

ASSESSMENT @ GCC

TRACDAT

Version 4.4.2.1 User's Guide for
Documenting Outcomes (SLOs/AUOs/SSUOs) at
Guam Community College

Updated: June 2012



<http://tracdat.guamcc.edu:8081/tracdat/>

"The mission of Guam Community College is to be a *leader* in career and technical workforce development by providing the *highest quality education and job training* in Micronesia."

Welcome to TracDat @ GCC

The *Office of Assessment, Institutional Effectiveness & Research (AIER)* prepared this **TracDat User's Guide** to help users navigate through **TracDat** more efficiently and effectively. Once users become familiar with its varied features and functions, they can use **TracDat** for a wide range of administrative reporting, management and planning tasks. Additionally, **TracDat** serves as a repository for assessment data (i.e., survey results, student artifacts, focus group transcripts).

TracDat provides a structured framework for continuous monitoring of assessment results. It allows users to store and manage assessment data crucial to the systematic process of evidence-based assessment of student learning outcomes, both at the program and course-level. **TracDat** also permits instructional programs, student services and administrative units to store their assessment plan and report in one easily accessible database. The ability to link Student Learning Outcomes (SLOs), Administrative Unit Outcomes (AUOs) and Student Service Unit Outcomes (SSUOs) to program goals, school goals, division-level goals, institution-level goals, and ACCJC/WASC standards is an important feature of **TracDat**. Additionally, **TracDat** allows users to conduct queries and to quickly produce reports that can guide planning and decision-making.

TracDat training is essential. We strongly encourage users to participate in our continuous **TracDat** training program offered every semester. Contact the AIER office (aier@guamcc.edu, 735-5620 or 735-5641) for individual or group training arrangements, if needed.

We trust that you—as a **TracDat** user—will contribute significantly to assessment at GCC. This is only possible through a good understanding of **TracDat's** functionality, and most important of all, through careful input of assessment data.

We live in an age of evidence. **TracDat** allows us to confront the challenge of assessment and transform it into a continuous improvement effort that translates results into decisions and eventually into action.

Thank you for your valuable contribution to our campus-wide assessment initiative.



Front L-R: Vangie, Priscilla, Joe & Marlena

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Office of Assessment, Institutional Effectiveness & Research (AIER)

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June 2012

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Introduction

GCC's **Comprehensive Institutional Assessment Plan for Programs, Services, Administrative Units, and the Board of Trustees** document is the institutional mandate that drives all campus-wide assessment activities.

"Assessment is a means for focusing our collective attention, examining our assumptions, and creating a shared culture dedicated to continuously improving the quality of higher learning. Assessment requires making expectations and standards for quality explicit and public; systematically gathering evidence on how well performance matches those expectations and standards; analyzing and interpreting the evidence; and using the resulting information to document, explain, and improve performance." (Angelo, *AAHE Bulletin*, April 1995, p. 11).

TracDat is an assessment data management software package from Nuventive. It is designed to organize assessment data at the course, program, department, school, division and college levels. TracDat allows for institution-wide viewing of assessment plans and uniform reporting across departments. Each Unit is responsible for entering/maintaining their action plans (assessment plans) and results (assessment reports) in TracDat. The Committee on College Assessment (CCA) is an institution-level committee created under the terms of the 2000-2005 Board of Trustees-Faculty Union Agreement and is responsible for reviewing and rating assessment plans and reports.

CCA developed a flow chart (Appendix A) and Consolidated Feedback Sheets (CFS) as tools used to systematically review and deliberate on the merits of assessment plans and reports inputted into TracDat. The CFS often undergoes review and revision as the assessment data management software (TracDat) upgrades occur.

This manual provides step-by-step instruction on all functions and provides a wide assortment of information to ease the learning process. It shows how to log in, enter plans and data, run reports, etc.

Uses of TracDat

TracDat can be used to manage and document (not limited to) the following institutional effectiveness activities:

- Manage assessment plans
- Manage action plans/tasks
- Show strengths and weaknesses
- Document student learning outcomes and results
- Link to the College mission, vision, and goals

GLOSSARY

* Asterisk to the left of each field/box	Refers to a required field. Whenever an asterisk (*) appear to the left of a field/box within a page, data is required . Users would not be able to proceed within the application if the required field is blank.
? Question mark to the right of each field/box	Provides guidance as to what type of data is required/
Academic Units	Refers to all instructional programs (associate degrees, certificate programs and secondary programs).
Activities	Refers to performing a function or mission. Measurable amount of work performed to convert inputs into outputs. For an academic department, this would be a Course.
Activity Schedule	When and how often each measure will be taken
AUOs	<p>Acronym for Administrative Unit Outcomes = The knowledge, skills, abilities or attitudes that students are expected to attain directly or indirectly as a result of support for instructional programs, quality of service, interaction with other departments/units and planning/budgeting processes.</p> <p>An administrative unit outcome (AUO) is a statement about what a client will experience, receive, or understand as a result of a given service.</p>
Admin Role	An individual with the role of Admin for a Unit will have that Unit as an option in the Selected Unit navigation drop-down at the top of the screen. When this Unit is selected, the individual will have full access to all functionality and reports that are available to that Unit.
Anticipated Use of Assessment Results	How the results of assessment efforts will be used to impact the program or unit.
Assessments	Formal evaluations of institutional plans, academic programs, or student learning.
Assessment Method Type (Artifacts/Instrument/Rubrics re: Tools Used)	Allows users to categorize program/unit assessment means. Ex: exit exam, survey, focus group, certification exam, etc.
Assessment Tools	Known as Assessment Methods; used to document how attainment of the program/unit outcomes will be measured.
Assessment Cycle	Refers to the college's Two-Year Assessment Schedule on what is due from each assessment group.
Assessment Group A	Refers to all Associate Degree programs

Assessment Group B	Refers to all Certificate programs
Assessment Group C	Refers to all administrative and student service units
Assessment Group D	Refers to general education, developmental courses, secondary programs, and related technical requirements/electives
Program/Unit Assessment Plan	<p>Used at the program/unit level to record student learning outcomes (SLOs) administrative unit outcomes (AUOs) or student services unit outcomes (SSUOs), relate to the Goals at various organizational levels, document assessment tools and related department courses (for academic programs), activities (for non-academic programs) and/or /tasks to the outcomes.</p> <p>SLOs/AUOs/SSUOs are a key element in the assessment planning process as defined in TracDat Enterprise. It is against each SLO, AUO, SSUO that you will be able to define the means of assessing the outcome and recording the results of that assessment.</p>
Assessment Process	Refers to schedule of assessment tasks and activities.
Assessment Unit	Assessment Unit is the primary Unit where assessment takes place. An Assessment Unit is that Unit which has a plan and is being asked to document the result/status of that plan. Units are broken into Reporting (BOT, AAD, School, etc.); Academic Departments (Groups A, B, D – SLOs); Administrative (Non-Academic Units) Departments (Group C – AUOs/SSUOs)
Budget Related Proposed Outcome	Refers to proposed outcome identified in the Department's Budget Request (on an annual basis)
Criterion	Standard of achievement for a measure; expressed in percentage, number or other qualitative/quantitative yardstick
Document Repository	A place to store ALL documents that can be shared with other programs/units.
Email Only	An individual with the role of Email Only for a Unit will NOT have that Unit as an option in the Selected Unit navigation drop-down at the top of the screen. This role provides access to that Unit solely through assignments sent by email through the application.
External Unit	Organizations outside of the institution to which assessment data needs to be related (e.g., ACCJC/WASC), particularly standards.
Goal	A component of the organization's or division's/program's/unit's mission statement, which broadly outlines clear expectations about student learning outcomes. Goals comprise of a general statement of themes or

