



BERKELEY CITY COLLEGE
Planning for Institutional Effectiveness (PIE)
Meeting Minutes
February 4, 2016



PRESENT: Nancy Cayton, Pieter de Haan, Matthew Freeman, Allene Hegler, Ivanetta Ikeda, Andrea Jones, Jennifer Lowood, Sabrina Nelson, Alejandria Tomas, Jenny Yap, Dmitriy Zhiv

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order	The meeting was called to order at 12:20 p.m.	The agenda was approved.
II. Approval of the Meeting Minutes		The PIE Committee tabled the approval of the December 10, 2015 meeting minutes.
III. Discussion about Assessment Liaison Roles	<p>The following were discussed:</p> <ul style="list-style-type: none"> • J. Lowood narrated a brief history of the Assessment Committee, which was eventually changed into the PIE Committee, and how the funding for the committee has also changed over the years. • Currently, there is no document that lists the responsibilities of assessment liaisons. It is also not clear how the pay is calculated. • Several assessment liaisons expressed their concern not having control over other faculty members, and that all they could do is send reminders of what needs to be done. The chairs, liaisons, and administrators should be in partnership in encouraging faculty to complete assessment work. • Matthew Freeman, Peralta Federation of Teachers (PFT) Union Representative, was in attendance. He noted that the PFT contract only mentions assessment when it requires faculty members to put course student learning outcomes (SLOs) on their syllabi. He further explained that BCC cannot require faculty members to do assessment work more than what is required in other colleges' within the district. • It was noted that faculty self-evaluation forms include the question "In terms of classroom instruction, including the assessment of student learning outcomes, what have you learned about student needs, issues, and your own teaching? How will you implement what you have learned?" • It was also suggested that the assessment liaison's pay should be based on the hours they spend on coordinating assessment work. If and when the work is not being completed, we should ask if the issue is with the liaisons or something else. If it is because of liaisons, then they could be replaced. 	<p>The PIE Committee will draft the responsibilities of assessment liaisons, department chairs, and administrators in the assessment process.</p> <p>M. Freeman will speak with administrators about how to compel faculty members to participate in assessment without violating the PFT contract.</p>

	<ul style="list-style-type: none"> • Since our Interim President, Krista Johns, came from the Accrediting Commission for Community and Junior Colleges (ACCJC), she would be knowledgeable about ACCJC standards and how we might address the recommendation on SLO Assessment. 	J. Lowood will invite Krista John's, Interim President of BCC, to the next PIE meeting.
IV. Curriculum and Assessment Scheduled		Tabled.
V. Actions Plans Project for the Month		
VI. Spring 2016 Goals and Plans		Tabled.
VII. Quantitative Reasoning Assessments		Tabled.
VIII. Global Awareness and Valuing Diversity		Tabled.
IX. TLC	No discussion.	
X. Other Items	No discussion.	
XI. Next Meeting Date	<p>PIE MEETING DATES FOR SPRING 2016: (1st and 3rd Thursday of the Month, 12:15-2pm)</p> <ul style="list-style-type: none"> • February 18, 2016 • March 3, 2016 • March 17, 2016 • April 7, 2016 • April 21, 2016 • May 5, 2016 • May 19, 2016 	
XII. Adjournment	2:15 p.m.	

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