  
**Assessment Committee Minutes**  
Tuesday, October 4, 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 | 12:30 p.m. |  |
| 2. | Approval of Agenda | Motion by A. Olmedo, second by P. de Haan. Final resolution: Approved  Yea: J. Gough, F. Shah, A. Olmedo, S. Hosseini, K. Pernell, J. Miranda, P. de Haan, R. Kim, N. Cayton |  |
| 3. | Approval of 9/20/22 Minutes | Motion by J. Miranda, second by N. Cayton. Final resolution: Approved  Yea: J. Gough, F. Shah, S. Hosseini, K. Pernell, J. Miranda, P. de Haan, R. Kim, N. Cayton  Abstain: A. Olmedo |  |
| 4. | Public Comment | No public comment |  |
| 5. | Report on Ethics and Personal Responsibility ILO Assessment from Spring 2022 | Review of discussion from 9/20. Most notable is that data was collected from only 28 students—too few to know for sure if students are achieving the necessary skills and knowledge from this ILO college-wide. Committee discussed whether to keep the existing data and collect more this semester or start a new data collection from scratch. Motion to keep existing data and collect more data for this ILO during Fall 2022 by P. de Haan, second by J. Miranda. | Faculty with courses mapped to this ILO will be contacted to participate in assessment and data collection. |
|  | **Agenda Item** | **Summary of Discussion** | **Follow-Up Action** |
|  | *Ethics and Personal Responsibility ILO continued* | Yea: J. Gough, F. Shah, A. Olmedo, S. Hosseini, K. Pernell, J. Miranda, P. de Haan, R. Kim, N. Cayton |  |
| 6. | Report from Liaisons on status of Assessments from Spring 2022 | Reports were made by Liaisons in the following areas: Math, English, Sciences, Counseling, and Social Sciences. K. Pernell updated the Round 5 Assessment Summary document as Liaisons reported. Reports from the other departments were not completed due to time constraints. Remaining departments can report at the next meeting or connect with K. Pernell during office hours next week, at another time by arrangement, or through email. | Departments that had assessments scheduled for Spring 2022 which did not take place should update their department assessment schedule to ensure that these courses are re-scheduled for another semester before the end of Round 5. |
| 7. | Action Plan Report | A report of all action plans from the active assessment proposals have been put in each Liaison’s department folder in OneDrive. Liaisons are asked to share this information with (1) their Department Chairperson so that the information can be used to document requests for resources in their Annual Program Update and (2) with the faculty who assessed the course to support their completion of the action plan items. | If there are difficulties accessing or questions reading the report, contact N. Cayton. |
| 8. | [ILO Assessment Cycle](https://www.berkeleycitycollege.edu/slo/files/2022/09/2019-2023-ILO-Assessment-Rotation-Updated-2_26_21.docx) | A semester by semester timeline cycle for the ILOs was reviewed. This semester (F22) we are collecting data for the Communication ILO and planning for the assessment of Critical Thinking next semester (S23). |  |
| 9. | Communication ILO Assessment Plan | The rubric for this ILO assessment was approved last semester by the Assessment Committee. Soon K. Pernell will send out a template that Liaisons can use within their departments to start recruiting faculty to participate in assessment and data collection. Liaisons will be provided with a list of courses in their departments that are mapped to this ILO. | Liaisons will contact members of their department who are teaching courses mapped to this ILO to encourage their participation in the assessment.  ILO data should be provided to K. Pernell by the grade submission deadline, 1/4/23. |
| 10. | Announcements | K. Pernell will facilitate a flex day training on good assessment processes. She requests that Liaisons share the information in their departments and encourage those new to assessment to attend. Also, if there is anyone who is particularly good at assessment, please refer them to her as a possible participant in the panel. |  |
| 11. | Adjourn | 1:23 p.m. |  |