**BERKELEY CITY COLLEGE**

**Assessment Committee**

**Meeting Minutes**

**April 7, 2020 12:30 -1:30 pm**

**Present:** Jennie Braman, Nancy Cayton, Leonard Chung, Pieter de Haan, Charlotte Lee, Adán Olmedo

**Absent:** Fabian Banga, Joshua Boatright, Kuni Hay, Iva Ikeda, Phoumy Sayavong, Fatima Shah, Dmitriy Zhiv

Meeting took place via Zoom. Meeting ID: 629 464 983

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| I. Call to Order and Agenda Review | 12:33 p.m.  |  |
| II. Minutes from 3/3/20 | Approved |  |
| III. Regrouping for the Remainder of the Semester | P. de Haan announced that planned assessments for Spring 20 will be on hold due to the sudden change to all courses being taught by distance education as a result of the COVID-19 pandemic. For various reasons the instructor may not be able to collect data and/or the data would likely not give insight into student success as the course is usually taught. However, any assessment information not yet entered into Curricunet for Fall 2018-Fall 2019 should be entered by the end of the semester.N. Cayton suggested that those who can should note how management of the crisis as well as the transition to distance education was successful and where improvements could be made in case of future emergencies and/or in permanently transitioning  | Courses scheduled for assessment for Spring 2020 will need to be rescheduled to a future semester. The committee expects that we will be on campus again by Fall 2020 and departments can determine then how they will reschedule the assessment of these courses.Instructors with assessments that took place between Fall 2018-2019 that have not yet submitted proposals into Curricunet should do that by the end of this semester.Liaisons will wait about 2 weeks to allow people to settle into teaching and counseling via distance before reminding them about submitting proposals for Fall 2019 and suggesting that  |
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| *III. Regrouping for the Remainder of the Semester continued* | specific course(s) to distance education.A. Olmedo and C. Lee both noted that plans for assessment within their departments prior to the campus closure had been put on hold and communication among colleagues about assessment has been limited or not taking place. | departments collect data to assess their experience working remotely and the campus’s response to the emergency. |
| IV. Status Update on Fall 2018-Fall 2019 Assessments | N. Cayton is compiling data from Fall 2018-Fall 2019 (half way through Round 4) to determine the completion rate overall for the college and by department. The data is not ready yet, but should be soon. Note that the deadline for submitting proposals from Fall 2019 assessments has been extended to the end of Spring 2020. Thus, the completion rate may go up after the end of the term. | As noted above, any completed assessments from Round 4 not yet entered into Curricunet should be entered before the end of this term.N. Cayton will share the compiled data with the committee members when it is ready, which will be before the next meeting. |
| V. Planning for Assessing Online Courses | P. de Haan noted that K. Hay wants the Assessment Committee to begin thinking about how best to assess online courses.Liaisons expressed the opinion that many courses would be able to be assessed in the same manner as face to face courses, such as through the use of quizzes, rubrics, etc. However, prevention of cheating may be a bigger issue in classes conducted via distance education. | More information will be forthcoming after discussions with campus DE Coordinator and others assisting with the transition to distance education. |
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| VI. Other/ Announcements | J. Braman suggested that to assist faculty to enter their assessment proposals that the directions currently available as a handout also be available in video format. |  |
| IX. Adjourn | 1:03 pm |  |