**BERKELEY CITY COLLEGE**

**Assessment Committee**

**Meeting Minutes**

**May 4, 2021 12:30 -1:30 pm**

**Present:** Fabián Banga, Nancy Cayton, Pieter de Haan, Heather Dodge, Sepi Hosseini, Kuni Hay, Charlotte Lee, Adán Olmedo, Fatima Shah, Phoumy Sayavong

**Absent:** Jennie Braman, Leonard Chung, Jenny Gough, Iva Ikeda, Fan-Ching Kuo

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 4/20/21 | Approved  P. Sayavong moved/A. Olmedo 2nd  8 yeas, 0 nays, 0 abstentions |  |
| III. Global Awareness and Valuing Diversity ILO Status Update | C. Lee gave the following summary of activity to date: upon review of possible rubrics to assess this ILO, it was proposed that the committee add intersectionality or some knowledge of hierarchies in society to the rubric. There was a discussion among the committee after which C. Lee contacted two ad hoc equity-focused campus groups for feedback on the rubrics: the President's Task Force for Equity and Social Justice and the Academic Senate Equity Working Group. We are awaiting a response from the president’s task force. The senate group provided some comments, questions, and some suggested readings. | C. Lee requested that the president’s task force respond by 5/14.  C. Lee will send an email to assessment committee members with the information and readings provided by the academic senate group.  The committee will review all materials prior to the 5/18 meeting and have a discussion at that meeting. |
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| IV. Assessment Committee Reflection on 2020-21 | Committee members received some reflection questions in advance of the meeting to begin thinking about this topic. Several members spoke about their experiences as liaisons. A few agreed that part of their role as liaison has been to ensure that assessment gets on department meeting agendas and stays present in the minds of colleagues. F. Shah noted that a focus on assessment has helped bring different sections of the same course into better alignment. She has worked on developing rubrics and assisting others in her department. Her department chairs have seen the value of an assessment focus and will change the way she is scheduled to allow for blocks of time to devote to it. A. Olmedo noted that the liaison job can require a lot of work initially with the reward coming 1-2 years later. His department goal for Round 5 is that all instructors will be able to work independently on Curricunet. P. de Haan noted that his Round 5 department goal is for every section of every course to be assessed and that all instructors will participate in discussions of assessment results of their courses. C. Lee noted that the step-by-step directions to enter data into Curricunet was helpful because live trainings won’t fit all instructor’s schedules. Many instructors in her department were using Curricunet for first time in Round 4. S. Hosseini noted that it was helpful to have a sample rubric to use and encourages developing more. S. Hosseini and C. Lee both noted that it isn’t always practical or |  |
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| IV. Assessment Committee Reflection on 2020-21 continued | possible for all instructors in their departments, especially part time instructors, to enter their own assessment data into Curricunet. |  |
| IV. Other/Announcements | N. Cayton announced that timesheets for liaison stipends will be sent via Adobe Sign in the next few days following the meeting. Liaisons should sign and return them before the end of the semester.  A. Olmedo announced that the curriculum committee is looking for an assessment representative to serve on that committee. P. de Haan offered to send out an email to the committee as some members were not present. However, F. Banga, already a member of that committee, volunteered. |  |
| V. Adjourn | 1:06 pm |  |