  
**Assessment Committee Minutes**  
Tuesday, September 5, 2023, 12:30 pm-1:20 pm

***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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| Nancy Cayton, Assessment and Curriculum Specialist  Jenny Gough, American Sign Language Rep  TBD, Arts and Cultural Studies Rep  TBD, Business/CIS/Economics Rep  Fatima Shah, Counseling Rep  Adán M. Olmedo, English Co-Rep  Marc Lispi, English Co-Rep  Sepi Hosseini, ESOL Rep | Heather Dodge, Library/LIS Rep  Kelly Pernell, Assessment Coordinator & Mathematics Rep  Juan Miranda, Modern Languages Rep  Becca Wolff, Multimedia Arts Rep  Julia Chang, Sciences Rep  Richard Kim, Social Sciences Rep  P Jennie Braman, 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 M. Lispi. Final resolution: Approved.  Yea: F. Shah, A. Olmedo/M. Lispi, S. Hosseini, H, Dodge, K. Pernell, J. Miranda, J. Chang, R. Kim, N. Cayton |  |
|  | Approval of 5/16/23 Minutes | Motion by A. Olmedo, second by H. Dodge. Final resolution: Approved.  Yea: F. Shah, A. Olmedo/M. Lispi, S. Hosseini, H. Dodge, K. Pernell, J. Miranda, R. Kim, N. Cayton  Abstain: J. Chang |  |
|  | Public Comment | None |  |
|  | Welcome New Members | All members introduced themselves |  |
|  | Review Meeting Format and ILO Review Schedule | 1. Format: the committee will meet once a month in person on the first Tuesday to conduct business and vote on action items and on the third Tuesday will hold office hours by Zoom for hand on work related to assessment.  2. ILO Reviews: All ILOs will be reviewed over 3 semesters (2 ILOs per term). The existing outcomes and defining statements have not been reviewed by the college community for over 10 years. K. Pernell suggested establishing an “expert” for each ILO to lead the review of that item. | ILO Review will include review of the outcome, the defining statements, existing rubrics, courses mapped to the ILOs  Quantitative Reasoning data collection will continue as planned this semester. |
|  | Review of 2022-23 Goals and Accomplishments and Goal Setting for 2023-24 | 2022-23 goals and some ideas for future work from the 5/16/23 meeting were reviewed. K. Pernell started a draft document with ideas discussed at today’s meeting which included:  •provide professional development related to data, especially how to access it, what it means, and how to use it and make meaning from it  •use Canvas to assess ILOs  •complete all assessments by the end of Round 5 (Spring 2024) | Draft goals will be reviewed at the 10/3 meeting and considered for approval. |
|  | Announcements | 1. Liaisons: review your department’s assessment plan and remind faculty to complete their scheduled course assessments. 2. We will review Critical Thinking data at our next meeting |  |
|  | Adjourn | 1:24 p.m. |  |