	directions, either measurable or not measurable as stated. They represent a commitment to broad intentions and aspirations. A goal or objective is a desired result of the department and/or unit or a system envisions, plans and commits to achieve—a personal or organizational desired end-point in some sort of assumed development.
Group	A collection of individual students that can be used to organize portfolios or other assessment measures by course, major, project, etc.
Group Data	Used to record statistical aggregates (Means, Medians, Standard Deviations, sample sizes) for groups
Goal Type	Allows institutions to classify goals into categories (e.g., Institutional, Division, Program/Unit, Individual, Governing Board Levels, etc.).
Means of Assessment	Means/methods you will use to assess or evaluate the selected Outcome.
Mission Statement	A clear statement of an organizational unit's intended accomplishments. The mission statement should guide the actions of the unit, spell out its overall goal, provide a sense of direction, and guide decision-making. It provides "the framework or context within which the unit's strategies are formulated." It is sometimes used to set out a "picture" of the unit in the future. A mission statement provides details of what is done and answers the question: "What do we do?"
Non-Academic Units	Refers to administrative units and student services units
Objective/Outcome	An intended program outcome stated in measurable terms. An intended program result as stated in measurable terms. Sometimes used interchangeably with objective, goal, standard.
Objective/Outcome Name	Brief name given to an objective/outcome.
Observations	The TracDat term for Summary of Results. It refers to a conclusion or hypothesis derived from the analysis of assessment data. Observations can be based on formal, informal, quantitative, or qualitative data samples.
Program Review	An in-depth assessment of an educational program, a student support service, or an administrative unit for the purpose of program or unit improvement.
Qualitative Data	The term qualitative data is used to describe certain types of information.

Quantitative Data	The term quantitative data is used to describe a type of information that can be counted or expressed numerically. This type of data is often collected in experiments, manipulated and statistically analyzed. Quantitative data can be represented visually in graphs, histograms, tables and charts.
Owned Courses	Refers to course(s) owned by specific department/program and can be shared with other departments/programs.
Personnel	Person who have any type of permission to the selected Program/Unit, and therefore will be available to receive assignments for the Program/Unit within TracDat. Those Personnel who are assigned Artifact/Instrument/Rubric/Method/Tool Description, and/or Use of Summary Results will be notified by email when the assignment is due, and they may also be able to provide a status of the assignment via a link contained within the email.
Related Documents	Documents relating to a specific area of an assessment plan or report. Documents supporting a summary of results or short narratives.
Reporting Unit	Reporting units are categorized as Division, School, Institution, BOT, ACCJC/WASC, etc.
Reports Only	An individual with the role of Reports Only for a Unit will have that Unit as an option in the Selected Unit navigation drop-down at the top of the screen. The individual will only have access to the Home tab and the Reports tab for that Unit.
SLOs	<p>Acronym for Student Learning Outcomes, which can be written at the course, program, or institutional levels.</p> <p>The knowledge, skills, abilities, or attitudes that students are expected to attain as the result of specific educational experiences.</p> <p>Answers the questions, What do students know? What can they do? What do they think and value? What students will be able to do, know or think (as SLOs) can be answered either directly or indirectly, through the use of quantitative or qualitative data or both.</p>
Student Services	Services provided by a College that are not explicitly " academic ". e.g. Bookstores, Counseling, Career Centers, Child Care, Dining Facilities, Financial Aid, Internship programs, Parking, Placement Centers, Security Assistance, etc
SSUOs	Acronym for Student Services Unit Outcomes = The knowledge, skills, abilities or attitudes that students are expected to attain directly or indirectly as a result of their experience or understanding from the service provided from the college's student services unit e.g. Bookstore, Counseling, Financial Aid, etc.

Student Success	Commonly used to refer to measurable student achievement outcomes, including degree and certificate completion, transfer to four-year institutions, completion of preparatory course sequences, etc.
Summative Assessment	The final determination of student knowledge, skills, or abilities, or the final determination of the effectiveness of a plan or strategy.
Task	A piece of work assigned or done as part of one's duties. A function to be performed; an objective.
Task Description	Full description of the Assessment Process or Schedule Task.
Task Name	Brief name given to a Task (e.g. survey administration, data collection, focus group facilitation, etc).
User Role	Has the ability to add, delete, modify, print, query and export any of the program/unit's data. Does not have the ability to create user or assign user permission. Does not have the ability to create custom fields. The individual will have full access to all tabs for the Unit with the exception of the Assessment Unit or Reporting Unit tab (the second main tab), restricting the individual from changing general Unit information, Goals, Personnel, Courses or Activities for that Unit.
Vision Statement	Description of what a unit would look in the future (major distinctive characteristics). Vision is a long-term view, sometimes describing how the unit would like the world to be in which it operates. A unit's vision expresses a compelling image of the desired future for the unit. It provides an inspiration and challenge to all members to reach toward an ideal of what the entity can become. It should be brief enough to be memorable and complete enough to direct effort.

This reference guide is intended for TracDat users with permissions at the Assessment Unit level. The Assessment Unit level varies by group, but normally includes any academic or administrative departments within an Institution that measure student learning outcomes, administrative unit outcomes, student services units' outcomes, or strategic goals. This guide will present all of the major heading tabs and their basic functions as well as the functionality and typical usage of some of the more common tabs and sub-tabs that you will encounter within TracDat. Here you will also find some suggested tips to remember and use while in the multiple editing modes.

At the Assessment Unit level there are a maximum of eight heading tabs, each representing a different functional area of the software. These main heading tabs include: Home, Group Assessment Unit (Group A, B, C, or D), Program/Unit-Level Assmt Plan, Course-Level Assmt Plan, Data Collection Status/Summary of Results (N=?), Data Tools, Reports, and Documents. The sub-tabs that appear under each main heading tab may vary by Assessment Unit.

The information in this reference guide is organized according to the stock main heading tabs and sub-tabs that originally come with TracDat. **Please be aware that your experience with TracDat may look slightly different than the screenshots below due to the software's dynamic labeling feature and your specific unit's configuration of different tabs and features. Also take note that some features are limited to the type of user role you are assigned.**

User Permissions and Their Role

User – A user is a person who may enter information. The level at which they may enter will vary according to their approved access level. All users may also run reports for their approved “levels.”

Reports Only – Some individuals may have report-only capabilities and not be able to enter or change data in the TracDat system. This level of approval is anticipated for some clerical or support personnel in the College who may be asked to produce reports for faculty, administrators, or committees, such as the CCA.

Administrator (Department Level) – One individual will be provided with “administrator” level access to everything within their department. This individual will be charged with keeping Assessment Unit information up to date. At this time, Department Level Administrator has not been utilized.

