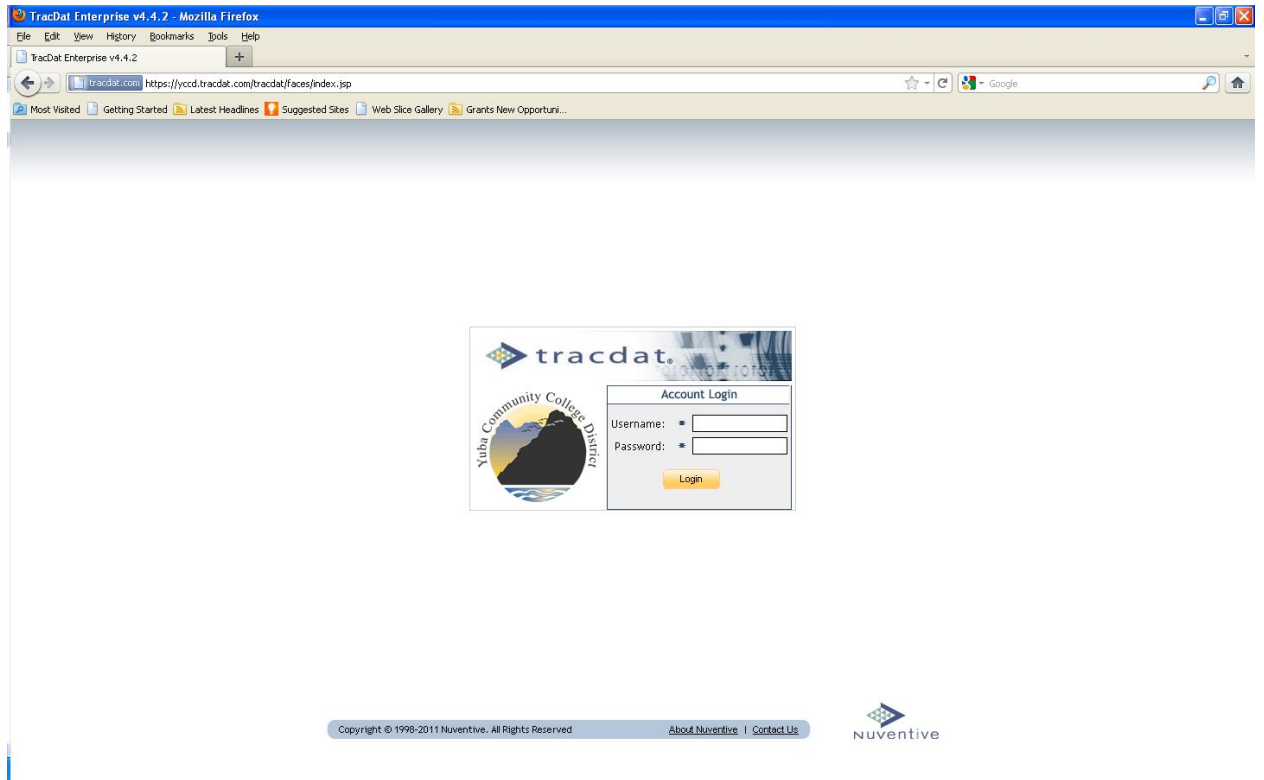


Academic Programs: Getting Started and Doing your Program Review in TracDat

1. Login to <https://yccd.tracdat.com/tracdat/> with your username and password.

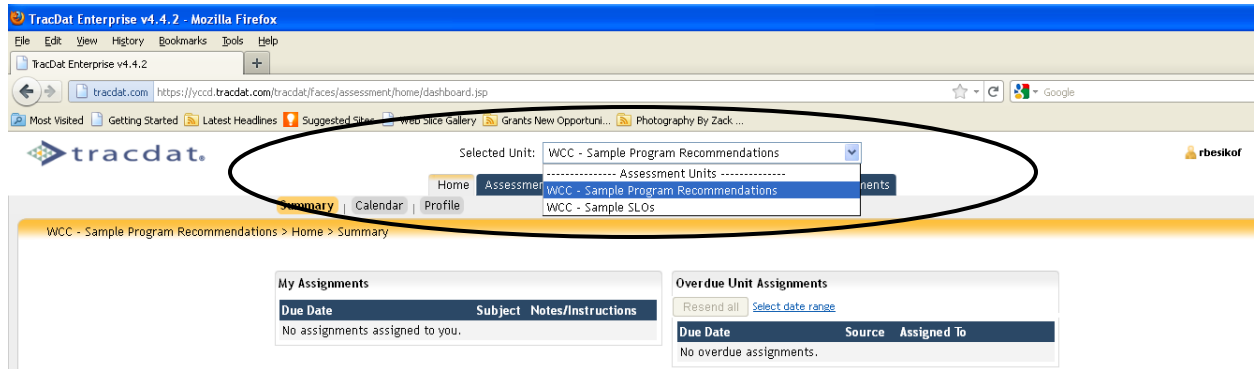
Your username is your first initial and last name with no spaces (i.e. John Smith would be jsmith).

