  
**Assessment Committee Minutes**  
Tuesday, September 6, 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”)

|  |  |
| --- | --- |
| 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  P Sepi Hosseini, ESOL Rep  Heather Dodge, Library/LIS Rep | Kelly Pernell, Assessment Coordinator & Mathematics Rep  Juan Miranda, Modern Languages Rep  Vacant, Multimedia Arts Rep  Pieter de Haan, Sciences Rep  P Richard Kim, Social Sciences Rep  Kuni Hay, Vice President of Instruction  Vacant, TLC Coordinator |

**Guests:** Dru Kim

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Agenda Item** | **Summary of Discussion** | **Follow-Up Action** |
| 1. | Call to Order and Agenda Review | 12:32 |  |
| 2. | Approval of Agenda | Motion by P. de Haan, second by A. Olmedo. Final resolution: Approved  Yea: J. Gough, F. Shah, A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, J. Miranda, P. de Haan, N. Cayton |  |
| 3. | Approval of 5/17/22 Minutes | Motion by H. Dodge, second by F. Shah. Final resolution: Approved  Yea: J. Gough, F. Shah, A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, J. Miranda, P. de Haan, N. Cayton |  |
| 4. | Public Comment | No public comment |  |
| 5. | Review 2023 Committee Membership & Meeting Schedule | The Multimedia department is looking for someone to take the liaison position. Arts and Cultural studies department currently has a vacancy. Laura Ruberto could begin the position in Spring, but they are looking for someone who can fill the role all year. Members of the committee expressed a strong preferance to continue to meet virtually |  |
| 6. | Resolution AC22-01 to Continue Conducing Committee Meetings via Teleconference | Motion by H. Dodge, second by P. de Haan. Final resolution: Approved.  Yea: J. Gough, F. Shah, A. Olmedo, H. Dodge, K. Pernell, J. Miranda, P. de Haan, N. Cayton |  |
| 7. | Review Committee Charge | Read most recent charge as approved for the Participatory Governance Handbook |  |
| 8. | Review Role of Liaisons | Highlighted most important duties of Liaisons and emphasized that K. Pernell is available for assistance. She is available for people to drop-in during the Curriculum Office Hours. Liaisons who experience difficulty engaging faculty in assessment should feel free to contact K. Pernell or N. Cayton. |  |
| 9. | Set Committee Goals for 2022-23 | Reviewed suggestions from 5/17/22 meeting and results of committee survey taken in May. | Discussion will continue at 9/20 meeting with vote. |
| 10. | Department Assessment Schedules for 2022-23 | The location of department schedules in OneDrive was demonstrated and how departments and Liaisons should be using them was reviewed. Courses that were scheduled for assessment in Fall 2021 and Spring 2022 that have not taken place should be rescheduled for sometime before the end of Round 5. | Liaisons in consultation with Department Chairs should update the schedule for 22-23 as needed. |
| 11. | Announcements | None |  |
| 12. | Adjourn | 1:23 p.m. |  |