  
**Assessment Committee Minutes**  
Tuesday, February 6, 2024, 12:30 pm-1:20 pm

***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  Jenny Gough, American Sign Language Rep  Vacant, Business/CIS/Economics Rep  TBA, Counseling Rep  Sepi Hosseini, ESOL Rep  Heather Dodge, Library/LIS Rep | Kelly Pernell, Assessment Coordinator & Math Rep  Juan Miranda, Modern Languages Rep  Rebecca (Becca) Wolff, Multimedia Arts Rep  Julia Chang, Sciences Rep  Richard Kim, Social Sciences Rep  Jennie Braman, ACS Rep & TLC Coordinator  Kuni Hay, Vice President of Instruction  Vacant, Student Services and Administrative Reps |

**Guests:** none

|  | **Agenda Item** | **Summary of Discussion** | **Follow-Up Action** |
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|  | Call to Order and Agenda Review | 12:38 p.m. |  |
|  | Approval of Agenda | Motion by H. Dodge, second by J. Chang. Final resolution: Approved.  Yea: A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, J. Miranda, J. Chang, R. Kim, N. Cayton, J. Braman |  |
|  | Approval of 12/5/23 Minutes | Motion by H. Dodge, second by R. Kim. Final resolution: Approved.  Yea: S. Hosseini, H. Dodge, K. Pernell, J. Miranda, J. Chang, R. Kim, N. Cayton, J. Braman  Abstain: A. Olmedo |  |
|  | Public Comment | None |  |
|  | Flex Day ILO Session Report  *Flex Day ILO Session Report continued* | Comments collected during the flex day session and a few additional submitted later via the Jam Board were provided to the committee and reviewed. Note the color coding is as follows on comments: yellow=outdated or need to delete, blue=resonates, pink=suggested changes. K. Pernell informed the committee that she had received the feedback that the participants at this flex day session included few or no staff from student services. As a follow up activity at the next flex day, J. Braman suggested that departments spend time during their department meeting reviewing their SLOs and analyzing how well those relate to their PLOs and how well the PLOs relate to the ILOs and, as part of that process, review the ILOs.  There was some interest in consolidating the existing ILOs among the comments received as well as stated during the committee meeting. | This topic will be on the next committee meeting |
|  | Review Assessment Liaison Role | K. Pernell reminded the Liaisons of the major duties of the position: review and maintain the department’s schedule of assessments, assist faculty to complete assessments according to the plan, act as a resource for those who are working on assessments, attend the Assessment Committee meeting.  Liaisons were reminded that the 3rd Tuesday of the month was changed from a committee meeting to “office hours” to allow for time for them to take care of assessment related work, get help with assessment issues, or invite those who need assistance with assessment to come. |  |
|  | Hands on Planning to Ensure All Assessments Completed During Spring 2024 | Round 5 of course assessments is ending this semester. All courses should have been assessed by the end of this term. Department chairs will be doing comprehensive program reviews next fall. They will need assessment information to complete their review. If there is an overwhelming amount of course assessments that are not complete, focus on capstone courses as well as other high impact courses (such as those with high demand for GE, ADTs or similar). |  |
|  | Announcements | 1. This is the final semester for Round 5. All course assessments should be complete by the end of this semseter. |  |
|  | Adjourn | 1:24 p.m. |  |