**BERKELEY CITY COLLEGE**

**Assessment Committee**

**Meeting Minutes**

**February 16, 2021 12:30 -1:30 pm**

**Present:** Fabán Banga, Nancy Cayton, Pieter de Haan, Heather Dodge, Sepi Hosseini, Kuni Hay, Fan-Ching Kuo, Charlotte Lee, Phoumy Sayavong, Fatima Shah

**Absent:** Jennie Braman, Leonard Chung, Jenny Gough, Iva Ikeda, Adán Olmedo

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 | 12:43 p.m. |  |
| II. Minutes from 2/2/21 | Approved  H. Dodge moved/F. Banga 2nd  9 yeas, 0 nays, 0 abstention |  |
| III. Election of New Assessment Coordinator | N. Cayton announced Adán Olmedo as the Assessment Committee Coordinator beginning Fall 2021. |  |
| IV. What to Expect from the Accreditation Team Visit | K. Hay reminded the committee of the accrediting visiting team’s virtual visit the first week of March. The steering committee will be preparing a guide to help members of the college find and understand the parts of the ISER that relate to their areas. Also, there will be an accreditation activity on 2/19. At that time there should be more information about who the visiting team will want to meet with or which standing meetings that they will visit. | Committee members should read the ISER, if not all, focus on standards I.B.1, I.B.2, I.C.4, or, at minimum, the actionable improvement plan (pg 113-114). The [ISER](https://www.berkeleycitycollege.edu/wp/accreditation/2020-self-evaluation-iser/) is located at the Accreditation link on the BCC home page.  Attend the accreditation activity 2/19, details and Zoom link will be forthcoming to the whole college. |
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| *IV. What to Expect from the Accreditation Team Visit continued* | The visiting team chairperson has recognized that BCC is meeting the standard in regard to assessment because we have processes and policies in place, such as regular committee meetings, assessment schedule, etc., but we will have a recommendation for improvement due to the low number of completed course assessments. Those assessments generate the data necessary to improve teaching and learning as well as drive planning across the college.  The college must complete a plan to improve assessment completion rate as well as overall culture of assessment. Some steps have already been taken, but we will have to show improvement results in a year. | Liaisons should make sure that their department assessment schedules are updated in the shared file in OneDrive. Active courses not yet assessed should be scheduled for this semester or have documented reason for no assessment (e.g. the course is scheduled for deactivation, the course has not been offered during the 3-year assessment cycle)  Liaisons should encourage faculty in their area who have collected data from their courses in earlier semesters of Round 4 to enter the data into Curricunet now. |
| V. Faculty Questions about the Information Competency ILO | P. de Haan noted that some faculty have responded to his call to participate in this assessment. More are desired. He has been receiving questions from faculty about the assessment process and how to provide results. He will send out a spreadsheet to participating faculty to record the data for their students. | P. de Haan will send out a spreadsheet to collect the data for this ILO assessment by 2/19.  It was recommended to have a session on how to complete the spreadsheet and provide other information about this ILO and its assessment. |
| VI. Other/Announcements | F. Banga noted that Information Competency may be incorrectly mapped to Arabic courses as it is not a skill developed in those courses. | F. Banga will forward the email message he received for the course instructor to P. de Haan to review. |
| VII. Adjourn | 1:13 pm |  |