  
**Assessment Committee Minutes**  
Tuesday, November 1, 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  P 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  P 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 H. Dodge. Final resolution: Approved  Yea: F. Shah, A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, , R. Kim, N. Cayton |  |
| 3. | Approval of 10/18/22 Minutes | Motion by A. Olmedo, second by H. Dodge. Final resolution: Approved  Yea: F. Shah, A. Olmedo, H. Dodge, K. Pernell, R. Kim, N. Cayton  Abstain: S. Hosseini |  |
| 4. | Public Comment | No public comment |  |
| 5. | Follow-Up Assessment Workshop in November | In follow up to the October Flex Day Assessment workshop, K. Pernell is planning another for November and requests committee suggestions and feedback on best date, time, and topics to cover. Recommended subject matter to cover: Curriqunet technical skills such as how to find proposals, delete drafts, launch, respond to SLO Coordinator comments. All Assessment Committee members are encouraged to bring members from the departments who are doing assessment for the first as well as any who want some support for completing an assessment. | Second workshop is confirmed for 11/18, 10:30 a.m.-12:30 p.m.  K. Pernell will send out an email to the college with information about the workshop. |
|  | **Agenda Item** | **Summary of Discussion** | **Follow-Up Action** |
| 6. | Brainstorm on Data Collection for Ethics and Personal Responsibility and Communication ILOs | K. Pernell informed the committee that she has received no responses to her request that those with mapped courses participate this semester in data collection for Ethics and Personal Responsibility. She is concerned that the request for participation in the Communication data collection will be similarly low. She asked the committee for feedback on the idea of requesting that faculty identify an assignment/test this semester that they can use to collect data for the ILO and then after the semester ends to host an in person session to apply the rubric to their students’ work. There was no specific support for this idea. A. Olmedo stated that last year he sent out personal emails that were customized for the individuals (based on a master template) to encourage data collection of that ILO and was fairly successful. There was a request to find a way to make the data collection process more automated. | K. Pernell will present at the Academic Senate meeting and request participation. |
| 7. | Planning for Critical Thinking ILO for Spring 2023 | K. Pernell showed the rubric used for this ILO in the past and noted that she will send it to committee members to review. The rubric will be reviewed at the next committee meeting in detail. Committee members should come with ideas and suggestions. | K. Pernell will post the Critical Thinking in One Drive and share with committee members. |
| 8. | Announcements | None |  |
| 9. | Adjourn | 1:20 p.m. |  |