If you forgot your password, or have not yet received it – contact Molly Senecal at msenecal@yccd.edu



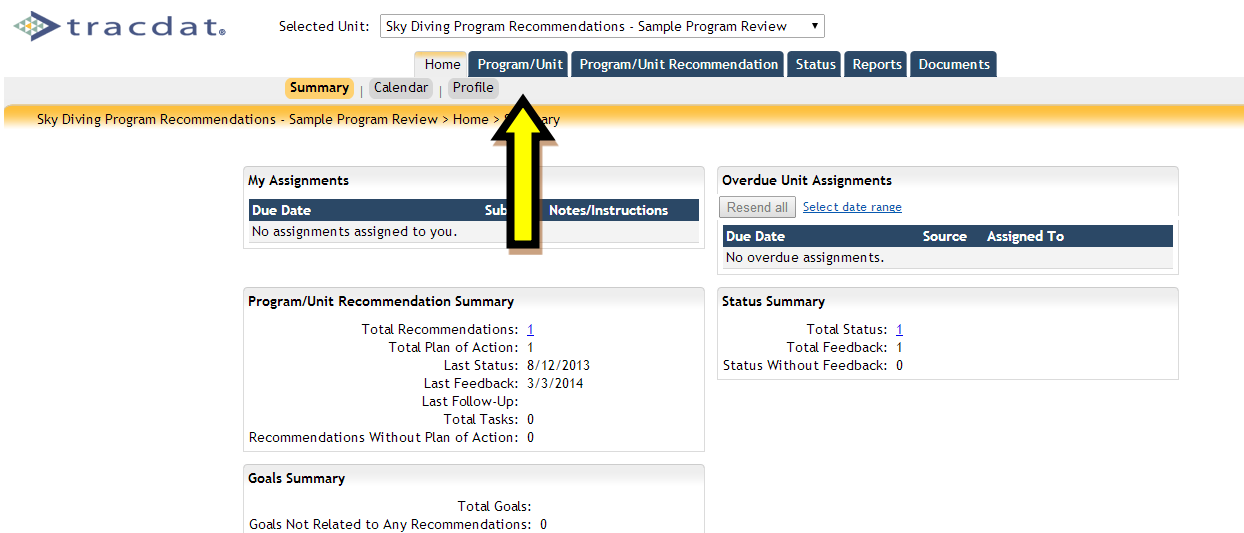
Academic Programs: Getting Started and Doing your Program Review in TracDat

- At the top of the page, go to “Select Unit” (circled) and select the program you want to review. Since both SLOs and Program Review options are shown, make sure you select the “Program Recommendations” option. We will cover SLOs in another documentation manual.



- The first page you see is your home page. This is like your dashboard – you can see an overview of what is happening with your program.

To start your program review, click on the “Program/Unit” tab (yellow arrow).



You will see the following page:

Academic Programs: Getting Started and Doing your Program Review in TracDat

Home | Program/Unit | Program/Unit Recommendation | Status | Reports | Documents

General | Goals | Personnel | Activities

Recommendations - Sample Program Review > Program/Unit > General

Program/Unit Name: Sky Diving Program Recommendations - Sample Program Review

Program Mission Statement: * Insert your program mission statement here. Be sure to include how your program supports the college mission/vision.

Program Description : * Describe your program/unit. Some things you might want to include are - overview of curriculum/services provided, degrees/certificates offered, what academic/support needs your program fills, and so on.

