  
**Assessment Committee Minutes**  
Tuesday, March 5, 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  P 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 | 12:32 p.m. |  |
|  | Approval of Agenda | Motion by J. Chang, second by H. Dodge. Final resolution: Approved.  Yea: J. Gough, A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, B. Wolff, J. Chang, R. Kim, N. Cayton |  |
|  | Approval of 2/6/24 Minutes | Motion by R. Kim, second by H. Dodge. Final resolution: Approved.  Yea: J. Gough, A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, J. Chang, R. Kim, N. Cayton  Abstain: B. Wolff |  |
|  | Public Comment | None |  |
|  | ILO Review: March Flex Day Activity Preparation  *ILO Review: March Flex Day Activity Preparation* | On Flex day 2 hours and 15 minutes are scheduled for department “retreats.” Departments will be asked to focus on three areas: SLO assessment completion for Round 5 (ends this semester), departmental review of ILOs, discussion of AI.  In Fall 2024 Department Chairs will complete the comprehensive program review where they will need to report on assessment as well as state plans for their department based on assessment results from Round 5. (Fall 2024 is the start for Round 6, when the assessment cycle starts again.)  K. Pernell has created some forms for Liaisons and Department Chairs to complete to provide structure for discussion and obtain information about SLO status and ILO review. The forms are still drafts, but were reviewed. Links to department assessment plans and other resources were part of the SLO form.  K. Pernell asked the Liaisons to take the lead in the discussion on SLO completion and facilitate the ILO discussion with the department chair.  Members made some recommendations to improve the forms and the data that they will generate.  A. Olmedo recommended that K. Pernell and H. Dodge come to the Department Chairs meeting this week to go over the forms and expected activities during the “retreat.” |  |
|  | Announcements | This is the final semester for Round 5. All course assessments should be complete by the end of this semseter. |  |
|  | Adjourn | 1:19 p.m. |  |