

BERKELEY CITY COLLEGE
Assessment Committee
(IEC: Institutional Effectiveness Committee)
Meeting Minutes
March 6, 2014

Attendance: Hannah Chauvet, Jenny Lowood, Kate Koelle, ASBCC rep Justin Terry, Dean Carlos Cortez, Dmitriy Zhiv, Katherine Bergman, Heather Dodge, Sabrina Nelson

The Faculty Senate approved the new name for the Assessment Committee as the IEC — Institutional Effectiveness Committee. The IEC will not be combined with the Education Committee.

Title 3 is ending, which funds the TLC (Teaching & Learning Center). Last August, BCC had funds for Gabe Winer to coordinate the TLC but not for activities. Through professional development, there are funds for projects like POP, which facilitates instructors visiting the classrooms of other instructors not for evaluation, but for the experience of gaining insight and effective teaching strategies. Chaffey College is a good model for us — Grant and PD money fund their TLC. The IEC could fund TLC assessment and related projects and act as an Advisory Committee for the TLC. The TLC should match the needs determined by the IEC.

Hannah suggested that opportunities to interact with other instructors and observe each other's classes should be mentioned in assessment documents.

Also, the flex day activities last January were very eye-opening and effective: student panels on LGBT, ASL, and Veterans Club.

The committee went over the reasons for the name change: what we've accomplished as the Assessment Committee, and what we'll add on as the IEC.

Reviewed data analysis information from CCSSE responses. Student surveys are almost ready to be sent out.

We should have a permanent representative from Classified; Katarina will be back soon.

Per Katherine: for the PD Committee, there are three reps from Classified, three from Faculty (with at least one part-timer), and three Administrators. For a quorum, a rep from each group needs to be there. We need this diverse representation. For the IEC, two part-timers can be paid. We should have a department liason from each department, with a second person to attend meetings if possible. Can we also have a Counselor as a permanent member of the IEC? And at least three people from Student Services? As we move forward, we will define our membership more succinctly.