

Exhibit 2.4.c.2d

Assessment and Accreditation Committee

June 06. 2013

Support Structure: Roles, function, privileges

1. UA

- a. **Function:** The primary contact between TK20 and West Conn. ***Responsible for the overall implementation of TK20 at the university.*** Expert in system functionalities and system reports. Trouble shooter and problem solver. Organizes trainings for faculty and students, assessment committee, program coordinators, field experience, and dean. Coordinates data load efforts with IT.

Plans and implements delivery (not design) of assessment tools to faculty members at the beginning of each semester. Monitors data collection throughout the semester.

- b. **System knowledge:** all
- c. **Tk20 Privileges:** all

2. Assessment Committee

- a. **Function:** ***Creates and updates the*** key assessment matrix. Approves all assessment tools before sending to support@tk20.com for configuration. ***Assists with the*** monitoring and enforcement of data collection compliance. Considers implementation of new Tk20 functionalities (transition points, field experience, surveys, portfolios, binders). ~~Coordinates training of Program Coordinators.~~
- b. **System knowledge:** Document room, reports, surveys, attaching standards to assessment tools, messages, news, creating user groups, request access ***to sign into a faculty member's account***
- c. **Tk20 Privileges:** Document room, reports, surveys, courses, administration tab (form builder, news, users, standards), Home (messages, tasks, preferences, user groups, request access)

3. Program Coordinators

- a. **Functions:** Approves ***new*** applications before sending to support@tk20.com for configuration. Reviews Student applications. Monitors ~~and enforces~~ data collection compliance. ~~Sends assignments for faculty members.~~ ***Inputs or designates responsible party to input PDS Interviews.*** Considers implementation of new Tk20 functionalities (transition points, field experience, surveys, portfolios, binders). Coordinates training of program faculty members.

- b. **System knowledge**: Document room, reports, surveys, messages, news, creating user groups, applications, request access, sending assignments.
- c. **Tk20 Privileges**: Document room, reports (*which ones?*), surveys, courses, administration tab (form builder, news, users), Home (messages, tasks, preferences, user groups, request access), Applications

4. SPA Report Writers

- a. **Functions**: Decides on configuration of necessary accreditation reports and either runs these reports in Tk20 or communicates the need for customized reports to the UA.
- b. **System knowledge**: reports

5. Dean

- a. **Functions**: Coordinates communication effort to faculty and students. Monitors and enforces data collection compliance. Considers implementation of new Tk20 functionalities (transition points, field experience, surveys, portfolios, binders).
- b. **System knowledge**: Document room, reports, messages, news, creating user groups.
- c. **Tk20 Privileges**: Document room, reports, Home (messages, tasks, preferences, user groups, request access)

6. Faculty

- a. **Functions**: Assess students by completing required observations and assessments in a timely manner in Tk20. Communicate importance of Tk20 to students. ***Participate in all TK20 training.*** Coordinate training of students. Accepts key assessments only in Tk20. Communicates additional Tk20 needs to program coordinator (surveys, additional assignments, etc.)
- b. **System knowledge**: Document room, assignments and observations, messages.
- c. **Tk20 Privileges**: Document room (public documents), Home (messages, tasks, preferences), Courses (My courses, dashboard, browse, Coursework assignments and observations, course reports)

7. Student

- a. **Functions**: Purchases a Tk20 license. Completes assignments and applications, and creates artifacts in Tk20.
- b. **System knowledge**: Applications, courses, artifacts

- c. **Tk20 Privileges**: Applications (browse, create), courses (my courses, assignments, observations), artifacts (artifacts, Artifact reports, videos)
- 8. Other roles to consider: Field experience, advisement, data entry, Application review