  
**Assessment Committee Minutes**  
Tuesday, November 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  Chris Bernard, Business/CIS/Economics Rep  Fatima Shah, Counseling Rep  Sepi Hosseini, ESOL Rep  Annemarie Meyer, Library/LIS Rep | Kelly Pernell, Assessment Coordinator & Math Rep  Juan Miranda, Modern Languages Rep  P Rebecca (Becca) Wolff, Multimedia Arts Rep  Francisco Monsalve Santa, Sciences Rep  Richard Kim, Social Sciences Rep  Jennie Braman, ACS Rep & TLC Coordinator  P Chris Lewis, Interim Vice President of Instruction  Vacant, Student Services and Administrative Reps |

**Guests:** Barbara Des Rochers

|  | **Agenda Item** | **Summary of Discussion** | **Follow-Up Action** |
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|  | Call to Order and Agenda Review | 12:37 p.m. |  |
|  | Approval of Agenda | Motion by J. Braman, second by L. Cralle. Final resolution: Approved.  Yea: J. Braman, F. Shah, A. Olmedo, S. Hosseini, K. Pernell, R. Kim, N. Cayton, L. Cralle. |  |
|  | Approval of 10/1/24 Minutes | Motion by L. Cralle, second by J. Braman. Final resolution: Approved.  Yea: J. Braman, F. Shah, A. Olmedo, S. Hosseini, K. Pernell, R. Kim, N. Cayton, L. Cralle. |  |
|  | Public Comment | None |  |
|  | Assessment Plans for Round 6  *Assessment Plans for Round 6 continued* | K. Pernell has compiled all department schedules as of 11/1/24 into a master file that she will use that to keep track of completed assessments. In addition to the information contained on department schedules, she has added columns that show the number of sections of a course that have been assessed, names of instructors assessing the course, notes on any requested changes to submitted proposals, and whether the course is deemed to have completed assessment. The file will be shared as a read-only document with committee members. K. Pernell will update this document as she reviews submissions in Curriqunet. | Any departments that have not yet completed their assessment schedule should complete it immediately. |
|  | Communication ILO | The committee is planning this semester for data collection next semester (S25) for this ILO. The existing definition of the ILO and rubric were reviewed. Committee members were asked to determine if any changes were needed in the definition and/or rubric. Multimedia department faculty were especially invited to participate because so many of their courses are mapped to only this ILO. Communications faculty should also review these to ensure that they support the definition and rubric and are able to participate. No communications courses participated the last time this ILO was assessed. All recommedations for changes or additions should be submitted by the 12/3 committee meeting so that any changes can be incorporated and reviewed at shared governance committees for endorsement.  It was confirmed that courses can participate in the ILO assessment even if not all criteria on a rubric are a match for their course. | K. Pernell will attend the Department Chairs meeting to ask them to do the same. |
|  | Information Competency ILO | The rubric for this ILO was updated fairly recently. Data will be collected this semester using the existing rubric. |  |
|  | Adjourn | 1:23 p.m. |  |