**BERKELEY CITY COLLEGE**

**Assessment Committee**

**Meeting Minutes**

**October 22, 2020 12:30 -1:30 pm**

**Present:** Jennie Braman, Nancy Cayton, Leonard Chung, Pieter de Haan, Jenny Gough, Sepi Hosseini, Fan-Ching Kuo, Charlotte Lee, Phoumy Sayavong

**Absent:** Fabian Banga, Heather Dodge, Kuni Hay, Iva Ikeda, Adán Olmedo, Fatima Shah

Meeting took place via Zoom. Meeting ID: 629 464 98

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| I. Call to Order and Agenda Review | 12:36 p.m. |  |
| II. Minutes from 10/6/20 | Approved  C. Lee moved/L. Chung seconded  9 yeas, 0 nays, 0 abstentions |  |
| III. Report from ILO Ad Hoc Meeting | As planned at the 10/6 meeting, the ad hoc group reviewed ILOs from BCC as well as a number of other colleges. BCC had more ILOs than other schools. Other schools didn’t have an ILO similar to BCC’s Self Awareness ILO, but similar concepts were often within other ILOs. The group believes that the skill/knowledge we were looking for with the statement that students will be able to analyze their own action and perspectives of others is found within two other existing BCC ILOs: Ethics and Personal Responsibility & Global Awareness and Valuing Diversity. | P. de Haan will put the proposed ILO changes on the academic senate agenda for endorsement. |
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| *III. Report from ILO Ad Hoc Meeting continued* | Due to the difficulty in finding a way to assess the Self-Awareness & Interpersonal Skills/Teamwork as written, noting that the essence of a main portion of this ILO is already part of other outcomes, the group recommends that the ILO be removed. The secondary teamwork aspect is recommended to be moved into the Communication ILO.  P. Sayavog moved to approve the recommendation/J. Gough seconded.  10 yeas, 0 nays, 0 abstentions |  |
| V. Other/Announcements | C. Lee requested that the committee confirm a deadline for submission of Fall 2020 (and previous terms in Round 4) to Curricunet. There was some discussion over which date would be best. In order to give faculty a little time beyond the last day of the semester but before flex days began, the committee chose January 4, 2021 (the same date that grades are due). C. Lee further requested that the committee determine a standardized date for each semester that would be easy to remember and make the process more routinized.  P. de Haan announced that he will set up a schedule for committee members to host weekly office hours for those who want assessment assistance. | P. de Haan will announce the January 4 due date to the college.  Selecting a standardized date for future assessment submission into Curricunet will be on the agenda for the next meeting.  P. de Haan will send out a sign-up sheet for members of the committee to sign up for a week to host before the end of the semester. |
| VI. Adjourn | 1:24 pm |  |