System Administrator – The Office of Assessment, Institutional Effectiveness and Research is responsible for adding all users to the system. The AIER office will be responsible for assuring that the system is kept up-to-date with program changes and will link the required programs to various reports.

Email only – users would be those who need to supply data to the TracDat system but will be invited to go to a link to enter the required information and not be regular users of the system.

New Custom (User) Roles

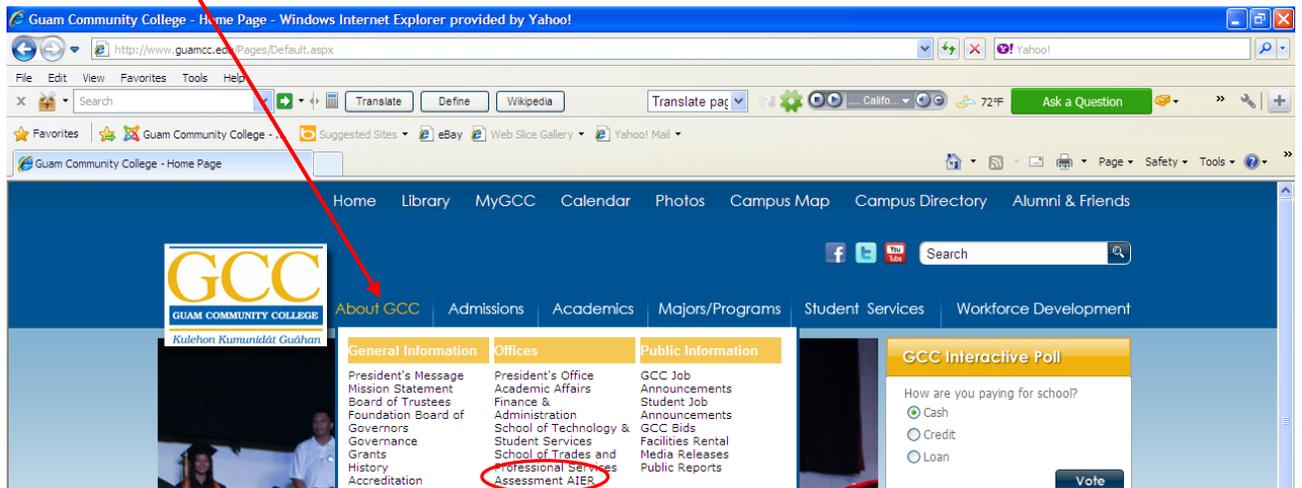
The Assessment Unit level Plan tab and sub-tabs may be marked as “Read Only” for a Custom Role, whereby the user will be able to see/view those features and areas of TracDat. Although Custom Role users may add, edit, or delete contents of the program/unit, saving the changes is not available. **CCA Review Team** and **ACCJC/WASC Visitors** as shown on the screen shot below are the newly created Custom Role.

Last Name	First Name	Title	Email	Role
ACCJC	Accreditation Team		aler@guamcc.edu	ACCJC/WASC Visitors
Aguon	Evangeline	Administrative Assistant	evangeline.aguon@guamcc.edu	Admin
Benavente	Joseph	Planner IV	joseph.benavente@guamcc.edu	CCA Review Team
Bukikosa	Ines	Assistant Instructor	ines.bukikosa@guamcc.edu	CCA Review Team
Chan	Michael		michael.chan@guamcc.edu	CCA Review Team
Cruz	Paling	COPSA Student Representative	palingprl.cruz@guamcc.edu	CCA Review Team
delos Santos	Cecilia	Assistant Professor	mariacecilia.delosantos@guamcc.edu	CCA Review Team
DeSante	Paul	Consultant	paul.desante@nuventive.com	Admin
Evangelista	Joleen	Supply Management Administrator	joleen.evangelista@guamcc.edu	CCA Review Team
Johns	Priscilla	Program Specialist	priscilla.johns@guamcc.edu	Admin
Pangelinan	Pilar	Assistant Professor	pilar.pangelinan@guamcc.edu	Admin
Perez	Doris	Assistant Director	doris.perez@guamcc.edu	CCA Review Team
Roberson	Robin	Assistant Professor for Marketing	robin.roberson@guamcc.edu	Admin
Setzer II	Michael	Instructor	michael.setzerii@guamcc.edu	CCA Review Team
Tam	Yvonne	Instructor	yvonne.tam@guamcc.edu	CCA Review Team
Tam	Wilson	Assistant Professor	wilson.tam@guamcc.edu	CCA Review Team
Teng	Zhaopei	Associate Professor	zhaopei.teng@guamcc.edu	CCA Review Team
Tudela	Virginia	Assistant Director	virginia.tudela@guamcc.edu	Admin
Uchima	Katsuyoshi	Assistant Instructor	katsuyoshi.uchima@guamcc.edu	CCA Review Team
Universal	GCC		cca.ale@guamcc.edu	Reports Only

