**BERKELEY CITY COLLEGE**

**Assessment Committee (formerly known as PIE Committee)**

**Meeting Minutes**

**February 4, 2020 12:20 -1:15 pm**

**Present:** Jennie Braman, Fabian Banga, Nancy Cayton, Leonard Chung, Charlotte Lee, Adán Olmedo, Phoumy Sayavong

**Absent:** Joshua Boatright, Pieter de Haan, Kuni Hay, Iva Ikeda, Laura Ruberto, Fatima Shah, Dmitriy Zhiv

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| I. Call to Order and Agenda Review | 12:25 p.m. | P. de Haan has a hiring committee meeting that conflicted with the Assessment Committee. Assessment committee meeting chaired by P. Sayavong in his place. |
| II. Minutes from 12/3/19 | Approved |  |
| III. Courses Scheduled for Assessment Spring 2020 | Handout provided to attendees showing all courses that were scheduled to be assessed in Spring 2020. As a reminder, the service area representative position on this committee is unfilled. We must reach out to service areas to ensure they are engaging in assessment and provide support as needed. | 1. Liaisons should contact the faculty in their area teaching courses on the list to confirm they know about the assessment.  2. Liaisons will assist the faculty to prepare for the assessment or refer to P. de Haan for assistance as needed.  3. Liaisons should update their area’s master schedule to reflect any courses that were planned to take place in S20, but will not. (Reschedule them for a future semester within Round 4.)  4. P. de Haan will reach out to service area leads to ensure assessment is taking place in their areas. |

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| IV. Status of Fall 2019 Course Assessments | Attendees reviewed a chart showing very low completion rate of assessments for Fall 2019 submitted in Curricunet so far. All attendees received a spreadsheet showing details for each area for follow up. Reminder that due date for entering F19 assessments into Curricunet is soon. P. de Haan and N. Cayton are available to go to department meetings or other gatherings to talk about assessment or provide support to faculty. | 1. Liaisons will contact the faculty in their area with courses on the list that have not submitted assessments via Curricunet to determine if assessments were completed and to assist them in entering the data into Curricunet as needed (or refer them to P. de Haan). **Due date 3/15.**  2. Liaisons will work with faculty in their area to reschedule assessments that did not take place as planned in F19 to another semester within Round 4. |
| V. IGETC & CSU Breadth Certificate Assessments and Assessment of Liberal Arts AAs: (Arts & Cultural Studies/Behavioral and Social Sciences) | As decided at the 12/2 meeting, P. de Haan and N. Cayton reviewed the mapping of courses to programs. In general, courses are often not mapped to programs (only ILOs). Until courses are better mapped to programs in Curricunet, the data from course assessments will not “roll up” into the program assessments. | Liaisons or department reps should meet with N. Cayton individually to ensure courses are mapped to programs in their area. |
| VI. Computational Skills/Quantitative Reasoning ILO (Fall 2019) Update | P. de Haan has received some submissions for this ILO. He and N. Cayton will meet to review what has been submitted and determine how to provide the information to the committee to review. | P. de Haan and N. Cayton will report back at the next meeting. |

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| VII. Preparing for Spring 2020 ILO Self-Awareness & Interpersonal Skills/Teamwork | Two rubrics from other institutions were provided as possible options to edit or use in part to construct a rubric for this ILO that focuses on the self-awareness and interpersonal skills portion of the ILO. Due to time constraints during this meeting, an ad hoc committee will be formed to work on the creation of a rubric. The committee will consider if they can create a rubric that includes all parts of the ILO, so that only one rubric is necessary. J. Braman agreed to be on the ad hoc committee. | 1. Long term goal of setting up a schedule and process for reviewing the ILOs remains.  2. P. de Haan will contact faculty who teach courses that are mapped to this ILO to solicit 2-3 others to serve on this committee. |
| VIII. Assessment Office Hours in TLC | It was announced that P. de Haan will hold “office hours” on the first Wednesday of the month at college hour in the TLC to be available to anyone who wants assistance or has questions about assessment. | Anyone unable to meet with Pieter at this time can call or email him for assistance. |
| XI. Other/Announcements | Announcements:  1. TLC-Sponsored Eureka Gathering 2/5, 5:30-7 pm  2. Pending Professional Development Committee approval, another Assessment work day on 3/19 flex day |  |
| XII. Adjourn | 1:10 pm |  |