Year of Review: * 2013-2014

Type of Review: * Self-Study (4-year review)

Executive Summary (Include a list of team members): * The executive summary is a place where you can provide a brief summary of your program review for readers (i.e. abstract.) We also ask that you list the team members that participated in the drafting of your program review so we can demonstrate that program reviews are conducted collaboratively and are inclusive.

Industry Trends and Program Data Analysis : * Use this space to discuss data from the program review data set, industry trends, or useful information for your program. If you are not sure what kind of data to include, refer to the Program Vitality Criteria sheet (keep in mind, you might not use ALL of the criteria listed - only what applies to your program. You will not be

SLO Assessment Summary: Provide a summary of your course and program (or unit) SLO assessment. This is where we provide documentation that program-level SLO assessments are being completed. We will run a report and pull all the SLOs from this field to provide evidence of program SLO assessment.

Save Changes Discard Changes

Don't forget to save your work!

Spell Check Icon

When you start typing, the “save changes” button (blue arrow) will change from grey to yellow. This means you have unsaved work. When the button is grey, that means your work has been saved. Remember to save your work!

Please note that all fields with an asterisk are required fields. You will not be able to save your information until all required fields are filled.

Helpful Tip: If you start filling out this page and need to finish it later, you can type “TBC” or another prompt in the required field so you can save your work and come back later to finish the other fields.

Helpful Tip: If you use Firefox as your internet browser, all of your text will automatically be spell-checked by the browser – neat! However, if you prefer IE (Internet Explorer) you can spell check by clicking on the spell check icon in the upper right-hand corner (orange arrow).

Helpful Tip: TracDat will timeout after 5 minutes, even if you are still typing. In order to prevent losing your work, please save often. If you are working on a long narrative, it is a good idea to type in a word document and then cut and paste into TracDat.

You will now be able to enter the first part of your program review. Let’s walk through each section on the following page.

Academic Programs: Getting Started and Doing your Program Review in TracDat

Program Mission Statement	Insert your program mission statement here. Be sure to include how your program supports the college mission/vision.
Program Description	Describe your program/unit. Some things you might want to include are - overview of curriculum/services provided, degrees/certificates offered, what academic/support needs your program fills, and so on.
Year of Review	Select the current year for which you are conducting a program review
Type of Review	Select self-study or annual update
Executive Summary (Include a list of team members)	The executive summary is a place where you can provide a brief summary of your program review for readers (i.e. abstract.) We also ask that you list the team members that participated in the drafting of your program review so we can demonstrate that program reviews are conducted collaboratively and are inclusive.
Industry Trends and Program Data Analysis	<p>Use this space to discuss data from the program review data set, industry trends, or useful information for your program. If you are not sure what kind of data to include, refer to the Program Vitality Criteria sheet (keep in mind, you might not use ALL of the criteria listed – only what applies to your program. You will not be penalized for criteria that do not apply to your program.)</p> <p>NOTE - this is the data we look at to prioritize PROGRAMS, as a whole.</p> <p><i>You are responsible for inserting any appropriate data (from the program review data sheets or other sources) and interpreting. If you need assistance with this, please contact Molly Senecal at msenecal@yccd.edu or (530) 665-8030.</i></p> <p>Some Resources:</p> <p>Direct Link to WCC Program Vitality Criteria: http://wcc-planning.yccd.edu/SharedFiles/Download.aspx?pageid=10&mid=43&fileid=298</p> <p>Labor Market Information: http://www.labormarketinfo.edd.ca.gov/</p> <p>Next Economy (Capital Regional Prosperity Plan): http://www.nexteconomycapitalregion.org/uploads/Next_Economy_Executive_Summary_November_2012.pdf</p>

