  
**Assessment Committee Minutes**  
Tuesday, May 2, 2023, 12:30 pm-1:20 pm  
<https://cccconfer.zoom.us/j/92291434459>

***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, English Rep  Nancy Cayton, Assessment and Curriculum Specialist  P Jenny Gough, American Sign Language Rep  Laura Ruberto, Arts and Cultural Studies Rep  Rabab Chowdhury, Business/CIS/Economics Rep  Fatima Shah, Counseling Rep  Sepi Hosseini, ESOL Rep | Heather Dodge, Library/LIS Rep  Kelly Pernell, Assessment Coordinator & Mathematics Rep  Juan Miranda, Modern Languages Rep  Dru Kim, Multimedia Arts Rep  Pieter de Haan, Sciences Rep (Julia Chang proxy for voting)  Richard Kim, Social Sciences Rep & TLC Coordinator  Kuni Hay, Vice President of Instruction |

**Guests:** none

|  | **Agenda Item** | **Summary of Discussion** | **Follow-Up Action** |
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|  | Call to Order and Agenda Review | 12:33 p.m. |  |
|  | Approval of Agenda | Motion by P. de Haan, second by R. Chowdhury. Final resolution: Approved.  Yea: L. Ruberto, R. Chowdhury, F. Shah, A. Olmedo, S. Hosseini, K. Pernell,  P. de Haan, R. Kim, N. Cayton |  |
|  | Approval of 4/18/23 Minutes | Motion by A. Olmedo, second by N. Cayton. Final resolution: Approved.  Yea: F. Shah, A. Olmedo, S. Hosseini, K. Pernell, R. Kim, N. Cayton  Abstain: L. Ruberto, R. Chowdhury, P. de Haan |  |
|  | Public Comment | No public comment |  |
|  | 2023-24 Meeting Format and Membership Confirmation  *2023-24 Meeting Format and Membership Confirmation continued* | K. Pernell reminded members of Brown Act requirements, including the need for members to be in person to count for quorum and the stipulation what while members may be able to attend remotely under certain circumstances, this means of attendance can’t exceed 20% of the year’s meetings. At the same time, due to the high number of online courses, many faculty are not on campus regularly and it can be a hardship to have to come for a single one-hour meeting. Thus, she recommends changing the meetings so that the first meeting of the month would be an action-taking meeting and would need to meet the in person quorum requirement, but the second meeting be a “hands on” type where members work with each other or members of the college to complete assessment-related tasks and provide support, such as the Curriculum Committee’s “Office Hours.” As a result, the second meeting, would not need to adhere to the Brown Act and would not require in person attendance. Committee members were agreeable to the change in approach for the meetings in 2023-24.  The following membership changes were announced:  Julia Chang will replace Pieter de Haan  Laura Ruberto may be stepping down; she will confirm soon  Marc Lispi and Adán Olmedo will share the English rep position; Marc will attend the meetings. |  |
|  | Communication ILO Action Plan | Motion to approve the Communication action plan by P. de Haan, second by  F. Shah. Final resolution: Approved.  Yea: J. Gough, L. Ruberto, R. Chowdhury, F. Shah, A. Olmedo, S. Hosseini, K. Pernell, P. de Haan, R. Kim, N. Cayton |  |
|  | ILO Review Plan | Motion to approve the ILO Review Plan by A. Olmedo, second by R. Kim. Final resolution: Approved.  Yea: J. Gough, L. Ruberto, R. Chowdhury, F. Shah, A. Olmedo, S. Hosseini, K. Pernell, P. de Haan, R. Kim, N. Cayton |  |
|  | Critical Thinking ILO Data Collection Right Now | We are collecting data for the Critical Thinking ILO this semester. K. Pernell reached out specifically to instructors of courses that are approved for CSU GE and IGETC Critical Thinking areas to request their participation. |  |
|  | New and Improved Assessment Proposals in Curriqunet | K. Pernell previewed the new proposal for reporting course assessment data in Curriqunet. The notable changes are (1) faculty may include multiple outcomes on a single proposal (rather than one proposal per outcome) and (2) there will be an “update” proposal type for those who do not include all outcomes into one proposal. The update proposal will allow the faculty member to complete the remaining outcome reporting while at the same time including the information previously reported, so that all outcome information will be in one proposal. | New step by step directions are being worked on now and will be provided prior to the end of the semester. |
|  | Announcements | 1. Liaisons: review your department’s assessment plan and remind faculty to complete their scheduled course assessments. 2. Ethics and Personal Responisbiliy ILO survey due 5/12. |  |
|  | Adjourn | 1:22 p.m. |  |