

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

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

**Absent:** Joshua Boatright, Laura Ruberto, Phoumy Sayavong

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order and Agenda Review	12:27 p.m.	
II. Minutes from 9/3/19	Approved with correction	
III. ISER/Accreditation Self Evaluation Report	K. Hay provided a copy of Standard II.A. to review and noted particularly items 3, 9, 10 and 11 on the document for committee members to read. She provided a quick overview of each standard. The college needs to show a culture of assessment is pervasive throughout the college. This is a change from past self-evaluations when campuses only reported on percentages of assessments completed.	K. Hay will send out a file with the PowerPoint presentation from Dr. Droker of the ACCJC who came to BCC on 9/26 to do a training and another with the ISER standards that our report must respond to.
IV. Review and Confirm the following:	Periodic review of essential job descriptions and committee information as noted below.	
IV. A. Liaison Job Description	Proposed draft description reviewed and updated by committee.	N. Cayton will send final draft to Academic Senate for endorsement.
IV. B. Assessment Coordinator Job Description	Current job description was reviewed by the committee and updates made.	N. Cayton will send final draft to Academic Senate for endorsement.

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
IV. C. Committee Description in Shared Governance Manual	Current description was reviewed by the committee and updates made.	N. Cayton will send final draft to Academic Senate for endorsement.
V. Level 0 Set Up in Curricunet	Organizational set up for service areas shown to committee. No changes were recommended.	N. Cayton will send the information to Curricunet for them to set up our service areas in Level 0 in the assessment module.
VI. Article: “Two underused best practices for improvement focused assessments” by Phyllis Blumberg, Ph.D.	P. de Haan provided an article related to assessment for the committee to consider.	There will be a discussion about the article at the 11/5 meeting. Committee members should read the article prior to the meeting.
VII. Ideas for Assessment Cycle Map	Topic tabled due to lack of time.	Topic will be on November agenda.
VIII. Assessment/TLC for October Flex Day	The TLC is sponsoring a targeted assessment opportunity on the 10/22 flex day. Any individual, department, or group who wants assistance with assessment or just some companionship and motivation to complete their assessment is welcome in the TLC 1:30-2:45 pm or 3:00-4:15 pm. Ideally, those present will be able to use this time not only to enter information into Curricunet but also to discuss their data and inform their action plan. Experienced assessers will be present to assist those who attend. Refreshments available.	Liaisons should encourage faculty in their area who have not yet finished their assessments to attend. Send RSVPs to J. Braman/L. Ruberto by 10/16.  J. Braman/L. Ruberto will send RSVP list to N. Cayton prior to 10/22 to ensure that all who will attend have a Curricunet account.  N. Cayton will be available 10/22 to assist anyone with questions or concerns in using Curricunet
IX. Other/Announcements	None	
X. Adjourn	1:25 pm	