BERKELEY CITY COLLEGE
Planning for Institutional Effectiveness (PIE) Committee
Meeting Minutes
May 7, 2019 12:20 -1:15 pm

Present: Fabian Banga, Nancy Cayton, Hannah Chauvet, Leonard Chung, Pieter de Haan, Heather Dodge, Kuni Hay, Charlotte Lee, Adan Olmedo, Phoumy Sayavong, Fatima Shah

Absent: Iva Ikeda, Cora Leighton, Dmitriy Zhiv

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order and Agenda Review	12:24 p.m.	
II. Minutes from 4/9/19	Approved with correction	
III. Confirm Membership for 2019-20	The following members will continue for 2019-20: Leonard Chung, Fatima Shah, Adan Olmedo, Hannah Chauvet, Pieter de Haan, Charlotte Lee. The following members will join the committee: Jenny Yap in Spring 2020 (in place of Heather Dodge)	P. de Haan will confirm if the following members will continue: Iva Ikeda, Cora Leighton, Dmitriy Zhiv. P. de Haan will follow up with these areas to determine if they will select liaisons: ESOL, Student Services, Administrative Services. Confirmed members names will be submitted to the faculty senate for endorsement at the beginning of the fall semester.

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IV. Review Use of Workflow Spreadsheet and Stipends	P. de Haan reviewed the kind of information to list in the spreadsheet with sample entries. P. Sayavong recommended not to use links to document any assessment oriented activities in the spreadsheet because of experience encountering broken links. Instead, note the title of relevant documents and add the documents to the department file in Google. N. Cayton emphasized that for receipt of a stipend the liaisons should have documented their work on the spreadsheet.	Liaisons will complete the spreadsheet with information about assessment activities in their areas.
V. Assessment Highlights from the ACCJC Conference	P. de Haan and N. Cayton gave brief summaries of the workshops attended at the ACCJC conference May 1-3. These included student-centric assessment, using research questions to guide assessment (CSM), CCSF's use of large data samples to look at student equity issues, Skyline's approach to professional development focused on equity, College of the Sequoia's building a culture of assessment through ILOs, merging grading and SLO assessment in Canvas, reimagining what meaningful assessment looks like, and how Los Positas College has started building a culture of assessment.	P. de Haan and N. Cayton will collect further details and information on these workshop topics and will provide more information during the fall semester.
VI. Fall 2019 PIE Committee Schedule	The fall schedule of meetings was provided on the meeting agenda. These are: 9/3, 10/1, 11/5, 12/3.	Also note that 9/13 is the final date to submit Spring 2019 assessment data into Curricunet.
VII. Spring 2019 Assessment Completion Reminder	All Spring 2019 assessments should be completed at the end of the semester and data entered into Curricunet as soon as possible.	All assessment information should be entered into Curricunet and launched as soon as possible but no later than 9/13/19.

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VIII. Other/Announcements	All departments have a list of courses scheduled for assessment during Summer 2019 or Fall 2019 in their shared Google file.	Liaisons should review this information and remind the faculty of these courses to prepare for assessment.
IX. Adjourn	1:07 pm	