**BERKELEY CITY COLLEGE**

**Assessment Committee**

**Meeting Minutes**

**September 1, 2020 12:30 -1:30 pm**

**Present:** Fabian Banga, Jennie Braman, Nancy Cayton, Leonard Chung, Pieter de Haan, Jenny Gough, Kuni Hay, Sepi Hosseini, Fan-Ching Kuo, Charlotte Lee, Adán Olmedo, Phoumy Sayavong, Fatima Shah

**Absent:** Heather Dodge, Iva Ikeda

Meeting took place via Zoom. Meeting ID: 629 464 98

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| I. Call to Order and Agenda Review | 12:33 p.m.  |  |
| II. Welcome New Liaisons | Sepi Hosseini for ESOL and Fan-Ching Kuo for Math have joined the committee. |  |
| III. Minutes from 5/5/20 | Approved10 yeas, 2 abstentions |  |
| IV. Accreditation and ACCJC Expectations | K. Hay summarized the current status of the ISER and discussed the expectations of the visiting team. Currently, the ISER is being finalized and will be provided to participatory governance committees to review. Among the expectations the visiting team will have is to see that the college uses assessment data to improve teaching and learning, particularly student success and equity. This includes having a  | On 9/10 at noon the college will host some accreditation related activities and test your knowledge of BCC.C. Lee may be contacting members of the committee with requests for evidence to include in the ISER. |
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| *IV. Accreditation and ACCJC Expectations continued* | documented process of how the data from assessment is woven into other processes, for example APU and Program Review. Documentation includes things like calendars, processes for PLO and ILO assessment, etc. Documentation of these types of things is part of the evidence in the ISER. The team will visit BCC (perhaps virtually) in March 2021. They will have received the finalized ISER prior to the visit. During the visit, Assessment Committee members should expect that we will be interviewed by the team, so it is important that all members are familiar with the information about assessment in the ISER and know where various pieces of evidence are located. |  |
| V. Adán’s Approach to Liaison Work | A. Olmedo is the liaison for the English department. He did a presentation about his experiences as a liaison. He noted that many faculty members feel overwhelmed and have not focused on assessment. As a result, liaisons may have a difficult start in getting assessments completed in their areas. He provided ideas for how to help ease instructors into assessment, noting that putting in extra time initially can reap rewards later. He also discussed his support and reward system. Other liaisons commented on their experience and where their areas faced road blocks with assessment. A. Olmedo shared some documents he created that could be adapted by other liaisons for use within their areas. In addition, he noted that the college could support  |  |
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| *V. Adán’s Approach to Liaison Work continued* | this effort by providing a badging system like Badgr, having a formal public recognition for those engaged in assessment, a lottery for a small prize/stipend for SLO completion, and add questions about assessment into hiring interviews. |  |
| VI. ILO Assessment Status | Tabled due to lack of time | This item will be on the next agenda |
| VII. Committee Meeting Schedule Adjustment | P. de Haan announced that due to the work that needs to be accomplished this semester, the committee will meet two times a month. The next meeting will be in two weeks at college hour. | A meeting invitation for additional meetings with dates will be sent to the committee. |
| VIII. Review One Drive and Documents for Liaisons | Tabled due to lack of time | This item will be on the next agenda |
| IX. Other/Announcements | J. Braman announced plans for the TLC to host two virtual sessions to support assessment entry into Curricunet, similar to the in-person events last fall. The proposed dates are 9/15 at 3:00 pm and 9/28 at 10:00 am. | It was suggested that the TLC use a Doodle poll or something similar to find out what other times would best fit faculty member’s needs. |
| X Adjourn | 1:31 pm |  |

**Vote by roll call:**

Fabian Banga; yea

Jennie Braman: yea

Nancy Cayton: yea

Leonard Chung: yea

Pieter de Haan: yea

Jenny Gough: abstain

Kuni Hay: yea

Sepi Hosseini: abstain

Fan-Ching Kuo: not present

Charlotte Lee: yea

Adán Olmedo: yea

Phoumy Sayavong: yea

Fatima Shah: yea