  
**Assessment Committee Minutes**  
Tuesday, April 18, 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  P Jenny Gough, American Sign Language Rep  Laura Ruberto, Arts and Cultural Studies Rep  Rabab Chowdhury, 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 (Julia Chang proxy for voting)  Richard Kim, Social Sciences Rep & TLC Coordinator  Kuni Hay, Vice President of Instruction |

**Guests:** none

|  | **Agenda Item** | **Summary of Discussion** | **Follow-Up Action** |
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|  | Call to Order and Agenda Review | 12:33 p.m. |  |
|  | Approval of Agenda | Motion by H. Dodge, second by F. Shah. Final resolution: Approved.  Yea: F. Shah, A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, D. Kim, R. Kim, N. Cayton |  |
|  | Approval of 4/4/23 Minutes | Motion by H. Dodge, second by A. Olmedo. Final resolution: Approved.  Yea: J. Gough, F. Shah, A. Olmedo, S. Hosseini, H. Dodge, K. Pernell, D. Kim,  R. Kim, N. Cayton |  |
|  | Public Comment | No public comment |  |
|  | Ethics and Personal Responsibility ILO Survey  *Ethics and Personal Responsibility ILO Survey continued* | K. Pernell summarized activities that have taken place to date related to this ILO assessment and the action plan. She noted that the surveys to determine if courses mapped to this ILO are correctly mapped and, if so, how it will be assessed were due 4/11, but she has not received any surveys, although two Liaisons had requested single courses to be unmapped. H. Dodge noted that she thought that the file link she received for the survey was a shared file and that the information she filled in populated in Kelly’s file. She recommended that the request be send out again as a shared file or as a survey form. K. Pernell noted that a shared file would allow one department to see responses from others and thus perhaps provide an example or model for those who aren’t sure how to repond. | K. Pernell will resend the suvey as a shared file with a new due date of 5/12. |
|  | Communication ILO Action Plan Formation | K. Pernell reviewed a draft action plan for this ILO. She will add the suggestion that the most popular or frequently offered courses that are mapped to the ILO are identified so that the committee will have specific courses to focus on for data collection. | This item will be continued on the next agenda. |
|  | ILO Review | K. Pernell shared a draft plan with timeline for reviewing all college ILOs, based on discussion at the 4/4/23 meeting. Although we will be reviewing two existing ILOs per semester if the plan is adopted, the committee is continuing with data collection for Critical Thinking this semester and to collect data for Computational Skills/Quantitative Reasoning Fall 2023.  H. Dodge suggested that the Assessment Committee consider working with the Professional Development Committee to plan a series of workshops as a “track” or “strand” on ILO assessment for flex days in 23-24. | K. Pernell, H. Dodge, and  R. Kim will meet separately to discuss a plan for flex day and other assessment activities, including developing a Community of Practice.  K. Pernell will send the draft plan to committee members to review prior to the next meeting, when the plan will be an action item. |
|  | Announcements | K. Pernell reminds Liaisons to review your department’s assessment plan and remind faculty to complete their scheduled course assessments. |  |
|  | Adjourn | 1:20 p.m. |  |