**BERKELEY CITY COLLEGE**

**Planning for Institutional Effectiveness (PIE)**

**Meeting Minutes**

**March 2, 2017**

**PRESENT:** Pieter de Haan, Jennifer Lowood, Alejandria Tomas, Dmitriy Zhiv

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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**
 |  | Tabled |
| 1. **Accreditation Comments from Visiting Team**
 | The PIE Committee reviewed the comments of the Accreditation visiting team and identified one line that is inaccurate: “First, the Office of Instruction worked with the Peralta Federation ofTeachers (PFT) to place on faculty assignment letters a notation that each faculty member mustinclude the SLOs that match the COR on their syllabi which they distribute to their students during the first week of class.” The Peralta Federation of Teachers (PFT) was not involved in this process.  |  |
| 1. **TLC**
 | No discussion. |  |
| 1. **Survey for Ethics and Personal Responsibility ILO**
 | During its February 16, 2017 meeting, the PIE Committee decided to conduct an Ethical Reasoning survey as an initial assessment of the institutional learning outcome (ILO). A draft of the survey created by J. Lowood and A. Tomas was disseminated. The following were discussed:* A copy of the survey was submitted to Phoumy Sayavong, Dean of College Research and Planning for BCC, so that he can review and provide feedback.
* If the survey can be administered outside the classroom, then the first field that says “Discipline and Course Number” should be amended to include “outside the classroom activities.”
* The concept of “basic belief” was mentioned in several areas of the survey. It was mentioned that this might not be clear to students, so this was changed to “basic ethical beliefs (beliefs about what is right and wrong).”
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| 1. **Course Offerings and Assessments**
 | The Assessment Liaisons were given a list of BCC’s active courses and their offerings from Summer 2014 to Spring 2017. The list highlights courses that have not been offered during these semesters. The same list was given to members of the Curriculum Committee, and they were asked to discuss the list with their department chairs to see if some of the courses that have not been offered could be temporarily or permanently offered.  |  |
| 1. **Action Plan Examples (APE) Website**
 | No discussion. |  |
| 1. **PIE’s ROLE in Shared Governance Manual**
 | BCC’s Round Table Committee is reviewing the Shared Governance Manual. PIE was asked to review its membership and charge as printed on the Shared Governance Manual. The following were changed:* Under membership
* “Departmental Liaison from each instructional department, appointed by the Department Chair, with alternate to be designated to attend meetings, if so desired (including two faculty part-time representatives)”—This will be changed to (including a faculty part-time representative)
* “Three classified representatives” will be deleted, and replaced with “SLO Assessment Specialist.”
* “1-2 representatives from Counseling” will be replaced with “1 representative from Counseling.”
* “1-2 additional representatives from Student Services” will be replaced with “Additional representative from Student Services, if so desired”
* Currently, the Shared Governance Manual states that PIE recommends to the Education Committee. The BCC Academic Senate should be included in that list.
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| 1. **Combining Assessment Data with Achievement Data**
 | J. Lowood reported speaking with Phoumy Sayavong, Dean of College Research and Planning for BCC, who stated that the college is planning to administer the Community College Survey of Student Engagement (CCSSE). In the past, some of the data gathered from CCSSE were used for assessment, so we should do the same for this time. J. Lowood and A. Tomas will work with mapping some of the CCSSE questions to the college’s institutional learning outcomes (ILO). |  |
| 1. **Other Items**
 | No discussion. |  |
| 1. **Next Meeting Date**
 | March 16, 2017 |  |
| 1. **Adjournment**
 | 1:30 p.m. |  |

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