**BERKELEY CITY COLLEGE**

**Assessment Committee**

**Meeting Minutes**

**March 2, 2021 12:30 -1:30 pm**

**Present:** Fabán Banga, Nancy Cayton, Leonard Chung, Pieter de Haan, Heather Dodge, Sepi Hosseini, Fan-Ching Kuo, Charlotte Lee, Adán Olmedo

**Absent:** Jennie Braman, Jenny Gough, Kuni Hay, Iva Ikeda, Phoumy Sayavong, Fatima Shah

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 2/16/21 | ApprovedH. Dodge moved/F. Banga 2nd8 yeas, 0 nays, 0 abstention |  |
| III. Using the Information Competency Rubric | P. de Haan reviewed the rubric he has prepared for use on the Information Competency ILO assessment. The rubric will be sent to all instructors who have agreed to participate. He asked for feedback about the possible type of assignments to list at the end. The committee discussed how it will proceed if an instructor does not complete a category on the rubric. Suggestions include adding an N/A option to the rubric and/or if rubrics come back with sections blank to 1) follow up with instructor about the missing data and 2) ensure calculations reflect the total participants assessed for each category. | P. de Haan will organize a session for participating faculty to review the rubric, understand the meaning of each category, and how to apply it to their existing assignments. |
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| IV. Planning for the Global Awareness and Valuing diversity ILO Fall 2021 | The committee reviewed the rubric previously used for the assessment of this ILO. At the next meeting P. de Haan will have other rubric options to review. He noted that he will contact faculty with courses mapped to this ILO before the end of this semester to request participation in the Fall. |  |
| V. Other/Announcements | None |  |
| VII. Adjourn | 1:11 pm |  |