Assessment Committee Meeting Minutes
Friday, November 20, 2026
9:00 am-10:00 a.m.

Members Present: Dharshana Arachchi (STEM), Sarita A. Rhonemus (Provost), Tabitha Young (CCOB), Ainur Kenzhetayeva (CAES), William Bennett, Amanda Matoushek, Jason Stafford, Angela Damon, and Angela Lambert (CHS)

1. **Opening**
   - The meeting was called to order by Ainur Kenzhetayeva.
   - The agenda and minutes from the previous meeting were sent via email on 11/19/26.

2. **Approval of Previous Minutes**
   The October 23, 2026 meeting minutes were approved.

3. **Position Nomination**
   Because Ainur Kenzhetayeva moved from Secretary to Chair of this committee, the Secretary position needed to be filled. Angie Damon volunteered.

4. **Updates to BSU Website**
   The website was updated with details from the previous meeting. Ainur Kenzhetayeva said that it would need to be updated again to reflect Angie Damon becoming the Secretary. Tabitha Young indicated that, during her time as Chair, she sent requests for website updates to Charles Harris and reminded to copy Dr. Rhonemus on those emails.

5. **Watermark Implementation**
   - Although the platform availability was launched two years ago, there has not been much clarity in implementation
   - A training was provided for Deans and Watermark Leads on 11/13/26. Six people attended. The training focused on how to create an assessment in Watermark/Student Learning & Licensure and how to load the assessment into Moodle courses.
   - Dr. Rhonemus suggested adding a review of both the Upper and Lower Level Course Curriculum Maps to the next agenda for this committee to review.
   - Jason Stafford asked about using SL&L in associate programs.
   - Dr. Rhonemus mentioned “dings” on previous accreditation reviews because of lack of evidence of assessment tool implementation.
   - Jason Stafford and Angela Lambert named Trajecsys as the current assessment tool used in the RadTech program. They gave examples of other features offered by this platform such as clinical check-in/check-out that make it beneficial to their program.

Dr. Rhonemus asked about the cost and it was stated that the cost of use is deferred to the students that use it; there is not a fee that the university uses. Dr. Rhonemus stated that there would be no need for RadTech to change what they are doing in regard to use of this system.

- A request was made for AAC&U rubrics to be loaded in Watermark. Angie Damon explained the simplicity of the process of having rubrics added in Watermark by clicking the question mark at the top right of the screen, selecting the "submit request" button, and then completing the fields that are available as an in platform email.
- In the chat, Angela Lambert indicated that it was previously advised that everyone use the AAC&U rubrics for the courses that use ILOs as a means of maintaining consistency.
- Amanda Matoushek suggested that deadlines be given for rubrics to be uploaded and for assessments to be completed. The request was made for Fall assessments to be completed in early spring since it already so late in the current semester.
- A question was asked about retroactively entering assessment data. Angie Damon explained that assessments that require student submission can only be done in real time but that rubrics can be marked after student artifacts are collected. At first it was offered for the Business programs that needed help with this to schedule a training with Angie Damon and Tina Strock, but Amanda Matoushek requested that this type of session be offered for the Leads in all departments as they would all most likely have the need to enter this assessments using this model.

6. **Committee Goals**
   - Dharshana Arachchi asked about the link for student surveys. Amanda Matoushek responded that Cody Chambers had recently sent out an email about class climate surveys. Dr. Rhonemus asked if the surveys links rolled over when courses were rolled for a new semester. Amanda stated that they usually are but that people teaching new courses do not have the roll over availability. Dr. Rhonemus said that having the survey links embedded in Moodle has helped tremendously with the number of surveys being completed.. Dr. Rhonemus also talked about checking with Cody to see which courses may not have the survey links loaded.
   - Amanda Matoushek suggested offering extra credit for students that complete the survey. She reminded that, because they are anonymous, this offering has to be framed as "if 90% of the class completes the survey, everyone will receive 2pts of extra credit" or something along those lines. Dharshana Arachchi suggested that survey completion should be enforced, maybe even to the extent that students cannot access their finals until they have done the survey. The reason for this is that data cannot be collected if there is not enough of a completion rate so he believes the surveys should be mandatory. Amanda said this had been considered in the past but the idea was rejected because faculty felt that students who were "forced" to do the surveys would click through haphazardly and skew the data that these mandated responses would generate.
   - Jason Stafford mentioned that his Master's program featured a banner that popped up every time he logged in when the surveys were open to remind to complete the

survey. He said the banner had to be clicked, either to link to the survey or to close the banner, until the survey was completed. Amanda Matoushek said she loved this idea. Jason offered to talk to Cody Chambers about this as a potential option for BSU after Thanksgiving.

- Dr. Rhonemus asked for solid examples of measuring Student Learning Outcomes. Amanda Matoushek provided an example of Social Science PLOs Word Doc in the chat. The question was raised if this type of chart exists for all programs and it was said that they should but probably need to be updated.
- Ainur Kenzhetayeva shared her screen to demonstrate where to access the Curricular Maps on MyBSU. Dr. Rhonemus gave a brief overview of this document as it pertains to the eight established Learning Outcomes at the institution level, the courses that assess these SLOs, and the semesters in which it had been determined that the assessments were to be conducted. Ainur Kenzhetayeva asked about a training on these maps as she had not seen or been exposed to their content before. Dr. Rhonemus asked Angie Damon to make a note of that request.
- Jason Stafford asked about the purpose of this committee and Dr. Rhonemus said that she had made a note to add all of the current members to a TEAMs group so that everyone would have access to the artifacts within the group. She stated that reviewing those items would give more insight as to what the committee is intended to do.
- Dr. Rhonemus stated that Deans' Council has been looking over items to add to the Spring All Faculty Institute agenda. She asked if assessment should be added to that. Amanda Matoushek offered that, because assessment is more individualized to departments and programs, it would make more sense to plan more tailored sessions outside that mass audience. Angela Lambert agreed that assessment is a topic that needs individualized attention. Amanda suggested that the Assessment Committee needs better clarity on assessment at BSU before presenting it as a topic to all faculty. She also said that she relies heavily on Chairs to link ILOs and PLOs within their college meetings. Ainur Kenzhetayeva agreed with this taking place at the program level.

7. Schedule Next Meeting

Because December is already so inundated, it was decided to schedule the next meeting for January. January 22nd at 9am was proposed. It was stated that this is the last day of the first week of Spring classes, but no opposition was raised for this date/time.

8. Adjourn Meeting

Ainur Kenzhetayeva thanked everyone for attending. Dr. Rhonemus wished everyone a Happy Thanksgiving. The meeting was adjourned.