**BERKELEY CITY COLLEGE**

**Planning for Institutional Effectiveness (PIE)**

**Meeting Minutes**

**February 2, 2017**

**PRESENT:** Hannah Chauvet, Lisa Cook, Pieter de Haan, Heather Dodge, Jennifer Lowood, Alejandro Perez

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| 1. **Call to Order**
 | 12:20 p.m. |  |
| 1. **Approval of the Meeting Minutes**
 |  | Approved |
| 1. **TLC**
 | The TLC Symposium will take place on Friday, May 5, 2017. |  |
| 1. **Spring 2017 Course Assessment To-Dos**
 | The assessment liaisons were given a list of courses that are due to be assessed this semester. They were also given a list of courses that should have been assessed between Fall 2015 to Fall 2016. We are requesting for assessment results and/or a new schedule for those courses. |  |
| 1. **Global Awareness and Valuing Diversity ILO Assessment**
 | During the Fall 2016 semester, we assessed the Global Awareness and Valuing Diversity ILO. We only received 194 samples from 11 classes, 6 disciplines. Since we deemed that this is not enough of a sample size, we are extending the deadline to end of Spring 2017 so that we can encourage more faculty to contribute student work. |  |
| 1. **Planning for the Spring 2017 Assessment of Ethics and Personal Responsibility ILO**
 |  | Tabled |
| 1. **Action Plan Examples (APE) Website**
 | J. Lowood reported working on the Action Plan Examples. The PIE Committee reviewed the changes and decided to add more categories. |  |
| 1. **Spring 2017 Meeting Dates**
 | Below is a list of PIE Committee’s Spring 2017 meeting dates:* February 2, 2017
* February 16, 2017
* March 2, 2017
* March 16, 2017
* April 6, 2017
* April 20, 2017
* May 4, 2017
* May 18, 2017
 |  |
| 1. **Combining Assessment Data with Achievement Data**
 | No discussion. |  |
| 1. **Other Items**
 | No discussion. |  |
| 1. **Next Meeting Date**
 | February 16, 2017 |  |
| 1. **Adjournment**
 | 1:30 p.m. |  |

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