  
**Assessment Committee Minutes**  
Tuesday, November 15, 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  Juan Miranda, Modern Languages Rep  Dru Kim, Multimedia Arts Rep  P 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 | 12:33 p.m. |  |
| 2. | Approval of Agenda | Motion by J. Miranda, second by A. Olmedo. Final resolution: Approved.  Yea: A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, J. Miranda, R. Kim, N. Cayton  Abstain: D. Kim |  |
| 3. | Approval of 11/1/22 Minutes | Motion to approve the minutes as perfected by J. Miranda, second by A. Olmedo. Final resolution: Approved.  Yea: A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, J. Miranda, R. Kim, N. Cayton  Abstain: D. Kim |  |
| 4. | Public Comment | No public comment |  |
| 5. | Planning for Critical Thinking ILO for Spring 2023 | The existing rubric was reviewed with slight adjustments, including changing the rating scale to 0-3 to be consistent with other ILO rubric rating scales and minor text changes to use the wording directly from the SLO definition. H. Dodge noted  *continued* | The rubric will be sent by email to committee members and the file is in a shared folder in OneDrive for ILOs. |
|  | **Agenda Item** | **Summary of Discussion** | **Follow-Up Action** |
|  | *Planning for Critical Thinking ILO for Spring 2023 continued* | that in her experience serving on this committee this rubric has been one of the more easily applied to a wide variety of disciplines and with better participation.  Motion to approve the revised rubric by R. Kim, second by H. Dodge. Final resolution: Approved  Yea: J. Gough, A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, J. Miranda, D. Kim, R. Kim, N. Cayton |  |
| 6. | Role of Liaisons in Communication ILO Assessment | K. Pernell has already sent out a general email request to the college to participate in the assessment of this ILO. She requests that Liaisons follow up with individual outreach specifically to the members of their department who have courses mapped to this ILO. Liaisons are free to use her email as a template. Remind faculty that if there is a category on the rubric that doesn’t fit their course, they can still participate by completing the categories that do match. Also, it is not required for their course to be scheduled for an SLO assessment this semester in order to participate. Liaisons can request that their department chair assist them and/or include the chair as a cc recipient on email messages sent to department faculty. | K. Pernell will share a file that indicates which mapped courses are being taught this semester and who the instructors are. |
| 7. | Reminder: Start Planning for Spring 2023 Course Assessment | K. Pernell will offer a workshop on 11/18 to assist with assessment of SLOs. Those with courses scheduled for assessment in Fall 22 or Spring 23 should be strongly encouraged to attend by Liaisons (consult department tentative plans to see which courses are scheduled). Instruction will include 20-30 minutes by Cora Leighton, BCC DE Coordinator, on how to use rubrics in Canvas for assessment. The remainder of the time will be used to help attendees to determine their assessment plan, including assistance writing rubrics. | Liaisons should reach out directly to members of their department with courses scheduled to be assessed and recruit them to attend. They should send the names of faculty interested in attending to K. Pernell so she can send a calendar invite to those people. |
| 8. | Announcements | None |  |
| 9. | Adjourn | 1:19 p.m. |  |