Academic Programs: Getting Started and Doing your Program Review in TracDat

	<p>System Wage Tracker: http://datamart.cccco.edu/Outcomes/System_Wage_Tracker.aspx</p> <p>Transfer Data Resources: http://extranet.cccco.edu/Divisions/TechResearchInfoSys/Research/Transfer.aspx</p>
SLO Assessment Summary:	<p>Provide a summary of your course and program (or unit) SLO assessment. This is where we provide documentation that program-level SLO assessments are being completed. We will run a report and pull all the SLOs from this field to provide evidence of program SLO assessment.</p> <p>Some programs list all the courses they assessed over the year, and provide detailed data - including the changes they have made as a result of SLO assessments. Other programs put a summary paragraph in this space, but they are also required to explain how the results were used to improve student learning.</p>
Course Content and Statistical Analysis	<p>This box was included in order to track active courses with ENG/READ/Math as a prerequisite/corequisite/advisory and provides a space for faculty to validate the need for that requisite with course content and statistical analysis.</p>
Future Goals and Program Direction	<p>If the program is conducting an annual update, then we ask the department to describe their plans/goals/future directions for the upcoming year, at minimum.</p> <p>If the program is conducting a self-study, then we ask the departments to describe BOTH their short term and long term plans/goals/future directions.</p>
Are you ready to submit your final program review?	<p>When you are ready to submit your program review, please select yes.</p>
Feedback (Validation Team Use ONLY)	<p>Our program review validation committee will read through each program review and provide feedback, ask questions and recognize commendable actions in this field.</p>

Academic Programs: Getting Started and Doing your Program Review in TracDat

4. To enter your recommendations, click on “Program/Unit Recommendation” (yellow arrow):

The screenshot shows the TracDat web application interface. The browser address bar displays the URL: https://yccd.tracdat.com/tracdat/faces/assessment/assessment_plan/objectives.jsp. The page title is "Sky Diving Program Recommendations - Sample Program Review". The navigation menu includes "Home", "Program/Unit", "Program/Unit Recommendation", "Status", "Reports", and "Documents". The "Program/Unit Recommendation" tab is selected, and a yellow arrow points to it. Below the navigation menu, there are tabs for "Recommendations", "Plan of Action", and "Related Goals". The main content area displays a table with the following data:

Recommendation Name	Recommendation	Recommendation Priority
Short Title (i.e. Safety Training)	Brief Description of Recommendation (Learn how to initiate free fall in a safe manner.)	3. High Priority

At the bottom of the table, there are links for "edit", "copy", and "delete". A green circle highlights the "Add New Recommendation" button at the bottom of the page. The footer contains the text "Copyright © 1998-2014 Nuventive, All Rights Reserved" and "About Nuventive | Contact Us".

At first, you won't have any recommendations, and you will need to add new recommendations. Click on the “Add New Recommendation” button (circled).

Academic Programs: Getting Started and Doing your Program Review in TracDat

5. Now you will be prompted to enter your recommendation.

Recommendation Name: * Short Title (i.e. Safety Training)

Recommendation: * Brief Description of Recommendation (i.e. Learn how to initiate free fall in a safe manner.)

Year(s) Requested: 2010-2011
2011-2012
2012-2013
2013-2014
2014-2015
2015-2016
2016-2017

Recommendation Priority: 3. High Priority

Request Date: 8/1/2013

Inactive Date:

Supporting Evidence (SLO, WSCH, etc.): * Cite evidence that supports your request. Refer to the scoring rubric: <http://wcc-planning.yccd.edu/SharedFiles/Download.aspx?pageid=10&mid=43&fileid=213>

Evaluation Plan: * Use this space to describe how you will evaluate the outcomes of this recommendation - be sure to include:
1. Data you plan to collect

Recommendation Name	Short Title (i.e. Safety Training).
Recommendation	Brief Description of Recommendation (i.e. Learn how to initiate free fall in a safe manner.)
Year(s) Requested	You can select more than one academic year by holding down the CTRL button while using the mouse to click on the academic years. This is helpful if you want to continue the same recommendation from a previous year.
Recommendation Priority	Select high, medium or low. This is one of several parts of data that helps the Program Review Validation Team (PRVT) gauge how critical a request is.
Request Date	Enter the date you made this request
Inactive Date	Enter the date the request became inactive (this might be due to receiving the requested resources or the request is no longer applicable to the program needs.)
Supporting Evidence	Cite evidence that supports your request. Refer to the scoring rubric: http://wcc-planning.yccd.edu/SharedFiles/Download.aspx?pageid=10&mid=43&fileid=297 NOTE - this is the data we look at to prioritize individual requests from the programs.
Evaluation Plan	Use this space to describe how you plan to evaluate the outcomes of this recommendation once you receive what you requested. This is a proposed plan for evaluating how effective your request was in reaching your stated goal.

