



College Recommendation 1:

In order to meet the Standards, the team recommends that the college, through its governance and decision making structure, **develop and publish a process to review its** mission and program review, institutional planning, student learning assessment, and resource allocation **processes on a regular basis and revise as necessary.**

ACTION TAKEN
THROUGH GOVERNANCE AND DECISIONMAKING STRUCTURE, BCC DEVELOPS AND PUBLISHES AN INTEGRATED PLANNING AND RESOURCE ALLOCATION PROCESS

To respond to Recommendation 1, BCC has:

- Reviewed all of its planning processes, including but are not limited to, Mission, program review, institutional planning, student learning assessment, and resource allocation, that had been published at various locations on the BCC homepage
- Created tables and charts to illustrate (a) Integrated Planning, Resource Allocation and Evaluation Flow (b) Integrated Planning and Resource Allocation Crosswalk (c) Student Population Served (d) Integrated Planning Calendar and Review Cycle (e) Integrated Planning and Budgeting Development Calendar, Process and Timelines for BCC and PCCD, and (f) the Development and Timelines for Major BCC Plans
- Shared all processes regarding the College's planning review cycle at the Roundtable for Planning and Budgeting between August and October 2015, received feedback, and amended accordingly
- Centralized all documents regarding BCC's planning and review processes in a report entitled "Integrated Planning, Resources Allocation, and Evaluation," and
- Published the draft Report online at BCC's Homepage at <http://www.berkeleycitycollege.edu/wp/prm/> .

College Recommendation 2:

In order to meet the Standards, the team recommends **the college reevaluates the established SLO assessment cycles** to implement a process **that includes more frequent assessment of all courses.** The team further recommends that **SLOs be included in all course syllabi and match the official course outlines of record.**

ACTION TAKEN
TO REEVALUATE SLO ASSESSMENT CYCLE

- At the May 21, 2015 Planning for Institutional Effectiveness (PIE) meeting, a new three year assessment cycle was developed to enable more frequent assessments of all courses, to complete two cycles within a six year period: <http://www.berkeleycitycollege.edu/wp/pie/files/2015/02/2015-05-21-Planning-for-Institutional-Effectiveness-PIE-Meeting-Minutes.pdf>

ILO Assessment Cycle Fall 2015 – Spring 2018

Semester	Planning	Assessing	Analyzing
Fall 15	Quantitative Reasoning	Self-Awareness & Interpersonal (Teamwork)	Information Competency
Spring 16	Global Awareness/ Ethics & Personal Responsibility	Quantitative Reasoning	Self-Awareness & Interpersonal (Teamwork)
Fall 16	Communication	Global Awareness/ Ethics & Personal Responsibility	Quantitative Reasoning
Spring 17	Critical Thinking	Communication	Global Awareness/ Ethics & Personal Responsibility
Fall 17	Information Competency	Critical Thinking	Communication
Spring 18	Self-Awareness & Interpersonal	Information Competency	Critical Thinking
Fall 18		Self-Awareness & Interpersonal	Information Competency

**ACTION TAKEN
TO ENSURE SLO ON SYLLABI & MATCH COURSE OUTLINES**

Short-term Solution implemented fall 2015

- Letter sent to faculty to notify them of the requirement for timely submission of syllabi and inclusion of SLO on syllabi. The notification will be incorporated into faculty assignment letters starting with spring 2016 assignments.
- Provided faculty with easy access to SLO's by course.
- Implemented process for timely collection of syllabi using Moodle.
- Implement manual review process for matching SLO with course outline of record (COR).

Long-term Solution to be developed

- Technology solution:
 - Create a syllabus shell in Curricunet Meta that automatically extracts from CORs and auto-fills the SLO information for faculty to download.
 - Faculty can search their class and download a syllabus shell that is preloaded with the appropriate SLO to build their syllabus.