

Exhibit 2.4.c.2c

Accreditation and Assessment Committee

June 06, 2013

Suggested Policies regarding:

- 1 **GETTING A LICENSE** - Certain courses as an entry point. Which courses? Consequences? A TK20 license is required before beginning the first EDUCATION COURSE - NO EXCEPTIONS. The student cannot upload documents to be evaluated without a TK20 license.
- 2 **REQUIRED Assessments**: All courses required to support NCATE accreditation will have course assessment tools posted in TK20. These assessments will require evidence to be uploaded into tk20. (What evidence?? Clarify)
- 3 **Distributing Assessment Tools**: The Tk20 assessment tools needed for observations will be placed in the faculty's library by the Unit Administrator. The Unit Administrator will also be responsible for sending out assignments. It will be the responsibility of the faculty member to send out the assignment with a date for completion. (We want to remove this responsibility.)
- 4 **REQUIRED EVALUATIONS** - All assessment data will be entered into Tk20 by the responsible individual indicated in the key assessment matrix within one week after close of classes. (Monitoring report? What happens if data are not entered?)
- 5 **STANDARD ASSIGNMENTS** – Each class ED 206 will have one assignment and one assessment for the Classroom observation paper and one rubric to evaluate it. (??? All assessments tools will conform to the key assessment matrix. Process for change??)
- 6 **RUBRIC/ ASSESSMENT FORM DEVELOPMENT** -All assessments/rubrics will be developed or modified in TK20 by TK20 or the TK20 System Administrator. All assessment tools will be developed based on rubrics approved by the ERC. Configuration of these tools will be completed by Tk20's configuration team. These tools will be aligned to appropriate standards. The new rubric and will only be developed after approval by the Educational Review Committee. **Effective 6/01/2013** these rubric will include the standards by evaluation criteria or will not be entered into TK20 The rubrics for the class or classes to be taught will be loaded into each faculty members library by the TK20 System Administrator.

- 7 **ASSIGNMENTS** - All assignments will be developed in TK20 by the TK20 Administrator. Instructors will not have the capability of developing an Assignment template. (Already covered above.)
- 8 **ASSESSMENTS** -All assessments will be completed within two weeks (date conflict w/ 4) after the closed of the semester. All assessments not completed by this time will need to have an explanation sent to the TK20 Systems Administrator with reasons – such as incomplete, dropped course, changed major. (monitoring/enforcing compliance by Assessment Committee. Reports???)
- 9 **CLINICAL PLACEMENTS** – All faculty teaching a clinical course such as ED206, EPY 203, EPY 204, ED 320, ED 386 will submit a list of student names (location, cooperating teacher and grade)within one month after start of semester. (We need to have a separate meeting for Field Experience. Determine responsible parties. What do we envision this being used for? When will we need it? If all we need is assessment data, we can record this in an observation.)
- 10 **CHANGE OF MAJORS** – About 25 % of Education Majors change majors after starting the program. (Clarify: Program or major? Or both?) When a faculty member learns about a change in the student status they will notify the TK20 Systems Administrator. (This may be cleared up with the new extracts from Banner.)
- 11 **TRAINING** – (Can this be mandated? It is difficult to know how much time everyone will need. Get the Assessment Committee involved. Add help link to Tk20 page. Create formatting for Tk20 Help Page)
 - a Students will attend one initial class of hour and one follow up class of 20 minutes each year thereafter.
 - b Faculty and Adjunct Faculty will attend one initial class of one hour and one follow up class of 20 minutes each year thereafter.
 - c Program Coordinators will attend an initial class of one hour and one class of 20 minutes each semester.

Discuss the roles and functions of:

- UA
- Assessment Committee
- Faculty

- Dean
- Program Coordinator
- Tk20