



BERKELEY CITY COLLEGE
Planning for Institutional Effectiveness (PIE)
Meeting Minutes
September 3, 2015



PRESENT: Pieter de Haan, Allene Hegler, Iva Ikeda, Triana Jones, Willy Lizarraga, Jennifer Lowood, Sabrina Nelson, Meredith Paige Isaksen, Theresa Rowland, Alejandria Tomas, Tram Vo-Kumamoto, Jenny Yap, Dmitiy Zhiv

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	12:17 p.m.	
II. Approval of the Spring 2015 Minutes		The PIE Committee tabled the approval of the Spring 2015 minutes.
III. Welcoming New TLC Coordinator/PIE Committee Co-Chair	Meredith Paige is the new co-coordinator of the Teaching and Learning Center (TLC) working along with Heather Dodge, who is currently on leave. Meredith will also be co-chairing the PIE Committee.	
IV. 2015-2016 PIE Committee Members	<p>Below is a list of the 2015-2016 PIE Committee Members:</p> <ol style="list-style-type: none"> 1. Jennifer Lowood, PIE Co-Chair, SLO Coordinator, English/ESL/LRNRE Department Representative 2. Meredith Paige, PIE Co-Chair, TLC Coordinator 3. Willy Lizarraga, Modern Languages Department 4. Sabrina Nelson, Multimedia Arts Department Representative 5. Pieter de Haan, Science and Biotechnology Department Representative 6. Jenny Yap, Librarian, LIS/Library Department Representative 7. Iva Ikeda, American Sign Language Department Representative 8. Jayne Matthews, BUS/CIS Department Representative 9. Dmitriy Zhiv, Mathematics Department Representative 10. Tom Kies, Social Sciences Department Representative 11. Allene Young, Counseling/LRNRE Department Representative <p>We are missing representatives from Arts and Cultural Studies.</p>	
V. 2014-2015 Accomplishments (including ACCJC Comments)	<p>Below is a list of PIE's accomplishments during the 2014-2015 AY:</p> <ul style="list-style-type: none"> • Assessed four ILOs for the past few years • Compiled and published all course SLOs in the BCC SLO Assessment website • Reviewed Teamwork rubric • Entered all assessment results in Taskstream 	
VI. Overview of Activities for 2015-2016 AY	Below is a list of PIE's activities for 2015-2016:	

	<ul style="list-style-type: none"> • PIE Committee’s Role in Program Review Process—It has been discussed that the PIE will play a role in vetting program reviews. Nothing has been finalized yet. • TLC FIGs and APPLEs—These will now be allocated to each department instead of opening it to the whole college. • SLO Assessment Cycle: 3rd Round—Fall 2015 marks the 3rd round of assessments for BCC, which means we have to assess all of our outcomes all over again. • Assessment—Self-awareness (Teamwork) ILO Assessment • Planning for Assessment—Global Awareness and Valuing Diversity and Ethics and Personal Responsibility 	
VII. TLC	<p>It was reported that the funding for FIGs and APPLEs have now been distributed to departments instead of having it open for application to anyone.</p>	
VIII. Other Items A. ACCJC Commission Report/ Comments Regarding SLO Assessment at BCC (5/11/15)	<p>J. Lowood disseminated a summary report highlighting ACCJC comments regarding SLO Assessment at BCC. The following were discussed:</p> <ul style="list-style-type: none"> • The report highlighted BCC’s achievements in terms of SLO assessment. • It was stressed that BCC is on warning based on District Recommendations. • The college has two recommendations, both of which are connected to SLO assessment: <ul style="list-style-type: none"> ○ College Recommendation 1: In order to meet the Standards, the team recommends that the college, through its governance and decision making structure, develop and publish a process to review its mission and program review, institutional planning, student learning assessment, and resource allocation processes on a regular basis and revise as necessary. ○ College Recommendation 2: In order to meet the Standards, the team recommends that the college re-evaluate 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. • Because of the 2nd recommendation, BCC’s Office of Instruction has been brainstorming on ways how to ensure that the SLOs in syllabi match the official set of course outlines of record. The following actions has been taken to reach this goal: <ul style="list-style-type: none"> ○ A moodle shell was created as a means to collect syllabus. The deans will be randomly reviewing the syllabi to ensure that the 	

<p>B. Flex Day Activity on ILO</p> <p>C. Revised ILO Assessment Cycle</p>	<p>SLOs match. The deans will communicate with chairs and faculty if their syllabi are missing or if they do not match.</p> <ul style="list-style-type: none"> ○ All course SLOs are posted on the BCC SLO Assessment website. <p>J. Lowood, M. Paige, and H. Dodge conducted an activity during the last Flex Day focusing on ILO assessment where results were shown and participants were asked to propose action plans for each of the ILO assesses. The following were discussed:</p> <ul style="list-style-type: none"> • A list of the proposed action plans was presented and briefly discussed. • It was noted that some instructors prefer not to participate in ILO assessment as it does not give them a more focused assessment of their course. • PIE Committee will review this list again during the next meeting. <p>The ILO Assessment Cycle has been revised so that the seven ILOs can be assessed within a six-semester/three-year period.</p>	
<p>IX. Next Meeting Date</p>	<p>September 17, 2015</p>	
<p>X. Adjournment</p>	<p>1:30 p.m.</p>	

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