  
**Assessment Committee Minutes**  
Tuesday, December 6, 2022, 12:30 pm-1:20 pm  
<https://cccconfer.zoom.us/j/92291434459>

***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, English Rep  Nancy Cayton, Assessment and Curriculum Specialist  Jenny Gough, American Sign Language Rep  Vacant, Arts and Cultural Studies Rep  Benjamin Allen, Business/CIS/Economics Rep  Fatima Shah, Counseling Rep  Sepi Hosseini, ESOL Rep | Heather Dodge, Library/LIS Rep  Kelly Pernell, Assessment Coordinator & Mathematics Rep  Juan Miranda, Modern Languages Rep  Dru Kim, Multimedia Arts Rep  Pieter de Haan, Sciences Rep  Richard Kim, Social Sciences Rep & TLC Coordinator  Kuni Hay, Vice President of Instruction |

**Guests:** Zoe Young

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|  | **Agenda Item** | **Summary of Discussion** | **Follow-Up Action** |
| 1. | Call to Order and Agenda Review | 12:34 p.m. |  |
| 2. | Approval of Agenda | Motion by A. Olmedo, second by D. Kim. Final resolution: Approved.  Yea: F. Shah A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, D. Kim, P. de Haan, R. Kim, N. Cayton |  |
| 3. | Approval of 11/15/22 Minutes | Motion to approve by N. Cayton, second by R. Kim. Final resolution: Approved.  Yea: A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, D. Kim, P. de Haan, R. Kim, N. Cayton  Abstain: F. Shah |  |
| 4. | Public Comment | No public comment |  |
| 5. | Closing out Fall 2022 & Planning for Spring 2023 Course Assessment | K. Pernell asked Liaisons to review their department’s Fall 2022 assessment plan and remind faculty scheduled to assess to complete their assessments and submit in Curriqunet. Additionally, they should review the Spring 2023 schedule of classes to note the names of instructdors who are teaching the courses scheduled for Spring assessment, noting that there may be some changes if courses are cancelled | N. Cayton will send all Liaisons a download of the Spring 2023 schedule showing who is teaching what. |
|  | **Agenda Item** | **Summary of Discussion** | **Follow-Up Action** |
|  | *Closing out Fall 2022 & Planning for Spring 2023 Course Assessment continued* | due to low enrollment or other personnel changes  K Pernell will host a Zoom “Lounge” where people can drop in for Curriqunet assistance on 12/15, 10:50 am to 12:30 pm. Liaisons should inform faculty. She anticipates offering another in January to help complete Fall assessments. | K. Pernell will send a message about the Lounge on 12/15.  Liaisons should encourage faculty to drop in at the Lounge for assistance. |
| 6. | Communication ILO Participation Recruitment Status Update | K. Pernell sent an email announcement to the members of the college last week asking for faculty to participate in this ILO assessment. She also announced it in the Department Chairs a meeting and put it in the minutes of the last Senate meeting. Two people from the Sciences, H. Dodge, and a set of instructors from the English department have committed to participating. | Liaisons should continue to encourage members of their department with courses mapped to this ILO to participate. |
| 7. | Planning for Training in Spring | K. Pernell offered a workshop on 11/18 about using rubrics in Canvas for assessment. The workshop was well received. Attendees were asked what further training or topics they were interested in and they requested more workshops on rubric design and use of rubrics in Canvas. They also requested training on Curriqunet.  Due to the anticipated change to use of a single proposal for all SLOs of a course, K. Pernell believes that any Curriqunet training should occur after that takes place. | K. Pernell will work with the Professional Development committee to schedule a training on rubric design during the Januaray flex day and a second workshop on how to use rubrics within Canvas to assess at the March flex day. |
| 8. | Reflections and Highlights from Fall 2022 | Committee members were asked to reflect on the semester’s work and comment on what they learned, what went well, and what things can be improved. Members noted their appreciation for the work of K. Pernell to take on the leadership of this committee and N. Cayton for supporting assessment work consistently. |  |
| 9. | Announcements | None |  |
| 10. | Adjourn | 1:13 p.m. |  |