**BERKELEY CITY COLLEGE**

**Assessment Committee**

**Meeting Minutes**

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

**Present:** Fabán Banga, Jennie Braman, Nancy Cayton, Heather Dodge, Pieter de Haan, Sepi Hosseini, Iva Ikeda, Fan-Ching Kuo, Charlotte Lee, Adán Olmedo, Fatima Shah

**Absent:** Leonard Chung, Jenny Gough, Kuni Hay, Phoumy Sayavong

Meeting took place via Zoom. Meeting ID: 942 4006 2067

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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 11/17/20 | Approved with correction  H. Dodge moved/ F. Banga seconded  7 yeas, 0 nays, 2 abstentions |  |
| III. Review Write-up/Plan for Computational Skills/ Quantitative Reasoning ILO Data for Participatory Governance Committees | P. de Haan did a quick review of the results for this ILO again and then reviewed the statement that he prepared including topics discussed at the last meeting. The committee discussed the statement. There was general support for the statement and specifically for evaluating the differences between courses with a prerequisite and those without as well as a plan to conducting a norming session with the rubric prior to use when the outcome is next assessed. | P. de Haan will finalize the draft document he showed during the meeting and then send it to shared governance committees. |
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| IV. Timeline for the Information Competency ILO | P. de Haan showed the University of New Orleans rubric that was selected to use for this assessment at the last meeting. The list of courses mapped to the ILO were also provided again. Data will be collected in Spring 2021 and then analyzed in Fall 2021. Assessment data should be submitted no later than 6/4, when grades are due. Instructors teaching the courses mapped to this outline in Spring 2021 need to be contacted about participating in the assessment. Further questions to be addressed: When should faculty be contacted about participating? By what method? What sort of screening should take place to ensure that participating faculty have an assignment or test that will be suitable to assess this ILO with the rubric? Should there be some kind of norming session related to the rubric? | Determine when and how to contact instructors with courses mapped to this ILO.  Determine a screening method for assignments proposed to be included in the assessment.  Determine if a norming session or something similar is needed.  If department determines that a course(s) mapped to this ILO is not a good match, contact N. Cayton to update mapping in Curricunet. |
| V. Planning to Coordinate with Other Campus Groups to Focus on Assessment | J. Braman prepared an email message to send to the campus regarding the deadline (1/4/21) to enter assessment data with resources to assist in the data entry. The date for another assessment workshop was determined. Consider an additional workshop on 1/4. | J. Braman will host open office hours for assessment on 12/18, 1:30-4:00 p.m. to be available to people who want assistance with assessment. Liaisons requested to come at that time to help support those who want assistance. |
| VI. Other/Announcements | None |  |
| VII. Adjourn | 1:21 pm |  |