
**Assessment Committee Minutes**
Tuesday, May 17, 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 RepP Benjamin Allen, Business/CIS/Economics RepP Fatima Shah, Counseling Rep[x]  Sepi Hosseini, ESOL RepP Heather Dodge, Library/LIS Rep | [x]  Kelly Pernell, Mathematics Rep [x]  Juan Miranda, Modern Languages Rep[ ]  Vacant, Multimedia Arts Rep[x]  Pieter de Haan, Sciences Rep[x]  Susan Khan, Social Sciences Rep [ ]  Kuni Hay, Vice President of InstructionP 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)
 | 12:32 p.m. |
| 1. Approval of Agenda (A. Olmedo)
 | Motion to approve by J. Miranda, second by K. Pernell.  |  | 8 yeas, 0 noes, 0 abstentions |
| 1. Approval of Minutes (A. Olmedo)
 | Motion to approve [5/3/22 minutes](https://peralta4-my.sharepoint.com/%3Aw%3A/g/personal/ncayton_peralta_edu/EeHLF8HSIGVIu4pUzPuZd4IB9qHXxdBhdbWHpGdmcsgAxg?e=uzQTqz) by J. Miranda, seconded by S. Khan |  | 7 yeas, 0 noes, 2 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.*No public comments were made |  |  |
| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| 1. Assessment Liaisons (N. Cayton)
 | 1. Liaisons reminded to check email inboxes for an Adobe Sign form to complete timesheet for Spring 2022 stipend
2. Stipends for 22-23 with PeopleSoft 9.2 upgrade: Tabled
3. All Liaisons report that they plan to continue for 2022-23 except P. de Haan who is looking for someone else to represent the Science department.
 | L. Ruberto will check with her department to fill the vacant ACS Liaison role. |  |
| 1. A-Comm Goals for 22-23 (All)
 | 1. Committee members suggested the following items to be considered for goals:
	1. Continue encouraging the use of rubrics in Canvas for assessment
	2. Continue work to have disaggregated data for courses
	3. Work with Faculty Senate to pressure full-time faculty who are not completing assessments
	4. Complete the review of the Information Competency ILO review and rubric redesign
	5. Maintain an on-going presence at flex day events
	6. Reinstate work sessions in the TLC to help people with the input of their information into Curricunet
2. Any additional ideas for goals during the summer can be sent to N. Cayton
 | Final goals will be decided at first meeting in September |  |
| 1. Reminder: Action Plans from Round 4 (N. Cayton)
 | 1. Soon a report will be available from Curricunet that will be able to pull all the course action plan items from each proposal. There are still some bugs to work out first.
2. This is a useful tool for departments to review and will keep assessment visible and encourage a culture of improvement
3. It was suggested that department chairs/liaisons share this information at their department meetings in August.
 | Reports will be provided to departments when ready |  |
| 1. Assessment of IGETC & CSU Breadth Certificates of Achievement (All)
 | The matrix is 100% mapped. It needs one more review to validate the responses. Following that we will focus on the courses in each area that were determined to be where students develop proficiency and map the course SLOs to the PLO. | Matrix will be approved in September |  |
| 1. Shared Governance Survey
 | Five minutes were devoted to allow members to complete the survey.[**https://bcc.az1.qualtrics.com/jfe/form/SV\_eqYK1eddlP87r4q**](https://bcc.az1.qualtrics.com/jfe/form/SV_eqYK1eddlP87r4q) |  |  |
| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| *Shared Governance Survey continued* | Any members unable to complete the survey during the meeting may still complete it before the end of the semester. |  |  |
| 1. Other/Announcements
 | 1. Welcome Kelly Pernell as the in-coming Assessment Coordinator!

She requests that everyone start including her now in any messages regarding the management of the committee and assessment.1. Reminder deadline to submit assessments to Curricunet is June 3rd
2. Olmedo will host a “working session” for all faculty who are due to submit their assessments this semester. Details will be forthcoming.
3. Thanks to everyone for your hard work this semester!
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| 1. Meeting adjourned
 | 1:12 p.m. |
| Next Meeting: | See you in September: 9/6/22 |
| Fall 2021-Spring 2022 running totals (*inclusive of 5*/03/2022 meeting) | Member attendance: 138/183 (75%)Guest attendance: 12Action items/resolutions passed (not counting minutes and agenda approvals): 7 |