  
**Assessment Committee Minutes**  
Tuesday, February 7, 2023, 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  Laura Ruberto, Arts and Cultural Studies Rep  vacant, Business/CIS/Economics Rep  Fatima Shah, Counseling Rep  Sepi Hosseini, ESOL Rep | P Heather Dodge, Library/LIS Rep  Kelly Pernell, Assessment Coordinator & Mathematics Rep  P Juan Miranda, Modern Languages Rep  Dru Kim, Multimedia Arts Rep  Pieter de Haan, Sciences Rep (Julia Chang proxy for voting)  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 | 12:31 p.m. |  |
| 2. | Approval of Agenda | Motion by H. Dodge, second by L. Ruberto. Final resolution: Approved.  Yea: L. Ruberto, F. Shah A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, D. Kim, J. Chang for P. de Haan, R. Kim, N. Cayton |  |
| 3. | Approval of 12/6/22 Minutes | Motion to approve by R. Kim, second by A. Olmedo. Final resolution: Approved.  Yea: F. Shah, A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, J. Miranda, D. Kim, R. Kim, N. Cayton  Abstain: J. Chang for P. de Haan, L. Ruberto |  |
| 4. | Public Comment | No public comment |  |
| 5. | Review Committee Goals | K. Pernell reviewed the committee goals established in Fall 2022 and noted various activities so far that are intended to help meet the goals. F. Shah noted that the Educational Master Plan Steering Committee recommends that the Assessment Committee establish a goal of 100% assessment completion. | 100% completion of all assessments will be considered when goals for 2023-34 are discussed. |
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| 6. | Meeting Modality for Spring 2023 | The governor has declared the end of the COVID emergency status at the end of this month. The PCCD Board of Trustees recently approved a motion to return to pre-COVID operations. All committees covered by the Brown Act are waiting for guidance on whether they may continue to meet remotely or what options are available to comply with Brown Act requirements. Further, we are waiting for information from HR regarding meeting the needs of any employees who may have accommodations that allow or require them to work remotely. The Assessment Committee is a standing committee of the Academic Senate and is thus a committee that needs to adhere to the Brown Act. |  |
| 7. | Closing Out Fall 2022 & Planning for Spring 2023 Course Assessment | K. Pernell noted that she has experienced some glitches with the Curriqunet system while working on approvals for Fall 2022 and is a bit behind. She asked all Liaisons to update their department’s assessment schedule for Round 5 to indicate completed activities from fall and planned activities for spring, which includes rescheduling assessments that didn’t occur as planned.  K. Pernell demonstrated how to search for assessment proposals in Curriqunet by department, which Liaisons can use to update their department’s schedule. Department schedules are available as a shared file in OneDrive. | Liaisons update department assessment schedules.  Liaisons remind (or facilitate department chairs reminding) members of the department to plan for assessment of courses on the schedule for Spring 2023 or to finish submitting items due in Fall 2022. |
| 8. | Ethics and Personal Responsibility ILO Assessment Update | Status on this ILO so far: very little data was submitted during the scheduled semester for data collection on this ILO, the committee agreed to extend the data collection for another semester, still very little has been submitted. K. Pernell is asking the committee to consider establishing an action plan to analyze the courses mapped to this ILO to determine of it can be assessed by these courses, then use this data to determine next steps, which may include unlinking courses mapped to this ILO that cannot assess it or exploring the need to revise the ILO. | The proposed action plan will be an action item at the next committee meeting. |
| 9. | Assessment Training in Spring | K. Pernell is planning to do more trainings on rubrics and how to set them up in Canvas. She asked Liaisons to talk to members of their departments to find out what other topics are of interest. One suggestion made in the chat was to reflect on past years of assessment and look at “friction points or circling back to action plans.” | Liaisons reach out directly to the members of their departments (or with the assistance of the department chair) to find out what assessment related training they want to have. |
| 10. | Announcements | None |  |
| 11. | Adjourn | 1:17 p.m. |  |