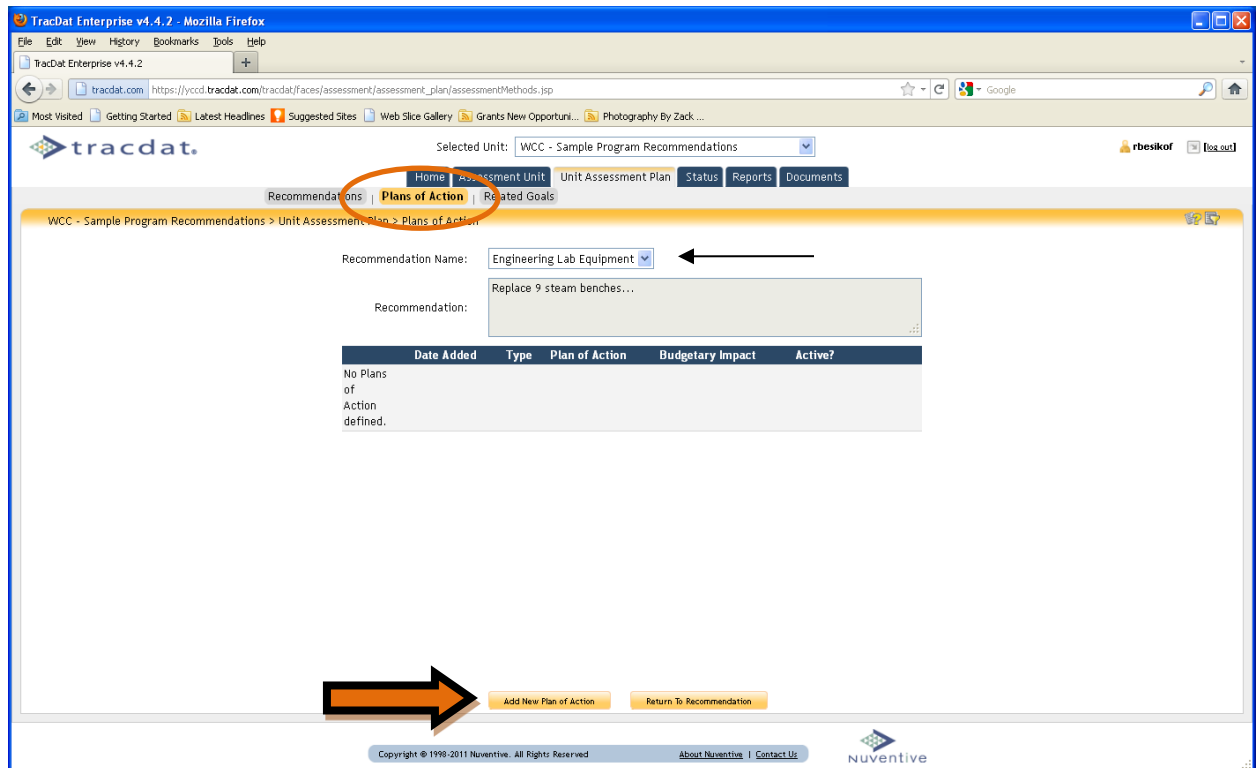
Academic Programs: Getting Started and Doing your Program Review in TracDat

	<p>Be sure to include:</p> <ol style="list-style-type: none">1. Data you plan to collect2. How you will collect the data3. How you will determine success of the recommendation4. Timeline5. Responsible Party <p>Example: Recommendation Name: Expand tutoring hours from 8 AM – 12 PM to 8 AM – 3 PM.</p> <p>Evaluation Plan: Collect student logins from Web advisor sign-ins at the end of the semester. Compare hours of usage per student per day and course success for all students using the tutoring center both before the expansion and after the expansion of tutoring center hours. Success will be determined if there is an increase in the average amount of time a student uses the tutoring center, and if there is an upward trend in course success rate after the expanded tutoring center hours. Student will also be surveyed for satisfaction, which will provide some qualitative feedback regarding the impact of this recommendation, and possible suggestions for future improvements.</p> <p>Resources:</p> <p>Educational Program Evaluation Tutorial: http://omerad.msu.edu/meded/progeval/index.html</p> <p>Program Evaluation Model http://region11s4.lacoe.edu/attachments/article/34/%287%29%209%20Step%20E%20valuation%20Model%20Paper.pdf</p>
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Don't forget to save changes!

