  
**Assessment Committee Minutes**  
Tuesday, March 1 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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| Adán M. Olmedo, Assessment Coordinator & English Rep  Nancy Cayton, Assessment and Curriculum Specialist  Jenny Gough, American Sign Language Rep  Vacant, Arts and Cultural Studies Rep  Benjamin Allen, Business/CIS/Economics Rep  Fatima Shah, Counseling Rep  Sepi Hosseini, ESOL Rep  P Heather Dodge, Library/LIS Rep | Kelly Pernell, Mathematics Rep  Juan Miranda, Modern Languages Rep  Vacant, Multimedia Arts Rep  P 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 (A. Olmedo) | 12:32 p.m. | | |
| 1. Approval of Agenda (A. Olmedo) | Motion to approve K. Pernell, 2nd S. Khan. |  | 7 yeas, 0 noes, 0 abstentions |
| 1. Approval of [2/15/21](https://peralta4-my.sharepoint.com/:w:/g/personal/ncayton_peralta_edu/EfttsKSc0cBCg3-UOhYgZ7MB1kCwu0AVXh71pDNmnTWMcA?e=0XmI7i) minutes Minutes (A. Olmedo) | Motion to approve K. Pernell, 2nd S. Khan. |  | 8 yeas, 0 noes, 0 abstentions |
| 1. Update on Global Awareness/Valuing Diversity status (A. Olmedo) | Motion to approve [Fall 2021 ILO data](https://peralta4-my.sharepoint.com/:x:/g/personal/ncayton_peralta_edu/EY-fHPj4Yt9Ereb8MZW5C1wBJ_sgxUbAd9f2bd2V3iGuhA?e=hGkayf) and action plan H. Dodge, 2nd S. Khan. |  | 8 yeas, 0 noes, 0 abstentions |
| 1. Report on [Ethics and Personal Responsibility ILO](https://peralta4-my.sharepoint.com/:w:/g/personal/ncayton_peralta_edu/EefuNaBJN0FOodTzCS8TcZgB0SG8IkB24_6i_9kw-XT2yQ?e=4Zn6BL) Participation Recruitment (Liaisons and A. Olmedo) | • ENGL: courses did not fit this ILO  • LIS: did not fit this ILO  • SCI: PHYS instructor will participate  • SOCSCI: 4 positive responses, S. Khan will follow up *continued* |  |  |
| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| *Report on* [*Ethics and Personal Responsibility ILO*](https://peralta4-my.sharepoint.com/:w:/g/personal/ncayton_peralta_edu/EefuNaBJN0FOodTzCS8TcZgB0SG8IkB24_6i_9kw-XT2yQ?e=4Zn6BL) *Participation Recruitment continued* | • COUN: 1 positive response and will follow up with a reminder and discuss with dept chairs in a meeting on ¾  • MATH: courses do not fit this ILO  • BUS/CIS/ECON: B. Allen noted that there are some courses mapped to this ILO and will contact instructors  • ESOL: Instructors have been contacted  • ASL, LANG: no reps present to report  Goal is for at least of 25% of mapped courses to contribute data |  |  |
| 1. Report on [in/complete scheduled Fall 2021 assessments](https://peralta4-my.sharepoint.com/:x:/g/personal/ncayton_peralta_edu/EWqWywIXLM9MkZ84CEEVvCoBft-owDyqQqtd3Vug1ZRJUQ?e=FF06Bs) and review Spring 2022 schedule (A. Olmedo) | 1. Hints for raising the profile of course assessments in departments:   • ENGL has course assessment on the dept meeting agenda with reminders in between  • Remind faculty being evaluated that their self evaluation will ask them to reflect on their SLO assessment work   1. Department Reports:   • Library worked on SAOs last year and will assess noncredit courses in fall  • COUN will assess SAOs in Fall; COUN 057 being assessed this semester  • MATH: K. Pernell created a Math Resources shell in Canvas and provided rubrics. All math faculty can utilize this resource and report data here. MATH 50 in progress; MATH 16A need to check with instructors  • SCI: Courses needing assessment was announced at the beginning of the semester dept meeting, will remind faculty this week  • SOCSCI: Will consult with dept chair on who will contact faculty regarding course assessment  • BUS/CIS/ECON: will reach out to faculty with courses scheduled before next assessment committee meeting. K. Hay suggested including the dean on all emails  • ESOL: department uses a portfolio assessment method; is ready and organized  • ASL, LANG: no reps present to report | K. Pernell agreed to show at a future meeting how she set up the shell in Canvas and how the department uses it for assessment  Reminder, submission of course assessment information into Curricunet is due the same date grades are due. |  |
| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| 1. Start Planning for Communication ILO (Fall 2022 Data Collection) | The draft rubric is available now for committee feedback via a [shared file](https://peralta4-my.sharepoint.com/:w:/g/personal/ncayton_peralta_edu/EWP5kIB1dXxOh6vYHsnVUNoBrZt3PJ66HYby1j57tzoBcA?e=4HsamD) before the next committee meeting. | Members to review and edit or list comments on the shared file |  |
| 1. Assessment of IGETC & CSU Breadth Certificates of Achievement (All) | The draft maxtrix for aligning [courses](https://peralta4-my.sharepoint.com/:b:/g/personal/ncayton_peralta_edu/EQlrWFtF6FlErYcOH60oYJQBJ5HiwZLS2fvcqtpgX3s3Yw?e=NDKePv) with the [finalized PLOs](https://peralta4-my.sharepoint.com/:x:/g/personal/ncayton_peralta_edu/EdeTrzEVuINMotV9OF1gSmoBYMcbqQQKfjD87YEGzhKjoQ?e=Renu20) is open for feedback from all members of the college. Note that only about half the courses are currently listed. Committee members are requested to assist in filling in the rest of the courses and helping to determine the right placement among outcomes and level of competency. Courses are in a wide variety of disciplines, so members are encouraged to seek advice and involvement with other members of their department for this work. The shared file may be edited or comments noted. | Members to review and solicit assistance from faculty in their department to complete the matrix |  |
| 1. Other/Announcements | 1. Assessment liaisons, please distribute [this](https://peralta4-my.sharepoint.com/:w:/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/:w:/g/personal/ncayton_peralta_edu/EefnzMcRBuFIo-Izq2maZGABXMBxJCL67QUjM2j_ECYSdw?e=VLLGTG). 2. 👏 Shout-out to Susan Khan, the first person to submit a level 2/aggregate SLO assessment this round. #ProposalApproved | | |
| 1. Meeting adjourned | 1:22 p.m. | | |
| Next Meeting: | April 5, 2022 (reminder: March 15 is a flex day, no A-Comm meeting. Enjoy Spring Break 3/28-4/1!) | | |
| Fall 2021-Spring 2022 running totals (through 2/1/2022) | Member attendance: 99/131 (73%)  Guest attendance: 8  Action items/resolutions passed (not counting minutes and agenda approvals): 6 | | |