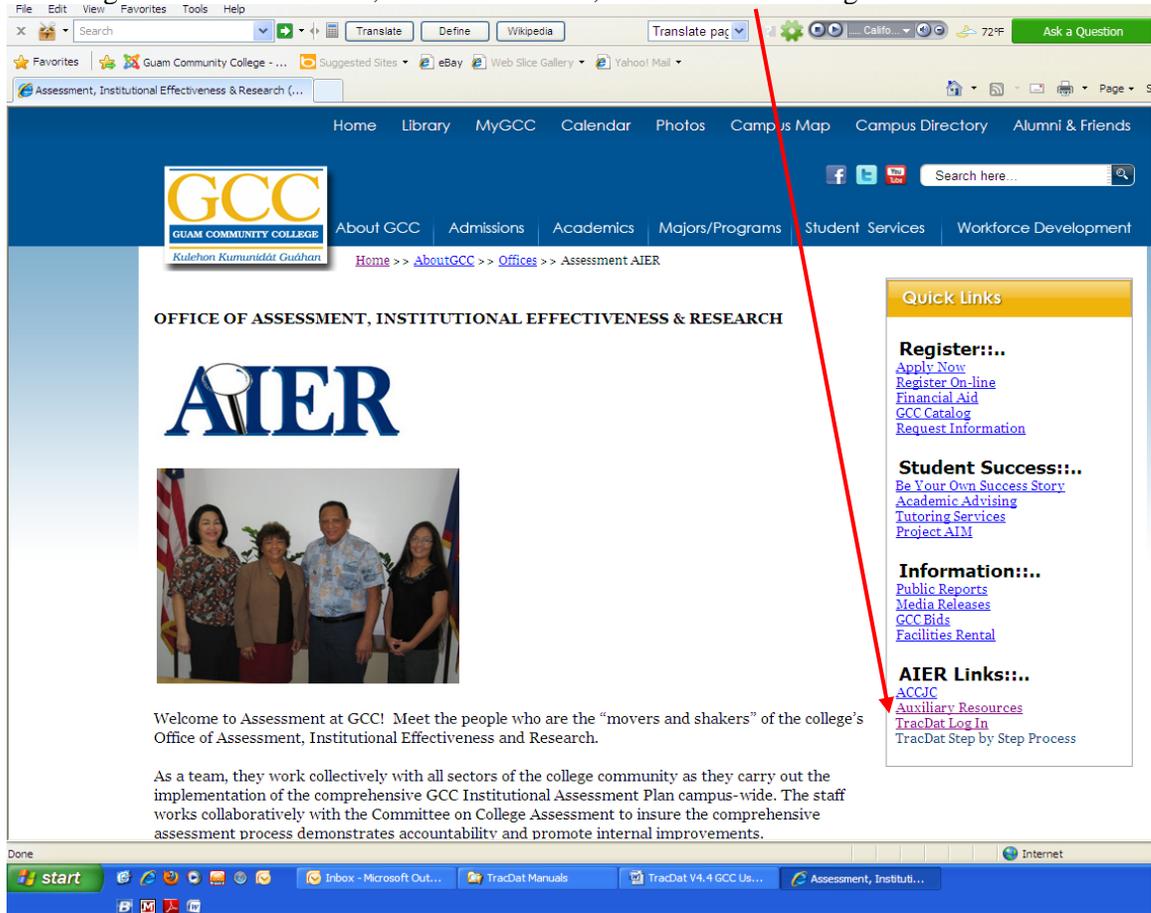
TracDat Login

TracDat Login page can be found following these steps:

1. Go to Guam Community College website.
2. Click on About GCC as shown on the screen shot below



3. From the Offices sub-menu, click on Assessment AIER
4. To the right of the new window, under AIER links, click on TracDat Log In



Login window like the one below will appear. In the appropriate fields, key in your user name and password (lower case). Acceptable password (minimum of 5 characters) in alpha, numeric or symbols and may include a combination of all. All users must be approved by the dean or his/her designee such as department chair/program manager, etc. to use the TracDat system. Contact AIER via email aier@guamcc.edu for a user name, password, role type and the program/unit name(s) to access.



In general, faculty, department chairs/program managers will have access to the data in only their program areas. Department heads, department chairs, coordinators, etc. will have access to both produce reports and enter data for any programs within their areas.

TracDat Logout

Users ***must*** click on the logout link in the upper right hand corner of the toolbar (as shown on the screen shot sample below) to insure the integrity of the data inputted is secured.

TracDat Enterprise v4.4.2.1 - Windows Internet Explorer provided by Yahoo!

http://202.128.79.196:8081/tracdat/faces/assessment/home/dashboard.jsp

File Edit View Favorites Tools Help

TracDat Enterprise v4.4.2.1

tracdat. Selected Instructional Program: Accounting AS priscilla.johns [log out]

Home Group A: AA/AS Program Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents

Summary Calendar Profile

Accounting AS > Home > Summary

My Assignments

Due Date	Subject	Notes/Instructions
No assignments assigned to you.		

Overdue Instructional Program Assignments

Resend all Select date range

Due Date	Source	Assigned To
10/10/2010	Artifact/Instrument/Rubric/Method/Tool Description	Pangelinan, Pilar edit view resend
10/11/2010	Task	Pangelinan, Pilar edit view resend

Program/Unit-Level Assmt Plan Summary

Total Student Learning Outcomes (SLOs): 15
Total Artifact/Instrument/Rubric/Method/Tool Description: 14
Last Data Collection Status/Summary of Result (N=?): 5/7/2009
Last Use of Summary Result: 9/11/2007
Last Implementation Status: 11/15/2004
Total Tasks: 12
Student Learning Outcomes (SLOs) Without: 2
Artifact/Instrument/Rubric/Method/Tool Description: 2

Goals Summary

Total Goals: 9
Goals Not Related to Any Student Learning Outcomes (SLOs): 3

Course-Level Assmt Plan Summary

* - Another Group A: AA/AS Program currently owns this Course. Hold your cursor over the course to see the current owner.

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http://202.128.79.196:8081/tracdat/faces/assessment/home/dashboard.jsp#

start

Inbox - Microsoft Out... FW: News from Nuve... iTunes Curriculum Activities TracDat V4.3 GCC Us...

TracDat Enterprise v...

Internet 100%

12:36 PM Monday 7/18/2011

Tab 1: Home



Home Features:

★ Summary

- View your personal Assignments
- View Overdue Unit Assignments
- Brief description of Assessment Unit Goals, Outcomes, and Summary of Results

At the unit level, users will notice some changes to the summary page. You will see all courses that have been assigned to the unit including the course assessment summary information for each. This includes both owned and non-owned (only assigned) courses. If a course has an asterisk in front of it, it means that another unit owns the course. You can see which unit owns the course if you hold your cursor over the course name.

Course Name	Units	Other Units	Start Date	End Date	Another End Date	
II/AC212 (formerly AC102 & AC103)						
Hospitality Industry Accounting/AC225 (formerly HS244)	5	5	1	3/13/2011	9/10/2009	3/5/2010
Accounting on the Computer Using Peachtree/AC232	4	3	1			
Accounting on the Computer Using QuickBooks/AC233	4	4	0	3/9/2009	2/16/2010	3/5/2010
Certified Bookkeeper Review/AC240	3	3	0			
Federal Income Tax II/AC250	6	3	3			
Cooperative Education for Accounting/AC298	4	3	1			
* Economics/EC110	3	3	0			
* Economics/EC110 (Criminal Justice & Social Science Department Courses)	3	6	9			
Communication/OA211 (formerly OA206)						
* Spreadsheet Systems/OA220	9	4	5	10/12/2009		

★ *Calendar*

- Monthly view of Unit Assignments
- Create/view Reminder Entries for assessment purposes

★ *Profile*

- Add/change your Email Address

To Add/Change Your Email Address:

Select *Home* Tab > Select *Profile* Sub-tab > Add/Change Email Address
> Select *Save Changes* button

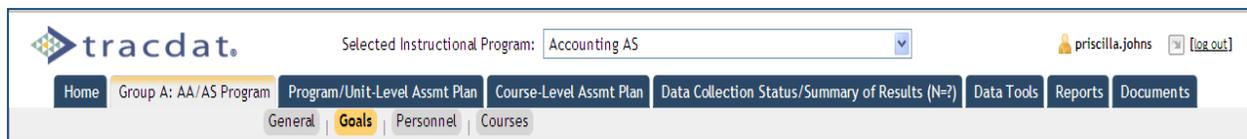
- Change your Password

To Change Your Password:

Select *Home* Tab > Select *Profile* Sub-tab > Select *Change Password*
button > Enter Current and New Passwords > Select *Save Changes* button

Tab 2: Assessment Unit (Academic/Instructional Programs)

The Assessment Unit is the primary Unit where assessment takes place. An Assessment Unit is that Unit which has a plan and is being asked to document the results/status of that plan. This form allows you to collect general information about the Assessment Unit.



Academic Assessment Unit Features:

★ *General*

- Overview/Description of Assessment Unit such as group category (Group A, B, C, or D)
- View/Add Assessment Unit's Mission and the Assessment Unit's Vision statements.