Academic Programs: Getting Started and Doing your Program Review in TracDat

- The next step is to tell us HOW you plan to carry out your recommendation. Click on “Plans of Action” (circled):



Select the recommendation you want to write an action plan for (black arrow) and click on the “add new plan of action” button at the bottom of the page (orange arrow).

Now you will be prompted to enter your plan of action in the following text boxes shown on the next page.

Academic Programs: Getting Started and Doing your Program Review in TracDat

The screenshot shows the TracDat Enterprise v4.5.2.2 web application in a Mozilla Firefox browser. The page title is "WCC - Sample Program Recommendations > Program/Unit Recommendation > Plans of Action > Edit Plan of Action". The selected unit is "WCC - Sample Program Recommendations". The user is logged in as "admin". The navigation menu includes "Home", "Program/Unit", "Program/Unit Recommendation", "Status", "Reports", and "Documents". The current page is "Plans of Action".

The form contains the following fields and options:

- Recommendation:** Replace 9 steam benches...
- Type:** Equipment/Technology
- Plan of Action:** Meet with Dean and VP in November 2011 to establish objectives to bring the lab up to standards. Quotes for equipment will be submitted to the President's Office, once approved. Purchase of equipment before the end of the calendar...
- Budgetary Impact:** Laboratory steam benches @ \$5,000 per unit, for a total of \$45,000 for nine steam benches. Quote attached.
- Timeline/Responsible Party:** Summer 2012, Faculty and Dean.
- Active:**
- Location:** [Dropdown menu]
- Perkins Eligible:**
- DE Related:**
- HSI Related:**
- Assigned To:** Senecal, Molly [remove](#)

Buttons at the bottom: Save Changes, Discard Changes, **Relate Document** (circled in orange), Return, Assign.

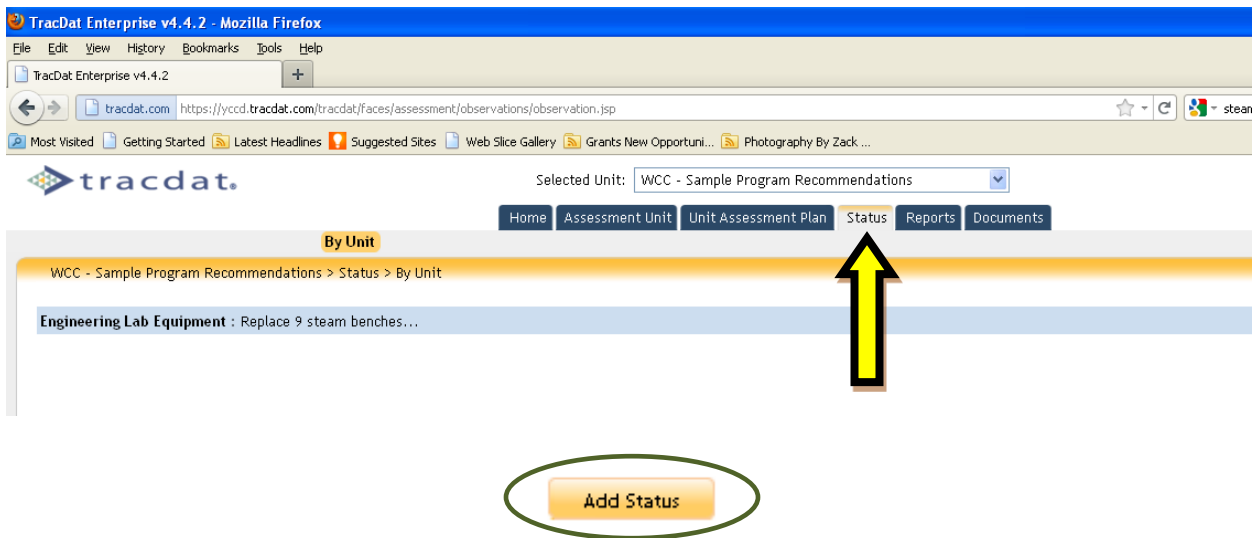
- Select the type of recommendation (Curriculum/SLO, Equipment/Technology, Facilities, Staffing – Faculty, or Staffing-Other.)
- Type your plan of action for this recommendation
- Enter the budgetary impact (i.e. laboratory steam benches @ \$5,000...)
- Enter the anticipated timeline for completion and the responsible party (this is the main contact person in the event questions arise or clarification is needed.)
- Enter the location that applies to this request.
- Select if the request is Perkins eligible, distance education (DE) related or Hispanic Serving Institution (HSI) related.

