**BERKELEY CITY COLLEGE**

**Assessment Committee**

**Meeting Minutes**

**May 18, 2021 12:30 -1:30 pm**

**Present:** Nancy Cayton, Pieter de Haan, Sepi Hosseini, Iva Ikeda, Fan-Ching Kuo, Charlotte Lee, Adán Olmedo, Fatima Shah

**Absent:** Fabián Banga, Jennie Braman, Leonard Chung, Heather Dodge, Jenny Gough, Kuni Hay, Phoumy Sayavong

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

|  |  |  |
| --- | --- | --- |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| I. Call to Order and Agenda Review | 12:34 p.m.  |  |
| II. Minutes from 4/20/21 | ApprovedC. Lee moved/A. Olmedo 2nd7 yeas, 0 nays, 1 abstention |  |
| III. Global Awareness and Valuing Diversity ILO Assessment  | The two draft rubrics were reviewed. P. de Haan asked for committee suggestions based on the comments received from the academic senate equity group and readings provided by Alejandro Wolbert Perez. Approval of the rubrics was tabled. A motion was passed that before the first meeting of the committee in September, A. Olmedo would assemble a work group, including interested people from outside the committee, to focus on completing a rubric for the committee to review early in the term.P. de Haan moved/N. Cayton 2nd8 yes, 0 noes, 0 abstentions | A. Olmedo will contact members of the college prior to 9/7 to participate in review and revision, as necessary, of the existing rubrics. |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| IV. Recognition of Committee Members | P. de Haan expressed appreciation to all committee members for their work on assessment during Round 4 and especially for 2020-21. Individual members were recognized as follows:J. Gough: for inputting the first ASL assessments into Curricunet for Round 4; J. Braman: for leading workshops on assessment and Curricunet for the college; L. Chung: for progress with a challenging department; F. Shah: for getting counseling to 100% completion; A. Olmedo: for an incredible job embracing a culture of assessment and assisting faculty in his department; S. Hosseini: for great work getting assessments complete in a department that had none done previously; H. Dodge: for great work on the library assessment; F. Kuo: for stepping in as liaison in a department in transition; F. Banga: for getting some assessments done in his department; C. Lee: for great work assisting her department, esp. as a newer liaiso, working on ILOs, and co-leading the accreditation report; N. Cayton: for quick responses and problem solving. |  |
| V. Where to Focus Work in Fall 2021 | This item was tabled due to time. |  |
| VI. 2021-22 Meeting Dates and Liaisons | Prior to the meeting N. Cayton sent committee members a list of meeting dates for 2021-22 as well as a list of committee members. | Members who did not receive the information should contact N. Cayton. |
| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| VII. Other/Announcements | S. Hosseini asked for clarification on who is responsible for launching level 2 proposals. P. de Haan confirmed it was the department chair, however, in departments with multiple disciplines, lead faculty might assist the chair. |  |
| VIII. Adjourn | 1:19 pm |  |