**BERKELEY CITY COLLEGE**

**Assessment Committee**

**Meeting Minutes**

**October 6, 2020 12:30 -1:30 pm**

**Present:** Fabian Banga, Nancy Cayton, Leonard Chung, Pieter de Haan, Jenny Gough, Kuni Hay, Sepi Hosseini, Fan-Ching Kuo, Charlotte Lee, Adán Olmedo, Phoumy Sayavong, Fatima Shah

**Absent:** Jennie Braman, Heather Dodge, Iva Ikeda

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 | 12:32 p.m. |  |
| II. Minutes from 9/22/20 | Approved  N. Cayton moved/C. Lee seconded  5 yeas, 0 nays, 3 abstentions |  |
| III. Create Process for ILO Revision | The committee endorsed a process where revisions start with the Assessment Committee and then are submitted to the following participatory governance groups for their endorsement: Curriculum Committee, Academic Senate, IPC, Round Table.  An ad hoc group that had been working on creating a rubric or method of assessment for the Self-Awareness & Interpersonal Skills/Teamwork ILO recommended that it be revised due to the difficulty in trying to measure it. At the time, the group realized that there was no established process for revising ILOs nor could anyone recall when or how | P. de Haan will contact the following members who agreed to be on the subcommittee to review ILOs to schedule a meeting: F. Banga, C. Lee, F. Kuo, N. Cayton, P. de Haan.  Websites provided by K. Hay for ILO examples: [Skyline](http://catalog.skylinecollege.edu/2021/about/islos.php) College  [Cuyamaca](https://www.mtsac.edu/instruction/outcomes/ILOs_Defined.pdf) College  [Mt. San Antonio](https://www.mtsac.edu/instruction/outcomes/ILOs_Defined.pdf) College  [Skyline](https://collegeofsanmateo.edu/ipc/docs/) College |

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| *III. Create Process for ILO Revision continued* | the ILOs had been established. It was believed that they may have been created prior to the college moving to the new campus in 2006. Further work by the group was interrupted by the campus shut down for COVID.  In addition to revising this ILO, the assessment committee may consider revising other ILOs and/or reducing the total number. K. Hay provided web links to see other California Community Colleges’ ILOs (web addresses noted at right). A subcommittee will be formed to review all ILOs. C. Lee recommends reviewing the ACCJC guidelines on the general skills/knowledge students must have when considering revision to the ILOs. |  |
| IV. Action Plan to Address Assessment Barriers | In response to survey results, as discussed at 10/1 meeting, P. de Haan announced that weekly assessment office hours will resume soon. The office hours are for anyone who needs help or information regarding assessment. It will be hosted on a rotating basis by P. de Haan and liaisons.  There is a need to involve entire departments in the assessment process. J. Braman provided some suggestions prior to the meeting, including that the committee emphasize the need for departments to spend at least 20 minutes on assessment at department meetings to ensure dialog about assessment. | Announcement will be forthcoming with assessment office hours information. |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| *IV. Action Plan to Address Assessment Barriers continued* | A. Olmedo suggested creating a 5-minute video that can be played at all department meetings and available for those who don’t attend. N. Cayton noted that J. Braman also had interest in creating some videos and suggested that they work together.  Also prior to the meeting, J. Braman noted that the assessment committee can have a time slot in the afternoon on the October flex day to have a workshop or other activity. Follow up with PD chair Susan Khan.  F. Banga suggested that it may be necessary to have a more aggressive means to ensure assessment completion, especially in regard to part-time instructors, such as adding it to the contract, providing stipend, etc. P. de Haan and N. Cayton will meet with F. Banga separately to try to address specific assessment issues within his department.  P. Sayavong noted the need to provide regular updates about assessment to the campus in addition to responding directly to survey results. He suggested a quarterly email to the whole college. | A. Olmedo and J. Braman should discuss ideas and feasibility for creating videos.  P. de Haan to follow up with S. Khan regarding a workshop or activity on the next flex day.  P. de Haan will schedule a meeting with F. Banga to discuss assessment within Modern Languages. |
| V. Other/Announcements | P. de Haan announced that he will present an assessment status update to the campus academic senate meeting on 10/7. That information will include that currently 20% of courses are assessed. |  |
| VI. Adjourn | 1:22 pm |  |