

BERKELEY CITY COLLEGE
Assessment Committee
Meeting Minutes
September 11, 2011

Attendance: Hannah Chauvet (MMART), Jenny Lowood (English/ESL/Education), Dmitriy Zhiv (Math), Willy Lizarraga (Modern Languages), Pieter deHaan (Science), Ivanetta Ikada (ASL), Matt Freeman (Social Sciences), Matthew Woods (Art & Humanities), Francine Lewis (staff assistant), Chris Lebo-Planas (Persist), May Chen (VPSS), Terry Tricomi (Title III)

- We agreed that our priorities in 2011-12 will be program assessment and closing the loop.
- May Chen reported on student services assessment at BCC to date:
 - In Student Services at BCC, one person is responsible for each area.
 - Service Area Outcomes have been identified for Financial Aid and Admissions & Records
 - Surveys have been developed and administered in the areas of Counseling, Veteran Affairs, the Transfer and Career Center, EOPS/CARE, CalWorks, and Assessment & Orientation
 - Other surveys are planned.
- We discussed the upcoming "Assessment II" conference sponsored by WASC, to be held in Berkeley October 27-29. We hope that as many members of the committee as possible will attend the conference. Those who wish to attend will submit travel forms to Terry Tricomi's office.
- We discussed the new program review forms, which require reporting on program learning outcomes and assessment; we will devote the meeting on September 15 to a discussion of these forms and to program assessment in BCC programs, including general education and basic skills.
- We reviewed the WASC rubrics, updated in 2010, and discussed our part in the mid-term accreditation report.
- We discussed the need to distinguish among the following terms: department, discipline, program.
- We agreed that we will continue to meet every two weeks, immediately after the curriculum committee (Thursdays, 12-2). The first meeting of each month will include everyone on the committee. Other meetings will be less formal and will focus on completing specific tasks.