  
**Assessment Committee Minutes**  
Tuesday, December 7, 2021, 12:30 pm-1:20 pm  
<https://cccconfer.zoom.us/j/91697291171>

***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, Assessment Coordinator & English Rep  Nancy Cayton, Assessment and Curriculum Specialist  Jenny Gough, American Sign Language Rep  Cora Leighton, Arts and Cultural Studies Rep  Vacant, Business/CIS/Economics Rep  Fatima Shah, Counseling Rep  Sepi Hosseini, ESOL Rep  Heather Dodge, Library/LIS Rep | Kelly Pernell, Mathematics Rep  Juan Miranda, Modern Languages Rep  Vacant, Multimedia Arts  Pieter de Haan, Sciences Rep  Susan Khan, Social Sciences Rep  Kuni Hay, Vice President of Instruction  Laura Ruberto, TLC Coordinator |

**Guests:** Joseph Bielanski

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| 1. Meeting called to order | 12:33 p.m. | | |
| 1. Approval of Agenda | Motion to approve: C. Leighton, 2nd: K. Pernell |  | 10 yeas, 0 noes, 0 abstentions |
| 1. Approval of Minutes | Motion to approve minutes: H. Dodge, 2nd: S. Khan |  | 9 yeas, 0 noes, 1 abstention |
| 1. Reminder that assessment entires should be entered into Curricunet by 1/3/21 | N. Cayton asked committee members to remind faculty in their areas to complete entry of course assessment information into Curricunet by 1/3/21 and to send ILO assessment data to A. Olmedo by 1/3/21 ([Links](https://peralta4-my.sharepoint.com/:w:/r/personal/ncayton_peralta_edu/_layouts/15/Doc.aspx?sourcedoc=%7BA3CB8848-51F1-4942-A999-61FA4C00567A%7D&file=Global%20Awareness%20and%20Valuing%20Diversity%20Rubric.docx&action=default&mobileredirect=true) on rubric). | Submitted items will be reviewed in January. ILO data will be compiled for analysis. |  |
| 1. Review and revise [Ethical and Personal Responsibility ILO](https://peralta4-my.sharepoint.com/:w:/g/personal/ncayton_peralta_edu/EefuNaBJN0FOodTzCS8TcZgB0SG8IkB24_6i_9kw-XT2yQ?e=4Zn6BL) for next assessment cycle (A. Olmedo) | Revised rubric reviewed. It was noted that the community involvement category could be met by activities in Student Affairs as well as from a course. The examples in the community involvement category will be slightly edited to include simply attending events rather than organizing or having a leadership role. Motion to approve rubric: S. Khan, 2nd: H. Dodge | A. Olmedo will make a request at the 12/8 Student Services meeting for their participation in this ILO. | 10 yeas, 0 noes, 0 abstentions |
| 1. Assessment of IGETC & CSU Breadth Certificates of Achievement (All) | Work was finalized on the PLOs for these two certificates. The outcomes are:  1. Communicate effectively, both verbally and in writing  2. Critically analyze and solve problems  3. Describe how to be an informed and engaged member of society  4. Describe the scope, key concepts, and defining framework of a variety of disciplines, as a foundation for selecting and continuing in a particular field of study  5. Analyze social, cultural, and artistic expression within their discipline specific contexts  Motion to approve outcomes: F. Shah, 2nd: H. Dodge | At the next meeting, we will work on mapping courses in these programs to the outcomes. | 9 yeas, 0 noes, 0 abstentions |
| 1. Canvas SLO integration liaison project (C. Leighton) | Recently C. Leighton taught a Quick Start DE training session on the topic of SLO integration in Canvas. It was heavily attended and based on the questions and concerns from attendees additional training in this area is needed and best done in discipline-specific groups. Any groups that would like a workshop on this topic should contact C. Leighton to schedule.  A. Olmedo noted that faculty in his area who created rubrics for use in Canvas by all department members for the purpose of SLO assessment have received a stipend. Others doing this work should check with their dean or department chair to see if payment is available. |  |  |
| 1. Other/Announcements   *Announcements continued* | 1. The BCC Academic Senate unanimously approved virtual meetings for all their subcommittees at the 12/01/2021 meeting: “In compliance with AB 361, motion to endorse a continuance for the calendar years 2021 - 2024 for the Academic Senate and all of its Standing Committees to have the flexibility to hold virtual meetings to provide safe environments for all to participate.” 2. The BCC Academic Senate voted to approve the changes to the Assessment Committee’s shared governance manual entry. 3. A. Olmedo shared the Information Competency ILO results from Round 4 with BCC Academic Senate on 12/01/2021. 4. Our agendas will now capture running totals of member and guest attendance as well as action items/resolutions passed. Academic Senate will begin doing the same in Spring 2022 (see below). | | |
| 1. Meeting adjourned | 1:20 p.m. | | |
| Next Meeting: | February 1, 2022 | | |
| Running totals: | Member attendance: 66/90 (73%)  Guest attendance: 5  Action items/resolutions passed (not counting minutes and agenda approvals): 4 | | |