

Berkeley City College Shared Governance Manual

Assessment Committee

Chair: SLO Assessment Coordinator

Membership:

Appointed:

Departmental Liaison from each instructional department (see job description)

1 representative from Counseling

Additional representative from Student Services, if so desired

1-2 students

1 Administrator from the Office of Instruction

1 Administrator from Student Services

How Selected/ Length of Term: Minimum one year, recommended maximum 5 years

Determined by position:

Student Learning Outcomes Assessment Specialist

Teaching Learning Center Coordinator

Dean of Research and Planning and/or College Researcher

How Selected/ Length of Term: as long as position held

Purpose: The purpose of the committee is to ensure continuous improvement in 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;
- Collaborate and coordinate with TLC Coordinator for TLC activities related to assessment;
- Develop and recommend program review and APU templates to coordinate assessment, data review and analysis, and planning;
- Analyze student learning outcomes assessment 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 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
- 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: Integrated Planning Committee for Quality Programs and Services Committee and Academic Senate

Frequency of Meetings: once per month on the 1st Tuesday during the academic year.