**BERKELEY CITY COLLEGE**

**Assessment Committee**

**Meeting Minutes**

**December 15, 2020 12:30 -1:30 pm**

**Present:** Jennie Braman, Nancy Cayton, Leonard Chung, Heather Dodge, Pieter de Haan, Sepi Hosseini, Iva Ikeda, Fan-Ching Kuo, Charlotte Lee, Adán Olmedo, Fatima Shah

**Absent:** Fabán Banga, Jenny Gough, Kuni Hay, Phoumy Sayavong

Meeting took place via Zoom. Meeting ID: 942 4006 2067

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| I. Call to Order and Agenda Review | 12:33 p.m. |  |
| II. Minutes from 12/1/20 | Approved  C. Lee moved/ A. Olmedo seconded  10 yeas, 0 nays, 1abstention |  |
| III. Timeline for the Information Competency ILO | During the winter break P. de Haan will contact instructors who will teach courses mapped to the Information Competency ILO about participating in the assessment. If the rubric for this ILO doesn’t apply to an assignment, test, etc. of a course, the course should not participate (and mapping to the ILO should be reviewed). | Liaisons are requested to encourage faculty in their area to participate. |
| IV. Planning to Coordinate with Other Campus Groups to Focus on Assessment | An email was sent to the campus about the 12/18 workshop/office hours for assessment help. Reminders will be sent two or three more times. Members of the college who have the ability to send messages to the entire campuses were identified. |  |
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| *IV. Planning to Coordinate with Other Campus Groups to Focus on Assessment continued* | Other ideas to improve the culture of assessment:  • H. Dodge suggested that department chairs should be better informed about the whole process. She also stated that a brief description of the process should be online and that the assessment webpage needed updating.  • J. Braman suggested that departments should discuss assessment results as part of department meetings. (This may need some administrative emphasis to ensure that it happens.) Departmental discussions create a sense of accountability, promote a culture of improvement, and show that SLO results affect the department and is not just a bureaucratic exercise. | P. de Haan will review website content and work on updating  P. de Haan will add J. Braman’s suggestion to the next department chairs meeting. |
| V. Report on SLO Talk “Canvas Outcomes, Learning Mastery Gradebook, and Power BI” | P. de Haan and A. Olmedo attended a virtual presentation on how to integrate Canvas’ Learning Mastery Gradebook and Power BI. Presenters from Sierra College showed how their set-up provided clear, disaggregated information and good informatics. Although it takes a lot of work to set up and some oversight to manage, it works well and makes the assessment process systematic and much easier to collect data. It appeared particularly good for getting ILO data. Setting up such a system will require the involvement of people such as the VPI, researcher, IT, and perhaps others. | P. de Haan requested a link to the presentation recording from the host, Jarek Janio. J. Janio plans to edit the recording first and then will send out. P. de Haan will then to show the video to VPI K. Hay and researcher P. Sayavong. |
| VI. Meeting Schedule for Spring 2021 | Dates for the meetings in 2020-21 were provided to the committee in a handout. Additionally, calendar invitations will be sent by N. Cayton in January. | C. Lee noted that the 3/2 falls within the ACCJC ISER virtual visit and that they might want to drop into the meeting. However, we do not know |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| *VI. Meeting Schedule for Spring 2021 continued* |  | yet, who they plan to meet with or when. |
| VI. Other/Announcements | Congratulations to Adán on the birth of his baby as well as many thanks for his work on assessment throughout and especially since the arrival of the baby.  J. Braman requests committee members to join her and others for the 12/18 afternoon assessment workshop to assist those who want assessment help. |  |
| VII. Adjourn | 1:10 pm |  |