★ *Goals*

- View/Add Assessment Unit level goals
- Link Assessment Unit goals to selected Reporting Unit goals and Institution goals

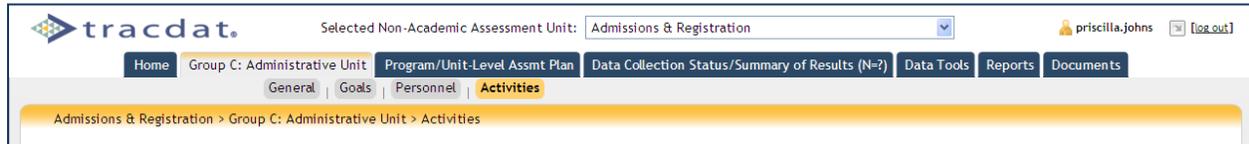
★ *Personnel with User's Role*

- View personnel who have access to the Assessment Unit
- Add/Remove personnel access to Assessment Unit

★ *Courses*

- View courses listed within the Assessment Unit (Courses must be uploaded in TracDat by the System Administrator – contact aier@guamcc.edu for assistance)
- Editing a listed course allows you to relate a document (e.g. syllabus, course or program curriculum guide) to that specific course

Tab 2: Assessment Unit (Non-Academic Units)



Non-Academic Assessment Unit Features:

★ *General*

- Overview/Description of Assessment Unit
- View/Add Assessment Unit's Mission and the Assessment Unit's Vision statements

★ *Goals*

- View/Add Assessment Unit level goals
- Link Assessment Unit goals to selected Reporting Unit goals and Institution goals

★ *Personnel*

- View personnel who have access to the Assessment Unit with their viewing rights/role
- Add/Remove personnel access to Assessment Unit

★ *Activities*

- View activities listed within the Assessment Unit
- Editing a listed activity allows you to relate an activity (e.g. workshop/conference, focus group) to that specific AUO/SSUO

Tab 3: Program/Unit Assessment Plan for Instructional and Non-Instructional Units

Assessment Plan Features:

★ *Program/Unit Assessment Plan*

- View/Add/Edit Outcomes for Assessment Unit

To Add/Modify an Outcome:

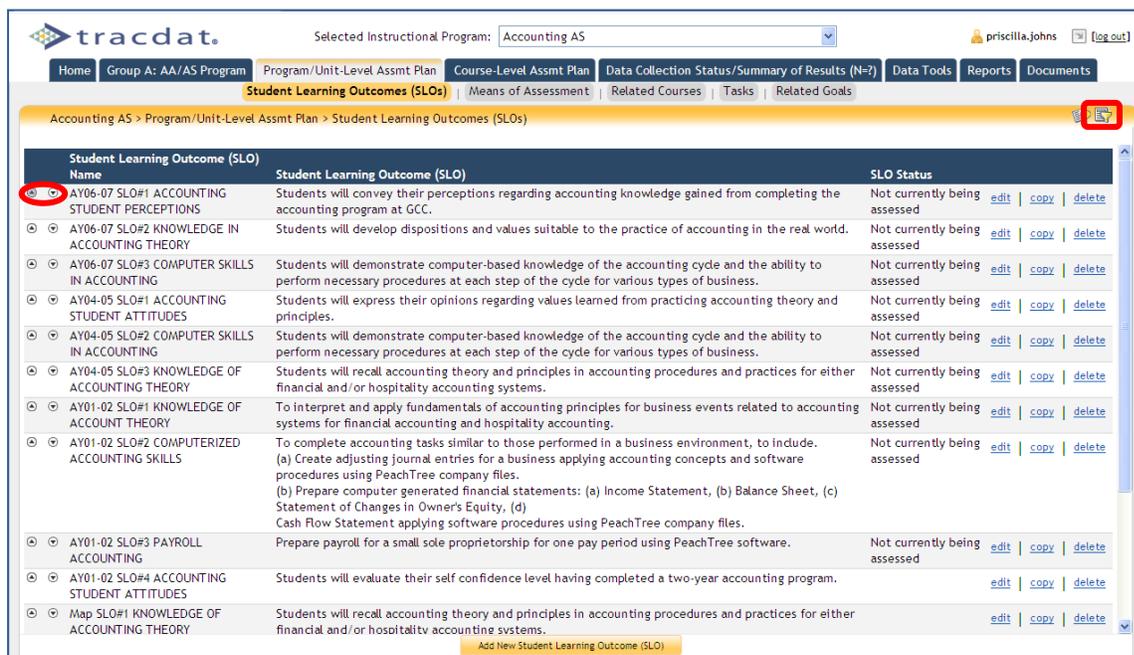
[Select the desired Assessment Unit from the top drop down menu >]
Select **Program/Unit Assessment Plan** Tab > Select **SLO, AUO, SSUO (Outcome)** Sub-tab > Select **Add New Outcome** or Select **Edit, Copy, or Delete** next to a current Outcome > Make changes > Select **Save Changes** button after editing

It would be helpful to have the following documents available **before** inputting assessment plans:

1. Two-Year Assessment Cycle Schedule (found under the Documents form/tab; Document Repository sub-tab; drop-down menu/list; Show Folder For Guam Community College). Open and minimize the current year Budget Request document
2. The most current CCA-CFS Template (found under the Documents form/tab; Document Repository sub-tab; drop-down menu/list; Show Folder For Guam Community College). Open and minimize the current year Budget Request document
3. Budget Request (found under the Documents form/tab. Open and minimize the current year Budget Request document

Note: Assessment or evaluation of program-level SLOs must be the same as those published in the College catalog and/or most current and approved curriculum for the assessment cycle.

