  
**Assessment Committee Minutes**  
Tuesday, October 18, 2022, 12:30 pm-1:20 pm  
<https://cccconfer.zoom.us/j/92291434459>

***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”)

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| Adán M. Olmedo, English Rep  Nancy Cayton, Assessment and Curriculum Specialist  Jenny Gough, American Sign Language Rep  Vacant, Arts and Cultural Studies Rep  Benjamin Allen, Business/CIS/Economics Rep  Fatima Shah, Counseling Rep  Sepi Hosseini, ESOL Rep | Heather Dodge, Library/LIS Rep  Kelly Pernell, Assessment Coordinator & Mathematics Rep  Juan Miranda, Modern Languages Rep  Dru Kim, Multimedia Arts Rep  Pieter de Haan, Sciences Rep  Richard Kim, Social Sciences Rep & TLC Coordinator  Kuni Hay, Vice President of Instruction |

**Guests:** none

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|  | **Agenda Item** | **Summary of Discussion** | **Follow-Up Action** |
| 1. | Call to Order and Agenda Review | 12:34 p.m. |  |
| 2. | Approval of Agenda | Motion by R. Kim, second by A. Olmedo. Final resolution: Approved  Yea: J. Gough, F. Shah, A. Olmedo, S. Hosseini, K. Pernell, J. Miranda, R. Kim, N. Cayton  Abstain: B. Allen |  |
| 3. | Approval of 10/4/22 Minutes | Motion by A. Olmedo, second by J. Miranda. Final resolution: Approved  Yea: J. Gough, F. Shah, A. Olmedo, S. Hosseini, K. Pernell, J. Miranda, D. Kim, N. Cayton  Abstain: B. Allen, R. Kim |  |
| 4. | Public Comment | No public comment |  |
| 5. | Report from Liaisons on status of Assessments from Spring 2022 | Liaisons that did not have an opportunity to give their report on 10/4 were asked to report at this meeting. There was some discussion about the status of assessments in Social Sciences. R. Kim will meet individually with K. Pernell to discuss in more detail and make plans. J. Gough reported that the ASL department has data from Spring 2022 that will be entered into Curriqunet. Remaining departments that | Departments that had assessments scheduled for Spring 2022 which did not take place should update their department assessment |
|  | **Agenda Item** | **Summary of Discussion** | **Follow-Up Action** |
| 5. | *Report from Liaisons on status of Assessments from Spring 2022 continued* | have not reported should send an email message to K. Pernell with their report or meet her at office hours. | schedule to ensure that these courses are re-scheduled for another semester before the end of Round 5. |
| 6. | Flex Day Workshop on Assessment | K. Pernell will facilitate a flex day training on good assessment processes. Liaisons should encourage those new to assessment to attend, especially if they are scheduled to assess this semester or next. Another follow up workshop will take place before Thanksgiving. |  |
| 7. | Recruiting for ILO Participation | K. Pernell will be sending a link to the Communication ILO folder that contains a few documents related to assessing this. These include a template email you can use to recruit those in your department, rubric and other information. Note that faculty can participate in the assessment even if their course doesn’t produce results for every category on the rubric. | Liaisons actively work with department chairs to encourage participation in this ILO. |
| 8. | Announcements | none |  |
| 10. | Adjourn | 1:17 p.m. |  |