**BERKELEY CITY COLLEGE**

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

**Meeting Minutes**

**March 3, 2020 12:20 -1:15 pm**

**Present:** Jennie Braman, Fabian Banga, Nancy Cayton, Leonard Chung, Pieter de Haan, , Iva Ikeda, Adán Olmedo, Fatima Shah, Dmitriy Zhiv (via Zoom)

**Absent:** Joshua Boatright, Kuni Hay, Charlotte Lee, Phoumy Sayavong

**Guest:** Randy Yang

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| I. Call to Order and Agenda Review | 12:30 p.m. |  |
| II. Minutes from 2/4/20 | Approved |  |
| III. Computational Skills/Quantitative Reasoning ILO Data | P. de Haan provided data from faculty who used the computational skills and quantitative reasoning rubric to assess their students’ skills. D. Zhiv noted that math faculty have noted that the data from their students may not reveal some patterns that they have noticed: 1) due to a high level of attrition, many students do not continue attending until the final exam when these skills are assessed; 2) typically, there is a higher level of attrition in MATH 1 & 13 than other courses which have requisites. It was noted during the meeting that 25-30% of students receive a score of only 1 or 0 (have not met the outcome) | Continue discussion of the data, determine next steps. |
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| IV. Status of Round 4 Course SLO Completion and How to Get SLOs Completed | Ideas from committee members of how to get more assessments completed: faculty schedule time to work in the TLC when N. Cayton is present to have a distraction free environment and get help as needed; do assessment work outside department office to reduce distractions; utilize the assessment office hours that Pieter is hosting the 1st Wednesday of the month; put information into the assignment letter stressing the importance of completing assessments; discuss assessments for coming semester before the it begins so people can plan and prepare; provide templates that people can use for their assessments; use a survey tool to report information | P. de Haan and N. Cayton will discuss getting information into the assignment letter in the future with K. Hay.  N. Cayton is available for those who want to use the TLC to work. Contact her in advance to ensure she will be in the office when you want to work. To reserve the TLC: <https://www.berkeleycitycollege.edu/wp/teaching-and-learning/please-use-the-room/reserving-the-teaching-and-learning-center/>  Continue to gather ideas to help get assessments completed. |
| V. Aggregating Course Assessments & Improvement Action Plans | There was limited time for this discussion. Completed level 1 assessments need to be aggregated by liaisons. Aggregation will show all recommendations entered. Departments should be working to complete items on their action plans. | At a future meeting, show how to do an aggregation.  Liaisons work with departments to follow up on action plans. |
| VI. Self Awareness ILO Ad Hoc Committee Will Meet 3/5 at 12:15 | As discussed at 2/4 meeting, an ad hoc committee to focus on creating a rubric for the Self Awareness ILO will meet later this week. P. de Haan has recruited some faculty whose courses map to this ILO to participate in addition to committee members who will take part. | Interested parties are welcome to attend. There will be a report at the next Assessment Committee meeting about the work completed. |
| VII. Assessment Coordinator Elect Needed | P. de Haan reminded the committee that we are still looking for a Coordinator Elect to work with him next year and then as the solo Coordinator the following year. | Interested parties should contact the faculty senate vice president, S. Gillette, to apply. For questions, feel free to contact P. de Haan or N. Cayton or review job description. |
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| VIII. Other/ Announcements | The TLC will host another assessment work session on the mid-semester flex day. |  |
| IX. Adjourn | 1:14 pm |  |