

**BERKELEY CITY COLLEGE**  
**Assessment Committee (formerly known as PIE Committee)**  
**Meeting Minutes**  
**September 3, 2019 12:20 -1:15 pm**

**Present:** Fabian Banga, Amanda Bent, Jennie Braman, Nancy Cayton, Leonard Chung, Pieter de Haan, Kuni Hay, Iva Ikeda, Charlotte Lee, Adan Olmedo, Laura Ruberto, Phoumy Sayavong, Fatima Shah, Dmitriy Zhiv (via Zoom)

**Absent:** Hannah Chauvet, Joshua Boatright

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order and Agenda Review	12:25 p.m.	
II. Minutes from 5/7/19	Approved	
III. Confirm Membership and Meeting Schedule for 2019-20	<p>The following members will continue for 2019-20: Fabian Banga, Leonard Chung, Fatima Shah, Adan Olmedo, Iva Ikeda, Hannah Chauvet, Pieter de Haan, Charlotte Lee, Dmitriy Zhiv, Nancy Cayton, Kuni Hay, and Phoumy Sayavong.</p> <p>The following members have joined the committee: Joshua Boatright, Laura Ruberto, Jennie Braman, and Amanda Bent</p>	<p>The following areas do not have a representative: Student Services and Administrative Services.</p> <p>Members names will be submitted to the faculty senate for endorsement.</p>
IV. Training	See below	
A. Review Liaison Job Description	<p>Current job description as well as proposed draft description provided to committee to review.</p> <p>Changes in the draft primarily include replacement of the term “PIE” with “Assessment.”</p>	<p>Committee members should review the descriptions and be prepared for discussion and/or vote on the draft description at the next meeting.</p>

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B. Review Workflow Document	The workflow spreadsheet to document department and liaison work will continue this year. A set of sample entries were provided to the committee. This document provides evidence that the college is engaged in assessment activities for the ACCJC self-evaluation and also for liaisons to receive a stipend payment.	Liaisons should keep track of assessment related activities on this document.
C. OneDrive Replaces Google Drive for Shared Documents	P. de Haan has transferred all of the files that were in the Google Drive to Peralta's OneDrive and sent a link to all committee members. The files for this committee accessible through the link that was in the notification email sent by P. de Haan or by logging into the Peralta app page and clicking on the OneDrive icon.	The workflow document, department assessment schedules, liaison job descriptions and other files are available here for committee members to review or work on.
D. Review Assessment Timeline	A visual timeline and a text-based timeline were provided to the committee to use as reference in order to complete course assessments for 2019-20 and know deadlines.	Committee members should use this information to plan and complete assessment related tasks on time. These can be provided to anyone who will be assessing their courses or service area this year as well as department chairpersons.
E. Review Checklists	A check list for liaisons and another for faculty members/student services workers who will be assessing were provided to the committee. The final page of the latter check list needs a little clean up and editing. These are meant to be a reference tool to assist completing all assessment activities in a timely fashion.	Liaisons can use or share these checklists as needed for their work and with those doing assessment (following a final clean up of the second checklist).

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V. Current Status of Fall Assessments	<p>Due to time constraints during the meeting, Liaisons did not report on the status of assessments in their areas. P. de Haan encourages any who are feeling behind schedule or otherwise experiencing difficulty to contact him or N. Cayton for assistance.</p> <p>K. Hay emphasized the necessity of completing all assessments and recommended that the Academic Senate as well as greater college community discuss how to ensure that assessments are being completed. If they are not, the college could suffer serious negative consequences by the ACCJC.</p>	J. Braman suggested that one option to help people get assessments completed would be to offer a workshop or open time for each department to come to the TLC to get assistance to complete their assessments, particularly those from Spring 2019.
VI. ILO Calendar and Plans for Quantitative Reasoning	The calendar for ILO assessment was provided to the committee. This semester the ILO to be assessed is Quantitative Reasoning (QR). A previous rubric for QR assessment was provided. [subsequently D. Zhiv provided a more current rubric.]	P. de Haan and N. Cayton will meet with D. Zhiv and C. Abadia (math department chairperson) to discuss the specific details of the assessment as most courses that will participate in the ILO assessment are in the math department.
VII. Does Any Department Need Training Regarding Assessment?	P. de Haan is available to assist departments and/or lead trainings as needed for assessment work such as rubric creation, how to use exams/tests for assessment, Curricunet use, etc.	Liaisons should contact P. de Haan to discuss any specific needs they have.
VIII. Assessment Cycle Map	A visual diagram of the course assessment process was provided to the committee. Suggestions for the creation of a similar visualization of the cycle including course, program and institutional levels were requested.	J. Braman has some ideas for representing the full cycle visually.
IX. Other/Announcements	P. Sayavong announced that within about 2 weeks faculty who teach courses with a lot of new students may be requested to administer surveys. The purpose is to get feedback from new students about their experience at the college.	

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IX. Other/Announcements continued	K. Hay announced that an invitation went to all participatory governance leaders about an information session scheduled with ACCJC Sr. Vice President Stephanie Droker on 9/26/19 to prepare for the ISER/ACCJC Self Evaluation Report. All are welcome and encouraged to attend.	Information session will take place 9/26, 9:30-12:30 pm in 451A & B.  The ISER will be on the October agenda to discuss in detail as it relates to assessment and the college's accreditation.
X. Adjourn	1:19 pm	