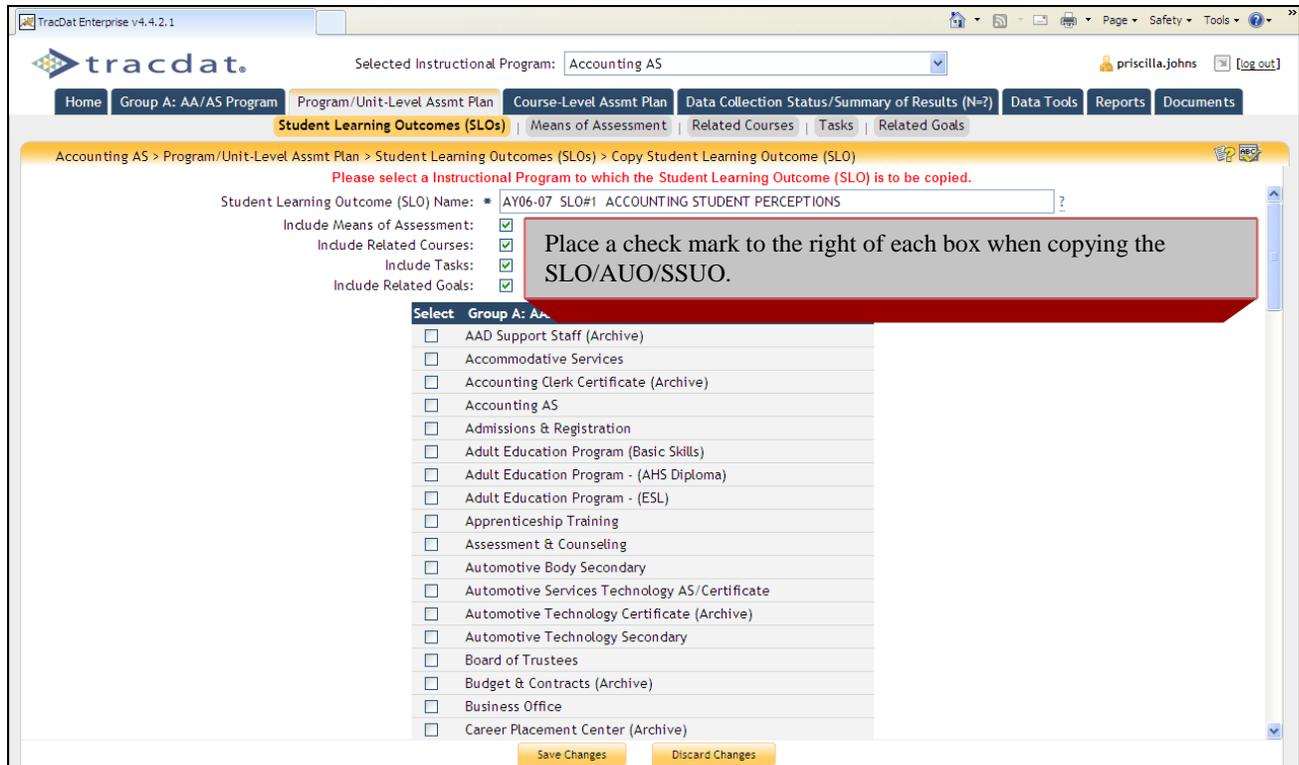
Refer to the screen shot below. Use this form to add new Outcomes (SLOs, AUOs, SSUOs) and/or view the existing Outcomes of your Assessment Unit. Outcomes are a key element in the assessment planning process. It is against each Outcome that you will be able to define the means of assessing the Outcome and recording the results of that assessment. Use the arrows to the left of each Outcome to change the display order of the Outcomes. Click on the filter  icon to the right of the screen to filter SLOs/AUOs/SSUOs.



The screenshot shows the TracDat interface for 'Accounting AS'. The main content area displays a table of Student Learning Outcomes (SLOs). The table has three columns: 'Name', 'Student Learning Outcome (SLO)', and 'SLO Status'. Each row represents an SLO, and the first column contains radio button icons for reordering. A red circle highlights these icons. The 'SLO Status' column indicates whether each SLO is currently being assessed.

Name	Student Learning Outcome (SLO)	SLO Status
AY06-07 SLO#1 ACCOUNTING STUDENT PERCEPTIONS	Students will convey their perceptions regarding accounting knowledge gained from completing the accounting program at GCC.	Not currently being assessed
AY06-07 SLO#2 KNOWLEDGE IN ACCOUNTING THEORY	Students will develop dispositions and values suitable to the practice of accounting in the real world.	Not currently being assessed
AY06-07 SLO#3 COMPUTER SKILLS IN ACCOUNTING	Students will demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.	Not currently being assessed
AY04-05 SLO#1 ACCOUNTING STUDENT ATTITUDES	Students will express their opinions regarding values learned from practicing accounting theory and principles.	Not currently being assessed
AY04-05 SLO#2 COMPUTER SKILLS IN ACCOUNTING	Students will demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.	Not currently being assessed
AY04-05 SLO#3 KNOWLEDGE OF ACCOUNTING THEORY	Students will recall accounting theory and principles in accounting procedures and practices for either financial and/or hospitality accounting systems.	Not currently being assessed
AY01-02 SLO#1 KNOWLEDGE OF ACCOUNT THEORY	To interpret and apply fundamentals of accounting principles for business events related to accounting systems for financial accounting and hospitality accounting.	Not currently being assessed
AY01-02 SLO#2 COMPUTERIZED ACCOUNTING SKILLS	To complete accounting tasks similar to those performed in a business environment, to include: (a) Create adjusting journal entries for a business applying accounting concepts and software procedures using PeachTree company files. (b) Prepare computer generated financial statements: (a) Income Statement, (b) Balance Sheet, (c) Statement of Changes in Owner's Equity, (d) Cash Flow Statement applying software procedures using PeachTree company files.	Not currently being assessed
AY01-02 SLO#3 PAYROLL ACCOUNTING	Prepare payroll for a small sole proprietorship for one pay period using PeachTree software.	Not currently being assessed
AY01-02 SLO#4 ACCOUNTING STUDENT ATTITUDES	Students will evaluate their self confidence level having completed a two-year accounting program.	
Map SLO#1 KNOWLEDGE OF ACCOUNTING THEORY	Students will recall accounting theory and principles in accounting procedures and practices for either financial and/or hospitality accounting systems.	

A new feature was added when copying an outcome for a new assessment cycle. When copying a program-level, course-level and/or unit outcome (SLO/AUO/SSUO) there is no default unit that is checked to receive the copied outcome for the new outcome name. Place a check mark in the box to include Means of Assessment, Related Course, Tasks, and Related Goals. Select the unit by checking the appropriate box, then click save changes at the bottom of the window. Refer to the screen shot below, an error message will appear when a unit is not selected.



★ *Means of Assessment*

- View/Add/Edit Assessment Methods related to each Outcome of the Assessment Unit

To Add/Modify an Assessment Method:

[Select the desired Assessment Unit from the top drop down menu >] Select **Program/Unit Assessment Plan** Tab > Select **Means of Assessment** Subheading > Select **Add New Artifact/Instrument/Rubric/Method/Tool Description** or Select **Edit, Copy, or Delete** next to a current Outcome > Make changes > Select **Save Changes** button after editing

Selected Instructional Program: Accounting AS

Home | Group A: AA/AS Program | Program/Unit-Level Assmt Plan | **Course-Level Assmt Plan** | Data Collection Status/Summary of Results (N=?) | Data Tools | Reports | Documents

Student Learning Outcomes (SLOs) | **Means of Assessment** | Related Courses | Tasks | Related Goals

Accounting AS > Program/Unit-Level Assmt Plan > Means of Assessment Filter ON

Student Learning Outcome (SLO) Name: KNOWLEDGE IN ACCOUNTING

Student Learning Outcome (SLO): SLO#1 FA10-SP12
Students will apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.

Date Added	Type of Artifact/Instrument/Rubric/Method/Tool	Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Active?
9/14/2008	National & International Certification Exam	Students will take the National Examination sponsored by the Educational Institute of the American Hotel & Lodging Association in course AC225 Hospitality Industry Accounting during the last week of the semester.	70% of accounting majors taking the national examination sponsored by the Educational Institute of the American Hotel & Motel Association will pass the national standard (69%) and receive a certificate.	Y edit copy delete

[Add New Artifact/Instrument/Rubric/Method/Tool Description](#) | [Return To Student Learning Outcome \(SLO\)](#)

Selecting *edit* or *Add New Assessment Method* will bring up a screen similar to the one below

Selected Instructional Program: Accounting AS

Home | Group A: AA/AS Program | Program/Unit-Level Assmt Plan | **Course-Level Assmt Plan** | Data Collection Status/Summary of Results (N=?) | Data Tools | Reports | Documents

Student Learning Outcomes (SLOs) | **Means of Assessment** | Related Courses | Tasks | Related Goals

Accounting AS > Program/Unit-Level Assmt Plan > Means of Assessment > Add Artifact/Instrument/Rubric/Method/Tool Description

Student Learning Outcome (SLO) Name: KNOWLEDGE IN ACCOUNTING

Student Learning Outcome (SLO): SLO#1 FA10-SP12
Students will apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.

