**BERKELEY CITY COLLEGE**

**Assessment Committee**

**Meeting Minutes**

**September 7, 2021 12:30 -1:30 pm**

**Present:** Nancy Cayton, Pieter de Haan, Jenny Gough, Kuni Hay, Sepi Hosseini, Susan Khan, Cora Leighton, Juan Miranda, Adán Olmedo, Kelly Pernell, Laura Ruberto, Phoumy Sayavong, Fatima Shah

**Absent:** Heather Dodge. Member to represent BUS/CIS to be determined.

Meeting took place via Zoom. Meeting ID: 916 9729 1171

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| **AGENDA ITEM** | **SUMMARY OF DISCUSSION** | **FOLLOW UP ACTION** |
| I. Call to Order and Agenda Review | 12:35 p.m. |  |
| II. Introductions | The committee has a number of new members. Everyone in attendance briefly introduced themselves. |  |
| III. Minutes from 5/18/21 | Approved  P. de Haan moved/S. Hosseini seconded  5 yeas, 0 nays, 4 abstentions |  |
| IV. Global Awareness and Valuing Diversity ILO Assessment Rubric | Report by A. Olmedo: at the 5/18 meeting two draft rubrics were reviewed but not approved. The committee agreed that A. Olmedo would assemble a work group, including interested people from outside the committee, to focus on completing a rubric prior to 9/7. That meeting has not happened yet. A. Olmedo will organize a 30-minute meeting in order to prepare a rubric for the committee to vote on at the next meeting. If interested participants’ schedules aren’t conducive to a meeting, they will work asynchronously on a shared document. | A. Olmedo will send a summary of work completed to date and the rubrics the committee has reviewed so far to all committee members. Contact him to participate in work on this rubric. |
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| V. Assessment Plans for 2021-24 | A. Olmedo summarized the status of department assessment plans: prior to the start of the semester, each department chair and liaison were provided a draft plan to assess their courses and program in Round 5. Departments were asked to review and revise as needed, completing work on their plan by 9/7.  No liaisons reported any questions or difficulty in completing their department’s plan. | All plans in OneDrive will now be considered final. N. Cayton and A. Olmedo will confirm that every course on the plans scheduled for assessment in Fall 2021 has been assigned to at least one instructor. |
| VI. Committee Goal for 2021-22: Disaggregation of Assessment Data | P. Sayavong reported on progress so far to disaggregate course assessment data: the best option to disaggregate data is by an export from Canvas. A. Olmedo and P. Sayavong have been experimenting with data extracted from two courses A. Olmedo taught in recent semesters. This is an early pilot test which helped to show where there were challenges and where attention should be focused to use this method. Currently, the data requires a lot of data cleaning and manipulation to be able to use it. Also, it will need to be put into Power BI or a similar product to provide the data in a way that is understandable and can be used. Pilot testing will continue.  Committee members impressions of the process and the plan to move forward were positive and included the following thoughts/suggestions: faculty will need training to be able to set up things up in Canvas in order to facilitate the process, additional categories of data would be desirable once the process is working. C. Leighton noted that she will be teaching a variety of workshops on online | C. Leighton has already sent out a message to the college with a list of quick start training sessions for teaching online. How to use the Canvas SLO assessment feature is one of the topics she will cover. [All topics are listed at this link](https://peralta4-my.sharepoint.com/:w:/g/personal/cleighton_peralta_edu/EboKyKNZ_G9OlYd_AQoZ_O4BvDz9U9y6KjECRM6UdoSY0A?e=YQyPTb&wdLOR=c998C9D62-5B2D-AB48-AD65-B6F3604D107E). More information is available at the [DE webpage at this link](https://www.berkeleycitycollege.edu/de/). Contact her for more information or to set up an individual training. |
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| *VI. Committee Goal for 2021-22: Disaggregation of Assessment Data continued* | teaching, including use of rubrics and other features in Canvas.  A. Olmedo asked committee members to consider whether they and/or the faculty in their department would be knowledgeable enough to analyze the data they receive and apply that to creating an action plan. One approach that a few other campuses have taken is to create a data coach program to teach people how to understand and use data. Two examples are Santa Monica College and Reedley College. At the next meeting we will discuss interest in proceeding with a data coach program as a collaborative project (see information below in VIII).  Use of disaggregated data is something the college will need to document on its mid-term report to ACCJC that will be due in about two years. Minutes should be taken at all meetings where we are working on achieving this recommendation in order to reflect our progress toward achieving it. |  |
| VII. Ongoing Committee Goal: Complete Assessments Based on Assessment Plans | Tabled for next meeting |  |
| VIII. TLC’s APPLES & Assessment Opportunities | L. Ruberto reminded committee members that the deadline to propose a collaborative project through the Teaching and Learning Center (TLC) is 9/24. A. Olmedo will prepare an application for a collaborative project on data analysis as discussed in item VI above. | Applications for collaborative projects due to TLC by 9/24. [TLC Canvas page is available at this link](https://peralta.instructure.com/courses/41715). Use [this link for information about APPLEs](https://www.berkeleycitycollege.edu/teaching-and-learning/collaborative-faculty-and-staff-development-programs-at-the-tlc/apple/). |
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| *VIII. TLC’s APPLES & Assessment Opportunities continued* | L. Ruberto and A. Olmedo also announced that assessment-specific APPLEs (Action Plan Projects for Learning Excellence**)** are pre-approved. L. Ruberto has sent out two emails to the campus community with TLC information, including APPLEs, and will send out more in the near future. She notes that the best place for information on what projects the TLC supports and how to apply are available on their [Canvas page](https://peralta.instructure.com/courses/41715). | A. Olmedo will begin a draft application for a collaborative project to analyze assessment data. At the next meeting the draft proposal will be reviewed and those interested can confirm their participation. |
| IX. 2021-22 Meeting Dates and Liaisons | Refer to handout provided that shows all meeting dates and committee members. List of members, agendas, minutes, and other information are also listed on the [committee webpage which is at this link](https://www.berkeleycitycollege.edu/slo/assessment-process/). Committee members have also received Outlook calendar invitations for the meeting dates through the fall semester. |  |
| X. Other/Announcements | None |  |
| XI. Adjourn | 1:25 pm |  |