



Institutional/Program Commitment to Transparency by Design

This form acknowledges our institutional/program commitment to the **Principles of Good Practice** as part of the **Transparency by Design** initiative. We agree to contribute institutional/program data to the reporting system based on the common data set and reporting schedule approved by the Executive Committee and have these data displayed on the College Choices for Adults website. Examples of this data have included, but are not limited to, institutional mission, costs, demographics and context; completion rates and average class sizes; learner engagement and outcomes; program-level, institution-specific learning outcomes, measurements and results; summative third-party assessment results of learning outcomes; and alumni information.

In addition, we commit to the following roles and responsibilities:

1. Attending TbD quarterly "committee of the whole" meetings;
2. Promoting awareness of the Transparency by Design initiative and College Choices for Adults website at your conferences, board meetings, and other gatherings/communications with our constituencies;
3. Adding the TbD/College Choices for Adults logo to our organizational website with a link to the TbD/College Choices for Adults website;
4. Providing input and guidance to the membership recruitment campaign, as an ambassador of the TbD initiative/College Choices for Adults website;
5. Being listed as a Member Institution on the TbD/College Choices for Adults websites and in TbD/College Choices for Adults documents and materials;
6. Being eligible to serve the initiative as an executive committee member; and
7. Providing fiscal support of the initiative based on the annual dues schedule approved by the Executive Committee.

Initial membership in the Transparency by Design initiative is contingent upon the institution/program successfully submitting institutional/program data. Once institutional/program data and fees have been submitted, an institution will be deemed a full member of Transparency by Design.

Institution: _____

Address: _____

Telephone: _____ FAX: _____

Email: _____

Web Address: _____

FTE (as reported to IPEDS): _____

President or Program Officer: _____

(Please Print)

Signature: _____

Return signed form to:
Transparency by Design/WCET
3035 Center Green Drive, Suite 200
Boulder, CO 80301
Fax: 303-541-0229
Email: cmorrison@wiche.edu