



BERKELEY CITY COLLEGE
Planning for Institutional Effectiveness (PIE)
Meeting Minutes
September 1, 2016



PRESENT: Lisa Cook, Pieter de Haan, Heather Dodge, Jennifer Lowood, Mark Swiencicki, Alejandria Tomas

| AGENDA ITEM | SUMMARY OF DISCUSSION | FOLLOW UP ACTION |
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| I. Call to Order | 12:23 p.m. | |
| II. Approval of the Meeting Minutes | | MOTION: The PIE Committee approved the following sets of meeting minutes: <ul style="list-style-type: none"> • March 17, 2016 • April 7, 2016 • May 5, 2016 • May 19, 2016 Unanimously approved. The motion carries. |
| III. 2016-2017 PIE Membership/Assessment Liaisons | Below is a list of assessment liaisons for 2016-2017: <ul style="list-style-type: none"> • Business/CIS—Jayne Matthews • English, ESL, Education, LRNRE—Jenny Lowood • LIS/Librarian/TLC Coordinator—Heather Dodge • Mathematics—Dmitriy Zhiv • Modern Languages—Willy Lizzaraga • Science and Biotechnology—Pieter de Haan • Social Sciences—Mark Swiencicki The following departments have not identified their assessment liaisons: <ul style="list-style-type: none"> • American Sign Language (ASL) • Arts and Cultural Studies • Counseling • Multimedia Arts | |
| IV. Accreditation Visit | An accrediting team will be visiting BCC in October 2016. There were two recommendations that are related to student learning outcomes (SLO) assessment. Listed below are those recommendations and the steps BCC took to address them: <ul style="list-style-type: none"> • SLOs on Syllabi—To make sure that SLOs on syllabi match those on the Course Outline of Record (COR), the Office of Instruction has taken the following steps: | |

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| | <ul style="list-style-type: none"> ○ A webpage was created that contains all official course SLOs. This page is easily accessible to faculty, staff, and students. ○ Along with assignment letters, instructions on how to access official course SLOs have been sent to faculty. ○ Syllabi are now submitted on a Moodle site. We review the SLOs on the syllabi and compare them against the official SLOs on CORs. When the SLOs on a syllabus are different from the official SLOs, a memorandum is sent to the faculty member so that they can update their SLOs. <ul style="list-style-type: none"> ● Course Assessment—On the Program Review reports submitted on December 2015, all departments submitted a schedule of when each of their courses will be assessed. We keep a Masterfile with this schedule and remind all departments during the beginning of every semester to make sure they know which courses are scheduled to be assessed during that particular semester. | |
| V. CurricUNET Meta Assessment Module | J. Lowood and A. Tomas have been working with a small group with representatives from each of the colleges to build the CurricUNET Meta Assessment Module. One of the areas that will be improved on the Meta fields will be the addition of learning gaps vs acceptable target numbers. The PIE Committee will be informed as the project moves along. | |
| VI. ILO Assessment Cycle | No discussion. | |
| VII. TLC | H. Dodge, TLC Coordinator, reported the following: <ul style="list-style-type: none"> ● The TLC was under budget last year. ● An email announcing the application period for TLC projects will be sent to the college community soon. ● Just like last year, every department will be allocated \$2000 for their TLC projects. ● Interdisciplinary projects are highly encouraged. | |
| VIII. Teamwork ILO Assessment Results | It was observed that “Facilitates the Contributions of Team Members” is the category where students seemed to have been rated the lowest. | |
| IX. Assessment of Global Awareness & Valuing Diversity ILO | No discussion. | |
| X. Assessment of Quantitative Reasoning ILO | No discussion. | |
| XI. Other Items | No discussion. | |
| XII. Next Meeting Date | September 1, 2016 | |
| XIII. Adjournment | 1:32 p.m. | |

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