Assessment Committee Meeting Minutes
Friday, October 23, 2026
9:30 am-10:00 a.m.

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

1. **Opening**
   - The meeting was called to order by Tabitha Young.
   - The agenda was shared in the chat.

2. **Approval of Previous Minutes**
   The April 9, 2026, meeting minutes were approved.

3. **Position Nominations**

   Before nominations were requested, Tabitha Young formally resigned as Chair of the Assessment Committee.

   Sarita Rhonemus requested nominations for chair and emphasized the need to fill the position. Ainur Kenzhetayeva volunteered to serve remotely during the current year if no other member was able to serve. Rhonemus welcomed the offer and confirmed that remote service was possible. No formal election or vote was recorded.

   Tabitha Young identified the remaining standing committee members as Dr. Arachchi, Dr. Kenzhetayeva, herself, and Jason Stafford. She clarified that the new assessment leads had not been invited because the meeting was intended to bring together the original committee members and appoint a new chair before including the new leads.

   Rhonemus clarified that representation was by college rather than school and that the Director of Education was welcome to participate, although she did not believe the director held a voting seat.

4. **Updates to the BSU Website**
   Rhonemus identified the need to update the assessment website and consult Charles about its status. Young committed to reviewing her files and ensuring that all committee documents in her possession were uploaded to Microsoft Teams.

5. **Watermark Implementation and Annual Assessment Reports**

Members discussed the transition from LiveText to the platform SLL for Watermark implementation. Rhonemus noted declining LiveText participation and its sunsetting. An implementation timeline is not documented in the supplied excerpt.
Rhonemus reiterated that the Annual Programmatic Assessment Report was due October 30, 2026. She emphasized that assessment should continue during the platform transition. She shared an elementary education report as an example of assessment conducted without LiveText and noted that the program had approximately 27 program learning outcomes.
Angela Damon offered to share the notes she was developing as a step-by-step guide for creating assessments in SLL.
Sarita Rhonemus requested that Angela post the guide in the meeting chat to help faculty navigate the assessment process. Tabitha Young supported sharing the guide.
Angela clarified that the guide was incomplete but agreed to share the material developed so far.

6. **Assessment and Continuous Improvement**
   Bill Bennett explained that accreditation requires assessment evidence, including artifacts demonstrating achievement and evaluation of student learning outcomes and program educational outcomes. He emphasized using the findings for continuous program improvement. Angela Lambert confirmed that assessment had been raised during an earlier accreditation site visit involving her area.

7. **Other Agenda Items**
   The agenda also listed committee goals, communication of revisions to faculty by deans and chairs, student evaluations of faculty, and a scope of work update. The supplied transcript does not establish the discussion or outcomes for these items.

8. **Follow Up Actions**
   Tabitha Young will review her committee files and upload available documents to Microsoft Teams.
   The assessment website needs updating, with Charles to be consulted about its status; responsibility for that follow-up was not specified.
   Annual Programmatic Assessment Reports are due October 30, 2026.

9. **Next Meeting and Closing**
   Rhonemus announced the next meeting for November 20, 2026, from 9 am to 10 am. She returned the meeting to Young to close, and Young thanked participants.