

**BERKELEY CITY COLLEGE**  
**PIE Committee**  
**Meeting Minutes**  
**February 15, 2018 12:30-1:30 pm**

**Present:** Jenny Lowood, Dmitriy Zhiv, Nancy Cayton, Alejandro Wolbert Perez, Pieter de Haan,

**Absent:** Hannah Chauvet, Jason Cifra, Heather Dodge, Jayne Matthews, Willy Lizarraga, Phoumy Sayavong

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW UP ACTION
Call to Order and Agenda Review	12:30 p.m.	
Minutes from 12/14/17	Minutes were not voted on for approval because we lacked quorum.	Hold for March meeting.
Selection of Assessment Co-Chair	Jenny nominated Pieter de Haan	Pieter agreed, but a vote did not take place because we did not have a quorum. Jenny planned to vote by email.
Scores and Data from Communication ILO Assessment	A hand out at the meeting was briefly reviewed.	It was requested that the general data be compared to previous year's data.
Continue Discussion of Creating Action Plans for ILOs	This item was skipped due to the low number of attendees.	
Critical Thinking ILO Assessment Spring 2018	The Critical Thinking ILO rubric used previously was reviewed for use this semester. It was noted that instructors who wish to do a course assessment can use the rubric and adjust as needed to fit their course.	
Transition to CurricuNet Meta Beginning Fall 2018	The change over from TaskStream to Meta was announced . There was a brief discussion about the need to prepare materials and/or plan trainings for faculty to use the new assessment module in Meta.	Nancy and Jenny will review the training document used at Merritt for adaptation for use at BCC.
Other/Announcements	1. The Focused Minute Paper was shown and announced that it would be	1. N/A

	<p>used on all courses that had not submitted assessments by 4/27.</p> <p>2. The PIE Committee’s meeting calendar is in conflict with the Guided Pathways work group schedule, so it was agreed to change the meeting time of the PIE Committee.</p> <p>3. Jenny showed the “APE” webpage of the Assessment website. The page was renamed Learning Outcomes Assessment Resources.</p>	<p>2. The PIE Committee will now meet on the second Tuesday of the month at the same time. Nancy will send out an announcement by email to the committee.</p> <p>3. The site has various examples, tools and other information for liaisons and faculty to assist them in completing assessments.</p>
Time for Individual Meetings with Liaisons for Plan for Spring 2018 Course Assessments	Pieter reported that Linda McPheron had recently entered the data for BIOL 13 into TaskStream. Otherwise, there was no time left for individual meetings.	Individual meetings will need to be scheduled with liaisons.
Adjourn	1:23 pm	