Rep  Richard Kim, Social Sciences Rep  P Jennie Braman, ACS Rep & TLC Coordinator  Kuni Hay, Vice President of Instruction  Vacant, Student Services and Administrative Reps |

**Guests:** none

|  | **Agenda Item** | **Summary of Discussion** | **Follow-Up Action** |
| --- | --- | --- | --- |
|  | Call to Order and Agenda Review | 12:32 p.m. |  |
|  | Approval of Agenda | Motion by J. Miranda, second by A. Olmedo. Final resolution: Approved.  Yea: A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, J. Miranda, B. Wolff,  J. Chang, R. Kim, N. Cayton. |  |
|  | Approval of 4/2/24 Minutes with correction | Motion by J. Chang, second by B. Wolff. Final resolution: Approved.  Yea: A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, B. Wolff, J. Chang, R. Kim, N. Cayton.  Abstain: J. Miranda |  |
|  | Public Comment | None |  |
|  | Critical Thinking ILO Action Plan | Motion to approve the plan by B. Wolff, second by J. Miranda. Final resolution: Approved.  Yea: A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, J. Miranda, B. Wolff,  J. Chang, R. Kim, N. Cayton. | The committee will consider collecting data over a full year rather than only a single semester. |
|  | Quantitative Reasoning Action Plan | Motion to approve the plan by J. Chang, second by J. Braman. Final resolution: Approved.  Yea: A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, J. Miranda, B. Wolff,  J. Chang, R. Kim, N. Cayton. | The committee will consider collecting data over a full year rather than only a single semester. |
|  | Evaluate Effectiveness of Committee Office Hour | K. Pernell asked committee members to indicate if they plan to serve again next year as liaisons. The following confirmed: A. Olmedo, B. Wolff, J. Miranda.  H. Dodge will be replaced by Anne Marie Meyer as the library rep. Other members were unsure if they would continue.  K. Pernell asked members for their feedback on the usefulness and effectiveness of the once a month office hour sessions introduced this year. The purpose of the time was to support liaisons in their work and provide a consistent time to assist any faculty member who wanted help with assessment.  Some committee members used the Office Hours time to do some of the work the liaison position required, such as sending email correspondence with members of their department. It was also reported that it was helpful to have only a single committee meeting per month to keep the time commitment managable. Another member reported that scheduling group work sessions at times other than the office hours was effective for getting assessments complete in their department.  Overall consensus was to keep the structure of one committee meeting per month and one office hours session per month. K. Pernell suggested that next year it might make the office hours sessions more effective if different dates were designated for specific departments or had a specific focus.  Also, related to evaluation of committee work, committee members may receive a survey from the campus researcher asking them to evaluate the overall effectiveness of the committee. | K. Pernell asked all members to inform their department chair of their plansto serve on the committee or not next year. |
|  | Announcements | 1. In preparation for 2024-25, departments should review their courses and determine those that are capstone(s), are required most often in programs or for GE, or is simply most popular and focus on those to ensure that assessment is completed in order to inform program assessments. 2. Graduation is on Wednesday, May 22 at 11:00 am. |  |
|  | Adjourn | 1:11 p.m. |  |