
**Assessment Committee Minutes**
Tuesday, February 15 2022, 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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| [x]  Adán M. Olmedo, Assessment Coordinator & English Rep[x]  Nancy Cayton, Assessment and Curriculum Specialist[x]  Jenny Gough, American Sign Language Rep[ ]  Vacant, Arts and Cultural Studies Rep[ ]  Benjamin Allen, Business/CIS/Economics Rep[ ]  Fatima Shah, Counseling Rep[x]  Sepi Hosseini, ESOL Rep[x]  Heather Dodge, Library/LIS Rep | [x]  Kelly Pernell, Mathematics Rep P Juan Miranda, Modern Languages Rep[ ]  Vacant, Multimedia Arts Rep[x]  Pieter de Haan, Sciences Rep[x]  Susan Khan, Social Sciences Rep P Kuni Hay, Vice President of Instruction[ ]  Laura Ruberto, TLC Coordinator |

**Guests:** none

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| 1. Meeting called to order (A. Olmedo)
 | 12:31 p.m. |
| 1. Approval of Agenda (A. Olmedo)
 | P. de Haan moved to approve; S. Khan 2nd |  | 8 yeas, 0 noes, 0 absentions |
| 1. Approval of Minutes (A. Olmedo)
 | K.Pernell moved to approve; P. de Haan 2nd |  | 9 yes, 0 noes, 0 absentions |
| 1. Liaison Role (K. Hay, all Liaisons)
 | K. Hay noted that while we have met ACCJC’s requirements at our accreditation visit last year, they did recommend that we disaggregate our data in order to inform decision-making and improve teaching and learning. However, we can’t disaggregate data if we aren’t getting any data. She asked for ideas from the committee on how to raise campus consciousness of the issues and how the college can support them as  |  |  |
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| *Liaison Role continued* | they support their departments in completing assessments to contribute data to be disaggregated. Suggestions include: •Additional help for P. Sayavong who has to do the disaggregation. •Departments that still have members that don’t understand what assessment is/its value. •Single section courses that are taught by people who can’t or won’t participate in assessment. •Some departments collect data, but then don’t use it to create an action plan or follow their action plan (“don’t close the loop”). •Some feel Curricunet is just to cumbersum or complicated to use creating a barrior simply by its existence. •It was also noted that assessment itself can appear to be a complicated and time intensive procedure. •If there is poor participation modeled by full-time faculty, then part-time faculty are not likely to participate. •It was noted that some areas have had success meeting one to one with faculty in their areas showing the faculty that it doesn’t have to be a difficult or complicated process.• Often it is really helpful for the liaison to show care and compassion for the person they are meeting with in order for the person to be willing to engage in assessment. |  |  |
| 1. Report on [Ethics and Personal Responsibility ILO](https://peralta4-my.sharepoint.com/%3Aw%3A/g/personal/ncayton_peralta_edu/EefuNaBJN0FOodTzCS8TcZgB0SG8IkB24_6i_9kw-XT2yQ?e=4Zn6BL) Participation Recruitment (Liaisons and A. Olmedo)
 | Tabled  | Will be on 3/1 agenda |  |
| 1. Report on [in/complete scheduled Fall 2021 assessments](https://peralta4-my.sharepoint.com/%3Ax%3A/g/personal/ncayton_peralta_edu/EWqWywIXLM9MkZ84CEEVvCoBft-owDyqQqtd3Vug1ZRJUQ?e=FF06Bs) and review Spring 2022 schedule (A. Olmedo)
 | Tabled; liaisons should plan to give an update on activities in their departments on 3/1. | Will be on 3/1 agenda |  |
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| 1. Update on Global Awareness/Valuing Diversity status (A. Olmedo)
 | After further review by the committee and opportunities for feedback from department chairs, Academic Senate, and participating faculty, final action items are listed on the shared document [Fall 2021 ILO data](https://peralta4-my.sharepoint.com/%3Ax%3A/g/personal/ncayton_peralta_edu/EY-fHPj4Yt9Ereb8MZW5C1wBJ_sgxUbAd9f2bd2V3iGuhA?e=hGkayf)  | Action Items |  |
| 1. Start Planning for Communication ILO (Fall 2022 Data Collection)
 | There were no volunteers to draft a rubric |  |  |
| 1. Assessment of IGETC & CSU Breadth Certificates of Achievement (All)
 | The beginnings of a draft matrix were shown to the committee. A. Olmedo and N. Cayton will work on it and bring a more complete draft to the next committee meeting for the committee to continue to work on and refine.  | Continue work on matrix at 3/1 meeting |  |
| 1. Other/Announcements
 | 1. Assessment liaisons, please distribute [this](https://peralta4-my.sharepoint.com/%3Aw%3A/g/personal/ncayton_peralta_edu/EQcA_wIyvI5PkCDRlzOlLwcBtZI4b3sm_RweBS5MEGaeRg?e=Htwn8X) to anyone scheduled to do a course assessment this semester; it’s a screen shot demonstration of how to access Curriqunet and enter a level 1 SLO assessment. For non-course assessments, use this [document](https://peralta4-my.sharepoint.com/%3Aw%3A/g/personal/ncayton_peralta_edu/EefnzMcRBuFIo-Izq2maZGABXMBxJCL67QUjM2j_ECYSdw?e=VLLGTG).
2. Assessment Liaison **Susan Khan** is the first in the college to complete a level 2/aggregate SLO assessment. Kudos to you, Susan! 👏
 |
| 1. Meeting adjourned
 | 1:18 p.m. |
| Next Meeting: | March 1, 2022 |
| Fall 2021-Spring 2022 running totals (through 2/1/2022) | Member attendance: 86/118 (73%)Guest attendance: 8Action items/resolutions passed (not counting minutes and agenda approvals): 6 |