Type of Artifact/Instrument/Rubric/Method/Tool: [Dropdown]

Artifact/Instrument/Rubric/Method/Tool Description: [Text Area] (?)

Criterion (Written in %): [Text Area] (?)

Activity Schedule: [Text Area] (?)

Active: (?)

Anticipated Use of Assessment Result: [Text Area] (?)

Rubric-Related Proposed Outcome: [Text Area] (?)

[Save Changes](#) | [Discard Changes](#) | [Return](#) | [Assign](#)

The Means of Assessment sub-tab is the form used to define the means/resources/processes you will use to assess/evaluate/measure the selected outcome. Click on the question (?) mark (to the right of each field/box) for assistance on the type of **information required**. In this same form, data collection can be assigned. However, the person assigned to collect data **must** be listed in the Home and Profile form/sub-tab. Contact the AIER office (735-5520 or 735-5641) to set up a user name and password.

As **required** by ACCJC/WASC and CCA, evidence of the instrument that will be used to document how attainment of the program/unit outcomes will be measured must be uploaded under the Relate Document link. Refer to the screen shots below to accomplish this process.

Note: The Means of Assessment must be completed to its entirety and saved before uploading evidence. After doing so, the Relate Document link at the bottom of the window will be activated as shown below.

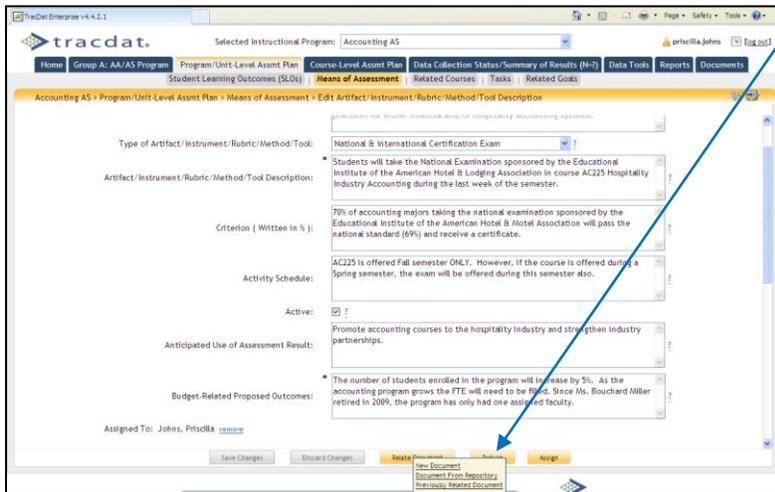
The screenshot displays the TracDat Enterprise v4.4.2.1 web application interface. The user is logged in as priscilla.johns. The selected instructional program is Accounting AS. The navigation menu includes Home, Group A: AA/AS Program, Program/Unit-Level Assmt Plan, Course-Level Assmt Plan, Data Collection Status/Summary of Results (N=?), Data Tools, Reports, and Documents. The current view is 'Means of Assessment' for Accounting AS, with the breadcrumb path: Accounting AS > Program/Unit-Level Assmt Plan > Means of Assessment > Edit Artifact/Instrument/Rubric/Method/Tool Description.

The form contains the following fields:

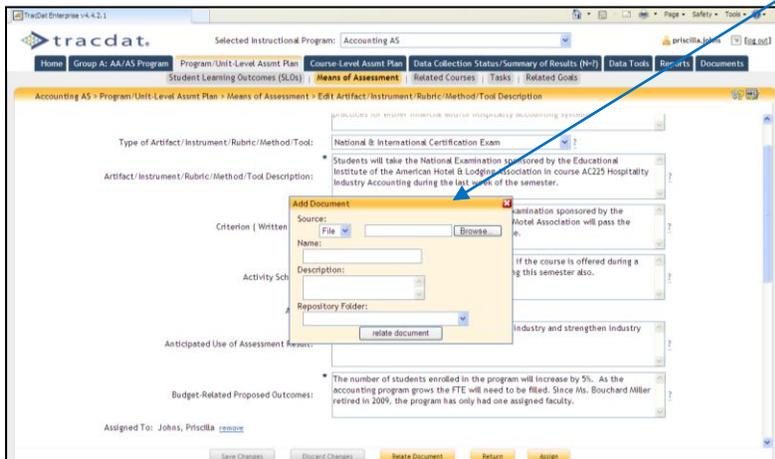
- Student Learning Outcome (SLO) Name:** KNOWLEDGE IN ACCOUNTING
- Student Learning Outcome (SLO):** SLO#1 FA10-SP12
Students will apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.
- Type of Artifact/Instrument/Rubric/Method/Tool:** National & International Certification Exam
- Artifact/Instrument/Rubric/Method/Tool Description:** * Students will take the National Examination sponsored by the Educational Institute of the American Hotel & Lodging Association in course AC225 Hospitality Industry Accounting during the last week of the semester.
- Criterion (Written in %):** 70% of accounting majors taking the national examination sponsored by the Educational Institute of the American Hotel & Motel Association will pass the national standard (69%) and receive a certificate.
- Activity Schedule:** AC225 is offered Fall semester ONLY. However, if the course is offered during a Spring semester, the exam will be offered during this semester also.
- Active:**
- Anticipated Use of Assessment Result:** Promote accounting courses to the hospitality industry and strengthen industry partnerships.
- Budget-Related Proposed Outcomes:** * The number of students enrolled in the program will increase by 5%. As the accounting program grows the FTE will need to be filled. Since Ms. Bouchard Miller

At the bottom of the form, there are five buttons: Save Changes, Discard Changes, Relate Document (highlighted with a red box), Return, and Assign.

Selecting “Relate Document” will bring up a screen similar to the one below. **Note:** The document **MUST** be in PDF format!

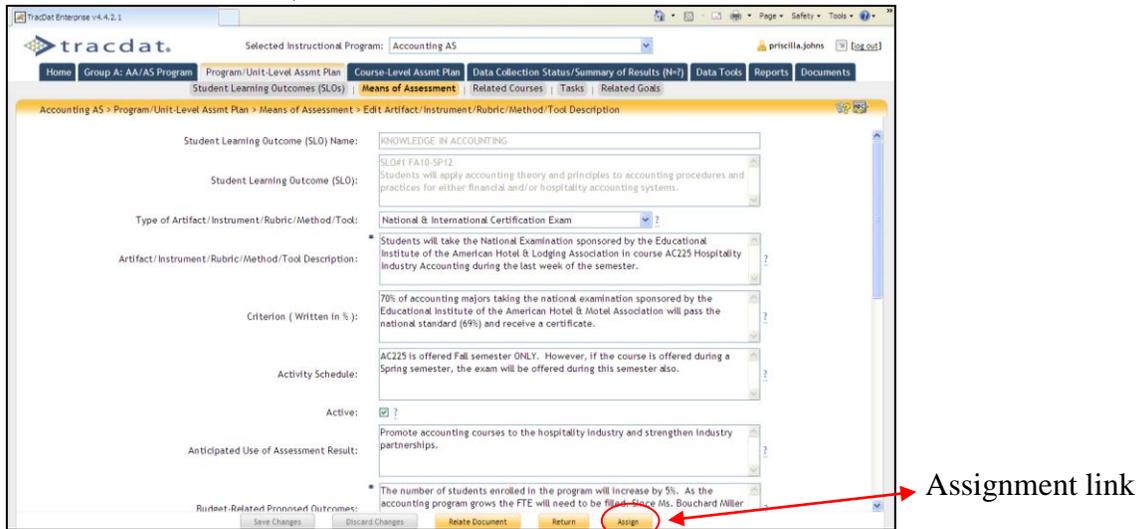


Selecting “New Document” will bring up a screen similar to the one below.



