

**Assessment Committee Minutes**
Tuesday, May 3, 2022, 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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| [x]  Adán M. Olmedo, Assessment Coordinator & English Rep[x]  Nancy Cayton, Assessment and Curriculum Specialist[x]  Jenny Gough, American Sign Language Rep[ ]  Vacant, Arts and Cultural Studies Rep[ ]  Benjamin Allen, Business/CIS/Economics Rep[ ]  Fatima Shah, Counseling Rep[x]  Sepi Hosseini, ESOL Rep[ ]  Heather Dodge, Library/LIS Rep | [x]  Kelly Pernell, Mathematics Rep [x]  Juan Miranda, Modern Languages Rep[ ]  Vacant, Multimedia Arts Rep[ ]  Pieter de Haan, Sciences Rep[ ]  Susan Khan, Social Sciences Rep [ ]  Kuni Hay, Vice President of Instruction[x]  Laura Ruberto, TLC Coordinator |

**Guests:** Joseph Bielanski

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| 1. Meeting called to order (A. Olmedo)
 | 12:37 p.m. |
| 1. Approval of Agenda (A. Olmedo)
 | Motion to approve J. Miranda, second K. Pernell. |  | 8 yeas, 0 noes, 0 abstentions |
| 1. Approval of [4/19/22 Minutes](https://peralta4-my.sharepoint.com/%3Aw%3A/g/personal/ncayton_peralta_edu/EQcUKUIGWZJPnqnndbGavUkBrXK5JNv2KvuCi62Bl522ZQ?e=Mjc787) (A. Olmedo)
 | Motion to approve approve J. Miranda, second N. Cayton. |  | 8 yeas, 0 noes, 0 abstentions |
| 1. Public Comment (5 min.)

*The committee will listen to communication from the public on matters that are not on the agenda and are within the committee’s jurisdiction. Under provisions of the Brown Act, the committee is prohibited from discussing or acting on oral requests that are not part of the agenda but may respond briefly. Persons addressing items included on the agenda will be heard at the time the item is considered.*There were no public comments. |  |  |
| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| 1. Planning for Summer & Fall 2022 SLO Assessment
 | 1. Liaisons were reminded to begin planning for Fall 2022 (and Summer 2022) by making sure that members of the department know what courses are scheduled to be assessed. They should plan to contact assigned faculty as early as possible at the start of the semester so the faculty can begin planning their assessment work.
2. Liaisons should work with department chairs to review their assessment schedule and reschedule any courses that were not assessed as planned in 21-22 or will not be able to take place as scheduled in Summer or Fall 2022.
 | Liaisons communicate with department about courses scheduled for assessment in summer or fallLiaisons/department chairs reschedule courses that were not assessed in 21-22.A. Olmedo will remind department chairs of these tasks at the next department chairs meeting. |  |
| 1. Supporting Completion of Spring 2022 SLOs
 | Liaisons or department chairs should contact faculty working on assessment this semester to remind them about the Curricunet submission deadline on June 3rd and the data analysis support workshop from the TLC on 5/6 at 12:30 PM on [Zoom](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcccconfer.zoom.us%2Fj%2F94264526987%3Fpwd%3Da01wQVdocUp3dUVPQlNUbm15RW55UT09&data=05%7C01%7Camolmedo%40peralta.edu%7C23b3ea0655de44ce323208da27af072d%7Ceea16a1648af477b911305b1c01123ff%7C1%7C0%7C637865930010155737%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=BjnA9YH1YD3vih03ur7VmTw9JbtXq0aKnvugSJBwLHk%3D&reserved=0). | A. Olmedo can provide a template for a reminder email message; liaisons contact him for the template |  |
| 1. Reminder: action plans from Round 4
 | Liaisons connect with department chairs to remind department members to work on the items from their existing action plans (from Round 4 assessments), so they are implemented and assessments in Round 5 reflect the implementation of the items from the plans. | A. Olmedo will remind department chairs of these tasks at the next department chairs meeting. |  |
| 1. Assessment of IGETC & CSU Breadth Certificates of Achievement (All)
 | The [assessment matrix](https://peralta4-my.sharepoint.com/%3Ax%3A/g/personal/ncayton_peralta_edu/EdeTrzEVuINMotV9OF1gSmoBGMoZ3oCOZtotQoMSy23g-Q) was reviewed. There has been a fair amount of activity but approximately 40 courses still lack an indication of which level of proficiency the courses provide for the PLOs. The following actions have been taken to get discipline faculty to be involved with this task, which only takes a few minutes:*continued* |  |  |
| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| *Assessment of IGETC & CSU Breadth Certificates of Achievement (All) continued* | 1. A. Olmedo has asked department chairs twice to work with the faculty in their areas to complete this activity.
2. A. Olmedo has asked that J. Bielanski and Catherine Nichols make the same request at the faculty senate meeting.
3. Suggestions offered by committee members:
4. Ask the deans to contact the faculty who teach the courses that still need review on the matrix.
5. Request department chairs spend 5-10 minutes at their department meetings addressing the courses from their area on the matrix that still need review.
 | L. Ruberto said that she would review items from her department and address the courses she could. |  |
| 1. Other/Announcements
 | Special thanks to **Yamini Oseguera-Bhatnagar** (HLTED 1) for being the second person to contribute ILO data for the Ethics and Personal Responsibility ILO assessment. The Social Science Department now has the first ***and***second contributions for the Ethics and Personal Responsibility ILO. 👏  |
| 1. Meeting adjourned
 | 1:02 p.m. |
| Next Meeting: | May 17, 2022. This is the final meeting for 21-22. |
| Fall 2021-Spring 2022 running totals (*inclusive of* 4/19/2022 meeting) | Member attendance: 130/170 (76.5%)Guest attendance: 11Action items/resolutions passed (not counting minutes and agenda approvals): 7 |