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Remember to save your changes!

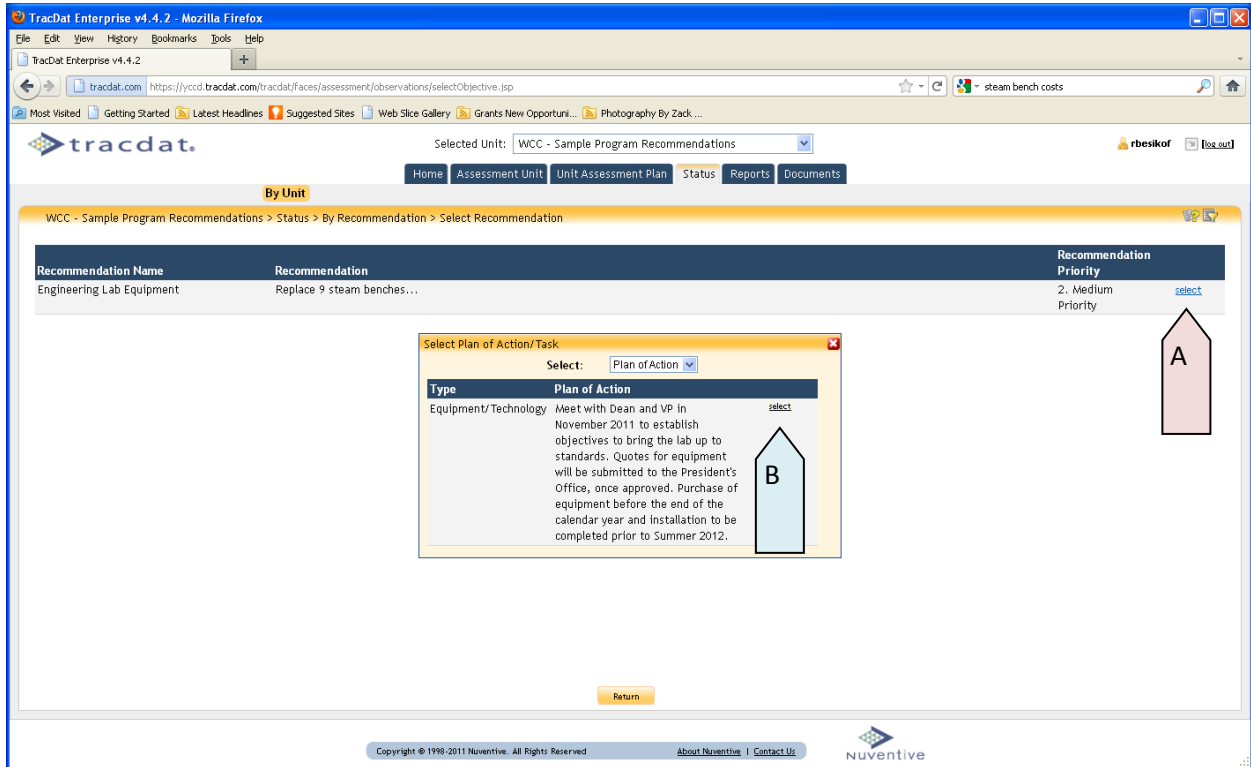
Helpful Tip: If you have supporting documentation (like price quotes or data to support your request) and want to include it with your review, you can click on “Relate Document” (orange circle) at the bottom of the “Plans of Action” screen. This lets you upload a document, PDF or spreadsheet that will be associated with this recommendation. Neat!

7. To add a status, click on “Status” (yellow arrow):



Initially, you will not have a status, so click on “Add Status” (circled.) Select the recommendation you want to add a status for (A), and click select again on the pop-up box (B).

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Here you will enter a status for your recommendation, select recommendation progress and the reporting year.

Repeat steps 4 through 7 for all your recommendations.

Once you have entered all your information for your recommendations, the Dean or VP will give you feedback on your recommendations via the “add feedback” button (circled).

