  
**Assessment Committee Minutes**  
Tuesday, September 21, 2021, 12:30 pm-1:20 pm  
<https://cccconfer.zoom.us/j/91697291171>

***Berkeley City College’s mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives. The college achieves its mission through instruction, student support and learning resources which enable its enrolled students to earn associate degrees and certificates, and to attain college competency, careers, transfer, and skills for lifelong success.***

**Required Membership:**  (Attended = marked with “X”, Partial Attendance “P”)

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| Adán M. Olmedo, Assessment Coordinator & English Rep  Nancy Cayton, Assessment and Curriculum Specialist  Jenny Gough, American Sign Language Rep  P Cora Leighton, Arts and Cultural Studies Rep  Leonard Chung, Business/CIS/Economics Rep  Fatima Shah, Counseling Rep  Sepi Hosseini, ESOL Rep  Heather Dodge, Library/LIS Rep | Kelly Pernell, Mathematics Rep  Juan Miranda, Modern Languages Rep  Vacant, Multimedia Arts  Pieter de Haan, Sciences Rep  Susan Khan, Social Sciences Rep  Kuni Hay, Vice President of Instruction  Laura Ruberto, TLC Coordinator |

**Guests:**

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| **Meeting called to order (A. Olmedo)** | 12:33 p.m. | | |
| 1. **Approval of Agenda (A. Olmedo)** | 1. Review agenda (1 min.) 2. Motion to approve (1 min.)   K. Pernell moved/C. Leighton seconded |  | 9 yeas, 0 noes, 0 abstentions |
| 1. **Approval of Minutes (A. Olmedo)** | 1. Review minutes (2 min.) 2. Motion to approve 9/7/21 minutes (1 min.) K. Pernell moved/F. Shah seconded |  | 9 yeas, 0 noes, 0 abstentions |
| 1. **Global Awareness and Valuing Diversity ILO Assessment Rubric (A. Olmedo)** | 1. Review current draft (5 min.) 2. Motion to approve (3 min.): N/A   Committee members reviewed the draft rubric that included comments from A. Olmedo and N. Cayton. C. Leighton stated that some of the categories would be hard to assess because they included actions that aren’t likely to be observable and measureable. | a. Committee can submit comments/ edits  b. A. Olmedo will review sugges-tions and bring | Unresolved, will continue on next agenda |
| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| ***Global Awareness and Valuing Diversity ILO Assessment Rubric continued*** | H. Dodge reminded members that only courses mapped to this ILO would be included in the assessment. There was some discussion about whether the rubric should be revised or whether a new one that better aligns to our ILO be created. | either an edited or new rubric to the next meeting |  |
| 1. **Updated Assessment Committee Entry in the Participatory Governance Manual—Review and Approve (All)** | 1. Review updated draft (5 min.) 2. Motion to approve (3 min.)   P. de Haan moved/H. Dodge seconded  No revisions to the entry were proposed |  | 8 yeas, 0 noes, 0 abstentions |
| 1. **Volunteers Needed to Provide SLO Data for Pilot Disaggregation Project (A. Olmedo/P. Sayavong)** | 1. Questions? (3 min.) 2. Record volunteers’ names. (2 min.)   Kelly Pernell  Fatima Shah  Pieter de Haan  The listed volunteers will provide data for the pilot project. |  |  |
| 1. **Last Call for Data Coaching Project/TLC Application—deadline is in two days (A. Olmedo)** | 1. Questions? (3 min.) 2. Record participants’ names. (2 min.)   Jenny Gough  Fatima Shah  The listed volunteers will join N. Cayton and A. Olmedo in this project. Participants will contact Santa Monica College for advice and information on setting up a data coaching program. Hopefully, a pilot data coach program can be launched in Spring 2022. | A. Olmedo will submit these names to the TLC with application. |  |
| 1. **Who Is Assessing What in Fall 2021? (A. Olmedo)** | From the 3-year assessment plans, A. Olmedo has created a file that indicates all courses that are scheduled for assessment ithis semester and noted instructors for those courses. The file will track of the number of assessments being completed with the goal of improving the numbers from last year and documenting the building of a culture of assessment. Departments will receive awards for highest score, most participation, and other areas. Departments will compete in a bracket, similar to sports tournaments. Administrative and service areas will also be part of the tracking. A. Olmedo requests feedback on the file and the competition. [View file here.](https://docs.google.com/spreadsheets/d/1BrNoZ2uA26Ioe9C3acYomlQiSnrtdrkgGK7vcBBoapw/edit#gid=0) |  |  |
| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| 1. **Service Area Outcomes (SAOs) Meetings (A. Olmedo)** 2. **Office of the President** 3. **Office of Instruction** 4. **Student Services** 5. **Business and Administrative Services** | A. Olmedo created videos for service areas similar to those provided to academic departments. He and N. Cayton will be scheduling meetings with each area. So far, all areas except Business and Adminstrative Services has responded.  H. Dodge noted that both the library and counseling have courses as well as provide services, so conduct both kinds of assessments which have different timelines and participants. | A. Olmedo and N. Cayton will meet with all service areas. |  |
| **9. Other/Announcements** | None |  |  |
| **Meeting adjourned** | 1:31 p.m. | | |
| **Next Meeting:** | October 5, 2021 | | |