

College Recommendation 2:

In order to meet the Standards, the team recommends the college reevaluates the established SLO assessment cycles to implement a process that includes more frequent assessment of all courses. The team further recommends that SLOs be included in all course syllabi and match the official course outlines of record. (I.A.3, I.B.3, I.B.5, I.B.6, I.B.7, III.C.1.b, III.C.1.c, III.C.1.d, III.C.2, IV.B.2.b).

Actions Taken to Resolve College Recommendation 2:

Reevaluates the established Student Learning Assessment (SLO) Cycles

At the March 19, 2015 Planning for Institutional Effectiveness (PIE) Committee meeting, well before the ACCJC Action Letter was received, the committee discussed the need to re-evaluate the current strategy to assess all courses [\[CR2.1\]](#). The previous approach focused on high impact courses during the first 3 year cycle and additional courses in the next 3 year cycle. The committee agreed to develop a 3 year assessment cycle that would assess all courses within one cycle and align with the 3 year Program Review cycle. As a result of the discussion, the chair of the committee was charged to provide a proposal at its next meeting.

At the May 21, 2015 PIE meeting, a 3 year assessment cycle that would address the assessment of all courses within one cycle was proposed and finalized [\[CR2.2\]](#). At the September 3, 2015 meeting, the PIE committee reviewed and approved an updated 3 year assessment cycle that would ensure more frequent assessment of all courses [\[CR2.3\]](#).

The following charts show the process BCC has developed to implement timely course assessments at the institutional, program and course level.

ILO Assessment Cycle Fall 2015 – Spring 2018

Semester	Planning	Assessing	Analyzing
Fall 15	Quantitative Reasoning	Self-Awareness & Interpersonal (Teamwork)	Information Competency
Spring 16	Global Awareness	Quantitative Reasoning	Self-Awareness & Interpersonal (Teamwork)
Fall 16	Ethics & Personal Responsibility	Global Awareness	Quantitative Reasoning
Spring 17	Communication	Ethics & Personal Responsibility	Global Awareness
Fall 17	Critical Thinking	Communication	Ethics & Personal Responsibility
Spring 18	Information Competency	Critical Thinking	Communication
Fall 18	Self-Awareness & Interpersonal	Information Competency	Critical Thinking
Spring 19		Self-Awareness & Interpersonal	Information Competency

Program Assessment Fall 2015 – Spring 2018

Program Assessments may rely on a review of all courses in the program, targeted capstone courses, and/or capstone projects.

Course Assessment Cycle Fall 2015 – Spring 2018

Fall 2015	Program Review/Planning Process
Spring 2016	20% of active, ongoing courses
Fall 2016	20% of active, ongoing courses
Spring 2017	20% of active, ongoing courses
Fall 2017	20% of active, ongoing courses
Spring 2018	20% of active, ongoing courses
Fall 2018	Program Review/Planning Process

Implementation of the updated three-year Assessment Cycle

Shortly after the updated cycle was approved, the 3 year assessment cycle was incorporated into the first year of the 2015-2018 Program Review process and instructions on how to address assessment questions were sent out to Department Chairs and faculty leads who were responsible for completing the program reviews [\[CR2.4\]](#). As part of the program review process, all college programs were provided an opportunity to propose a three year cycle to complete their course and program assessments in coordination with the college-wide institutional learning outcomes assessment cycle.

During the fall 2015 term, all department chairs and program leads at Berkeley City College conducted a process that led to completed program reviews in academic and student services programs [\[CR2.5\]](#). Part of this process involved an analysis of course and program student learning outcomes assessment results, including responses to questions concerning publication of SLOs; use of SLO assessments to make at least three significant changes/improvements within the discipline, department, or program; discipline, department, or program participation in institutional level learning outcomes; and alignment of course and/or program level outcomes with institutional level outcomes, among others.

Currently the Curriculum and SLO Assessment Specialist keeps a master file [\[CR2.6\]](#) of completed assessment work and work that is scheduled for the semester. The specialist works with assessment liaisons, department chairs, and deans to ensure that work is completed as planned.

Ensure SLOs included on syllabi match the course outlines

During the summer, the Office of Instruction worked with the Peralta Federation of Teachers (PFT) to include a notation regarding the need for SLOs to be included in syllabi and match official course outlines when they are submitted during the first week of classes [\[CR2.7\]](#). This ensured the timely submission of syllabi noting SLOs from official course outlines.

Next, the College created a site on the BCC website that contains all official course SLOs [\[CR2.8\]](#) to ensure that all faculty have easy access to official course outlines and SLOs. This website is updated every semester and is available to all faculty. Faculty have been sent official notification by the Office of Instruction along with their assignment letters noting that they must use these official SLOs on their syllabi [\[CR2.9\]](#). In addition, with the implementation of Curricunet META, the college and district now incorporates SLOs in course outlines for ease of access to SLOs on official course outlines [\[CR2.10\]](#). In the past, the SLOs were in a separate section as an addendum and could have led to faculty confusion regarding official course outline SLOs.

During the fall 2015 term, Office of Instruction also piloted a process to review syllabi to ensure that SLOs on syllabi match official course outlines. This pilot project informed the development of a process to review and communicate to faculty any need to update syllabi to ensure that SLOs are included on syllabi and match the official outlines of

record. In spring 2016, the Office of Instruction reviewed all syllabi and followed up with individual faculty when needed to ensure that the requirement is met [\[CR2.11\]](#).

Given the above process, BCC is confident that SLOs included in all course syllabi will match the official course outlines of record.

RECOMMENDATION 2: COLLEGE RESPONSES	
Evidence	Title of Evidence Document
1	March 19, 2015 PIE Minutes
2	May 21, 2015 PIE Minutes
3	September 3, 2015 PIE Minutes
4	Curriculum and Assessment Program Review Guidelines
5	2015-2018 Program Reviews
6	Master File of 3-year SLO assessment plan for 2015-2018
7	Updated contract language to include approved SLO on syllabi
8	SLOs for Syllabi
9	Sample Assignment Letter noting requirement to include SLO on syllabi
10	Sample new course outline with SLO
11	Sample Memo to faculty requesting syllabi update