

Berkeley City College Shared Governance Manual

Planning for Institutional Programmatic and Instructional Effectiveness Committee

Co-chairs: SLO Assessment Coordinator and Teaching-Learning Center Coordinator

Membership: Departmental Liaison from each instructional department, appointed by the Department Chair, with alternate to be designated to attend meetings, if so desired (including ~~two~~ a faculty part-time representative)
~~Three classified representatives~~ Student Learning Outcomes Assessment Specialist
1 Administrator from the Office of Instruction
1 Administrator from Student Services
~~Administrators from the Office of Instruction and Student Services~~
1-2 representatives from Counseling
1-2 ~~a~~ Additional representatives from Student Services, if so desired
Dean of Research and Planning and/or College researcher
1-2 students

How Selected/ Length of Term: By position - as long as position held
By appointment – indeterminate

Purpose: The purpose of the committee is to ensure continuous improvement in ~~institutional effectiveness-all courses and programs (including instructional programs and student services)~~ throughout the college, informed by quantitative and qualitative evidence and broad participation in analysis of evidence, in order to support the college mission.

Strategic missions:

- Serve as a resource for and monitor systematic, authentic assessments of learning outcomes and service area outcomes in all courses and programs (including instructional programs and student services areas) and implement meaningful action plans for continuous improvement in promoting student success;
- Implement regular and meaningful Institutional Learning Outcomes assessments and implement action plans for continuous improvements for all ILOs;
- Oversee Teaching and Learning Center collaborative projects, such as focused inquiry groups (FIGs) and Action Plan Projects for Learning Excellence (APPLEs), Discuss-Apply-Reflect-Tools (DART) Workshops, and Peer Observation Pools (POPs);
- Develop and recommend program review and APU templates to coordinate assessment, data review and analysis, and planning;
- Analyze student learning outcomes assessment ~~achievement~~ data and implement related research projects (for example, the CCSSE, CCFSE, and SENSE administrations or DQP project);
- Integrate assessment work and accreditation in order to support accreditation efforts;
- Promote transparency and equity in planning and decision-making efforts;
- ~~Communicate results of and serve as a resource for student learning outcomes assessment institutional effectiveness-activities across campus; and~~
- ~~Serve as a resource for institutional effectiveness activities across campus.~~
- Make recommendations, through the shared governance process, regarding resources needed for assessment
- Work with external partners and the District on assessment and other initiatives regarding data collection and analysis to support student success

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- Include participation of all college constituents in planning for assessment, and implementing resulting action plans.
- Present assessment data and initiatives during college-wide meetings, such as flex day activities and Roundtable meetings.

Recommends to: Education Committee and Academic Senate

Frequency of Meetings: twice per month on the 1st & 3rd Thursdays during the academic year.

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