Academic Programs: Getting Started and Doing your Program Review in TracDat

The screenshot shows the TracDat Enterprise v4.4.2 interface in Mozilla Firefox. The browser address bar shows the URL: <https://yccd.tracdat.com/tracdat/faces/assessment/observations/editObservation.jsp>. The page title is "WCC - Sample Program Recommendations > Status > Edit Status".

The main content area displays the following information:

- Recommendation:** Engineering Lab Equipment : Replace 9 steam benches...
- Plan of Action:** Equipment/Technology - Meet with Dean and VP in November 2011 to establish objectives to bring the lab up to standards. Quotes for equipment will be submitted to the President's Office, once approved. Purchase of equipment before the end of the calendar year and installation to be completed prior to Summer 2012.
- Budgetary Impact:** Laboratory steam benches @ \$5,000 per unit, for a total of \$45,000 for nine steam benches. Quote attached.
- Status:** (Empty text box)
- Status Date:** 8/29/2011
- Recommendation Progress:** (Empty dropdown menu)
- Reporting Year:** (Empty dropdown menu)

At the bottom right of the main content area, there is a link labeled "add Feedback" which is circled in orange. Below this link is a table with columns for "Feedback Date", "Feedback", and "Follow-Up". The table currently contains the text "No feedback defined."

At the bottom of the page, there are several buttons: "Save Changes", "Discard Changes", "Return", "Change Association", and "Delete Status".

The feedback screen looks like this:

The screenshot shows the TracDat Enterprise v4.4.2 interface in Mozilla Firefox. The browser address bar shows the URL: <https://yccd.tracdat.com/tracdat/faces/assessment/observations/editAction.jsp>. The page title is "WCC - Sample Program Recommendations > Status > Edit Feedback".

The main content area displays the following information:

- Recommendation:** Engineering Lab Equipment : Replace 9 steam benches...
- Plan of Action:** Meet with Dean and VP in November 2011 to establish objectives to bring the lab up to standards. Quotes for equipment will be submitted to the President's Office, once approved. Purchase of equipment before the end of the calendar year and installation to be completed prior to Summer 2012.
- Budgetary Impact:** Laboratory steam benches @ \$5,000 per unit, for a total of \$45,000 for nine steam benches. Quote attached.
- Status:** In progress.
- Feedback:** (Empty text box)
- Feedback Date:** 8/29/2011
- Approval Status:** (Empty dropdown menu)

At the bottom of the page, there are several buttons: "Save Changes", "Discard Changes", "Return", and "Delete Feedback".

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The Dean/VP will enter their feedback, date and select an approval status (i.e. *Approved*, *Approved – Pending Funding*, or *Disapproved – Please Revise*.)

- When all information is entered, you can run a report to produce a PDF report that will serve as your final end-product for program reviews. Go to “Reports” tab (orange circle), and make sure you are in “Program/Unit” sub tab (yellow highlighted tab). Select the **Program Review Report** (yellow arrow) and click run (black circle). When the report viewer opens, do not change any options; just click “open report” on the bottom of the page. Save the resulting PDF report to your computer and send it to your Dean/VP.

The screenshot displays the TracDat Enterprise v4.5.2.2 web application. The browser window shows the URL <https://yccd.tracdat.com/tracdat/faces/assessment/reports/au.jsp>. The 'Reports' tab is circled in orange. The 'Program/Unit' sub-tab is highlighted in yellow. A yellow arrow points to the 'Program Review Report' row in the table. A black circle highlights the 'run' button for that report.

Report	Description	
Assessment Plan	This report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.	run
Assessment Report	This report shows how each assessment unit is supporting the goals of the institution, a reporting unit or an assessment unit. This report is presented in a five column model.	run
Program Review Report	This report shows each assessment unit's objectives along with the results and any action plans in a four column report. This report is useful for showing the results for a specific unit.	run
Curriculum Map	This report shows how each course is related to an objective using curriculum mapping.	run
Documents List	This report list all documents (files) stored in each folder for each unit.	run

- Once you have finalized your review – save the **Program Review Report** PDF document to your document repository (last tab) for future reference.

Questions or need assistance? Contact Molly Senecal at msenecal@yccd.edu or (530) 665-8030. More information and other documentation manuals are available at: <http://wcc-planning.yccd.edu/tracdat.aspx>