

BERKELEY CITY COLLEGE
Assessment Committee (formerly known as PIE Committee)
Meeting Minutes
November 5, 2019 12:20 -1:15 pm

Present: Jennie Braman, Nancy Cayton, Leonard Chung, Pieter de Haan, Kuni Hay, Charlotte Lee, Adán Olmedo, Phoumy Sayavong, Fatima Shah, Dmitriy Zhiv (via Zoom)

Absent: Fabian Banga, Amanda Bent, Joshua Boatright, Hannah Chauvet, Iva Ikeda, Laura Ruberto

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order and Agenda Review	12:28 p.m.	
II. Minutes from 10/1/19	Approved	
III. Level 0 Set Up in Curricunet	N. Cayton reported that the set up information reviewed at the 10/1 meeting was sent to Curricunet to execute. She has been in touch several times to follow-up. Recently, they stated that the work would be completed in 48 hours, but it was not. Level 0 is useable, but might be confusing for new users starting new proposals until Curricunet completes the set up we requested.	N. Cayton will contact Curricunet again to find out when the work will be completed.
IV. Article Discussion on “Two underused best practices for improvement focused assessments” by Phyllis Blumberg, Ph.D.	At the 10/1 meeting, committee members were asked to read the article in preparation for a discussion at 11/5 meeting. Those present had not read the article. P. de Haan summarized the main points of the article.	Tabled until 12/3 meeting to give members time to read the article.

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V. Discussion of Fall 2019 ILO Computational Skill/ Quantitative Reasoning	Rubric for the ILO was provided to the committee as well as a list of courses mapped to the ILO and whether each course is being offered this semester.	P. de Haan will contact the faculty teaching the courses offered this semester about participating in the assessment.
VI. Preparing for Spring 2020 ILO Self-Awareness & Interpersonal Skills/ Teamwork	Rubric for the ILO was provided to the committee as a handout for the meeting as well as a list of courses mapped to the ILO and whether each course is being offered in Spring 20. In addition, the previously used rubric for “teamwork,” which only assesses half the ILO was also provided. Discussion followed regarding how to fully assess the ILO. N. Cayton asked whether “the analysis of...own actions and perspectives of others” portion of the ILO could be assessed in class or if it was unlikely. J. Braman stated that studio art courses do require students to develop these skills. A. Olmedo noted that ENGL 1A & ESOL 52 courses assess students’ skill in considering multiple viewpoints as part of their portfolio assessment. This assessment includes 700-900 students with varying majors. Each paper has two blind readings and raters have gone through a norming process to ensure inter-rater reliability. It is possible that the portion of the English rubric for “Multiple Perspectives” could be used in other courses that have essay assignments. P. Sayavong suggested that a broad survey could also be used to collect data from students about their experience developing these skills as a result of course or extracurricular activities at BCC.	A. Olmedo will send the rubric used by English to committee members to review the Multiple Perspectives and determine if this portion could be used in other courses on essay type assignments to evaluate this skill. P. Sayavong offered to set up a tool to help people collect/contribute data from classroom data gathering for this assessment. P. de Haan will begin contacting with faculty who have courses mapped to this ILO to determine if they would be willing to participate.

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VII. Process for Electing Assessment Committee Coordinator Document Update	The description of how the Assessment Coordinator position is elected is a separate document from the job description. This document was updated to change instances of “PIE” to “Assessment” to match the job description and committee information for the shared governance manual. Approved.	N. Cayton will send the updated election description to the Academic Senate for endorsement.
VIII. Assessment Coordinator and Department Liaison Job Descriptions & Coordinator Election	Both position descriptions have been officially updated as approved at previous committee meetings. Both positions have now been advertised for interested faculty to apply for 2020-21.	Interested faculty can find the announcement in a 10/30 email message from faculty senate president K. Pernell entitled “BCC Faculty Professional Opportunity-Student Learning Outcomes Assessment Coordinator and Department Liaison.” Apply for either position by completing the Faculty Professional Opportunity application and submitting to senate vice-president S. Gillette before the end of this semester.
IX. Review of Assessment/ TLC on 10/22 Flex Day	J. Braman summarized the TLC-sponsored targeted assessment opportunity on 10/22. The event was a success with approximately 20 people attending. Attendees were in various stages of the assessment process. All who attended seemed to have a positive and productive experience and moved at least one step forward in their process. This event helped remove some of the barriers that people have in completing the assessment cycle, particularly confusion and isolation. Attendees were able to work with others to share experiences, plan, and get assistance. Additional sessions will be scheduled in the future.	P. de Haan is interested in creating a regular “office hour” type of drop in session similar to the curriculum committee rather than only on flex days.

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X. Ideas for Assessment Cycle Map	Topic tabled due to lack of time.	J. Braman previously mentioned having some ideas for this. She and N. Cayton will meet outside of committee meetings to create a draft for review at a future meeting.
XI. Other/Announcements	None	
XII. Adjourn	1:19 pm	