

BERKELEY CITY COLLEGE
PIE Committee
Meeting Minutes
December 4, 2018 12:20 -1:15 pm

Present: Nancy Cayton, Hannah Chauvet, Leonard Chung, Pieter de Haan, Heather Dodge, Kuni Hay, Charlotte Lee, Nora Mitchell, Phoumy Sayavong, Susan Truong

Absent: Fabian Banga, Cora Leighton, Jenny Lowood, Dmitriy Zhiv

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
I. Call to Order and Agenda Review	12:23 p.m.	
II. Minutes from 11/6/18	Approved	
III. Outstanding Assessment Schedules Due 12/7/18	P. de Haan informed the committee that assessment schedules not already submitted are overdue. These outstanding schedules should be submitted by 12/7/18. N. Cayton reported that the following areas still need to submit schedules: ASL, COPED, ESOL, Modern Languages, MMART, MUSIC.	P. de Haan has already been in touch by email with I. Ikeda for ASL and A. Mobley for MUSIC. N. Mitchell reports that ESOL has a tentative schedule, but she has been waiting for members of her department to review; she will forward it as is to P. de Haan. S. Truong will add COPED 450 to her schedule of assessments. Because issues related to minimum qualifications of instructor, the course has been cancelled for the last two semesters. In light of this, the course will be added to a semester late in the cycle. H. Chauvet will submit a tentative schedule for MMART to P. de Haan. He will follow up with M. Clarke-Miller, department chair if needed.

IV. Training Dates for Assessment Module in Meta	P. de Haan announced that he will lead a training session on BCC's flex day, January 18.	H. Dodge suggested that he also do a training at a Department Chairs meeting.
V. Quick Review of Meta Training	P. de Haan reviewed the steps needed to submit an SLO assessment for a course.	At the request of some committee members, P. de Haan will email a set of step by step directions for submitting an SLO assessment in Meta to the committee.
VI. Vote on Assessment Liaison Job Description	Based on the requested edits to the job description at the 11/6 meeting, P. de Haan sent a revised job description to the committee members. After sending the revised draft, he received comments from committee members who were not present on 11/6. These comments were presented at today's meeting. The committee members reviewed the suggestions and further edited the job description. The committee approved the job description as edited during the meeting.	The final version of the job description will be sent to all committee members. At the same time, it will be forwarded to BCC's Academic Senate for approval.
VII. Assessment Module for Service Areas (AKA Level 0)	K. Hay reported that she has received a response from VC Siri Brown on the status of the service area assessment module development. It appears that faculty member Evan Schloss (who works at COA's health center) has been given the task of working with Curricunet representatives to develop the module. Also from Siri's response, it appears that next week she and E. Schloff will review the most recent edits submitted to Curricunet	K. Hay will keep the committee updated on the progress of this module and any further information from VC Brown.
VIII. SLOs on Syllabi	K. Hay informed the committee that faculty looking for current SLOs to list on their syllabi should check Curricunet. The webpage that people have been using with the Excel files is too time consuming to maintain and prone to errors.	The current webpage will stay up, but the Excel files will be taken down and in their place a link to Curricunet will be added with directions on how to access the site. It has the most up to date information. Log-in information is not necessary; those without a log-in can use the public version of the site.

IX. Confirm Spring 2019 PIE Meeting Calendar	The first Tuesday in April falls during spring break. The committee agreed to move the meeting to 4/9, the second Tuesday of the month. All other meeting dates will stay the same.	Committee members requested that the dates for Spring 2019 be sent to them as well as provided via an Outlook invitation.
X. Other/Announcements	None	
XI. Adjourn	1:33 pm	