Select Browse (if the evidence is a URL, change “Source” from File to URL. Key a short name, the description, then click “relate document”.

TracDat users who have either User or Admin permissions to a unit have the ability to assign tasks and/or activities to other users within that unit. Click on the assign link at the bottom of the window (as shown on the screen shot below).

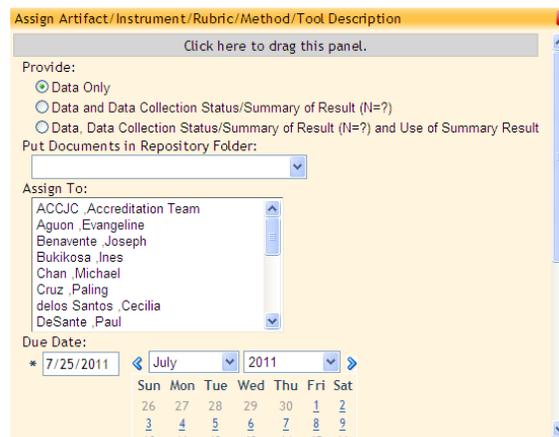


As shown below, the unit user and/or administrator has the ability to assign personnel to provide:

1. Data Only
2. Data and Data Collection Status/Summary of Results (N=?)
3. Data, Data Collection Status/Summary of Results (N=?) and Use of Summary of Result

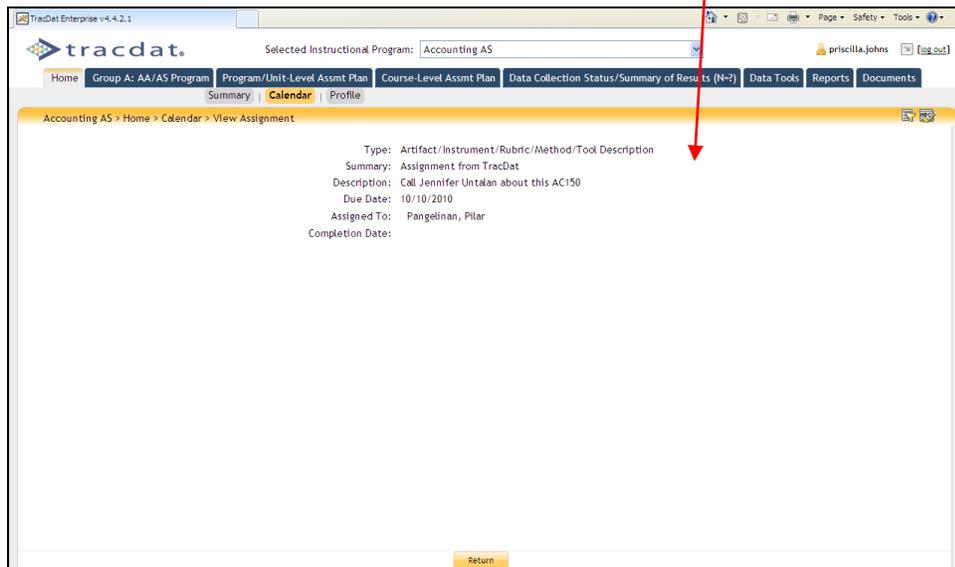
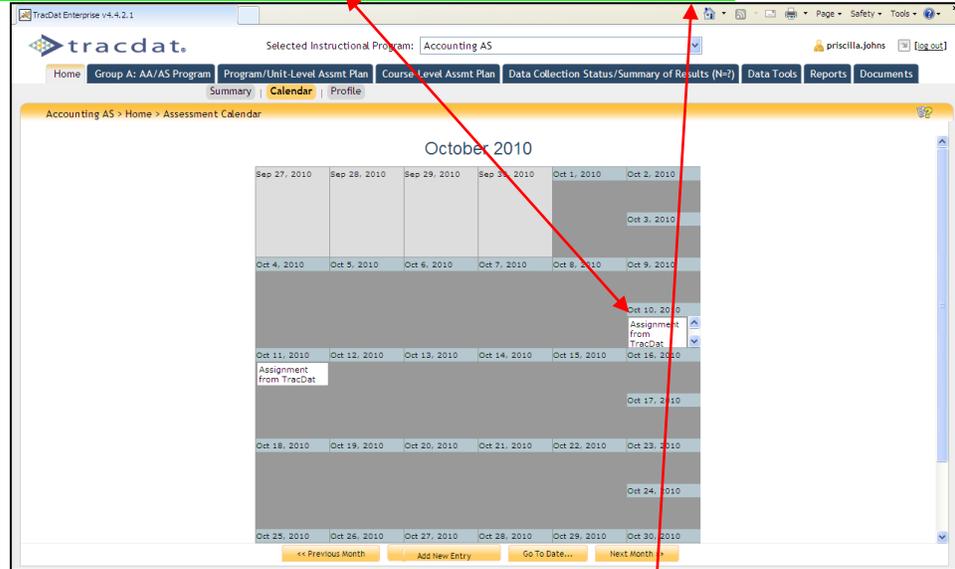
For either the **course-level or program/unit level** plans.

- Assignments can now be sent to multiple recipients. (Hold the CTRL key and click on the personnel to be assigned). One or more recipients will receive the assignment in TracDat and (if applicable) the email accompanying it. Their responses will be separate, however, and will result in two different entries into the database.



Use the scroll bar to the right of the window to complete the required data and view the entire window.

- The assignment pop-ups can now be moved. Note the gray bar near the top of the window (refer to the previous page for the screen shot sample) that says: “Click here to drag this panel”. Follow the directions to move the window.
- When sending an assignment email, the user who assigns it will be copied on the email to ensure both its delivery and to have a reference for the assignment outside of TracDat. **Note, the assignment will also appear on the Home and Calendar sub tab as shown on the screen shots below. Click on the assignment within the calendar for details.**



★ *Related Courses*

- Relate Courses to selected Program Level Outcomes

To Relate Courses to a Program Level SLO (Outcome):

[Select the desired Assessment Unit from the top drop down menu >] Select **Program/Unit Assessment Plan** Tab > Select **Related Courses** Subheading > Select the desired **SLO Name** from the drop down > **Check the box next to each Course** that relates to the Program Level SLO (you can select/deselect all by toggling the topmost check box – below the Course ID) > Select **Save Changes** button

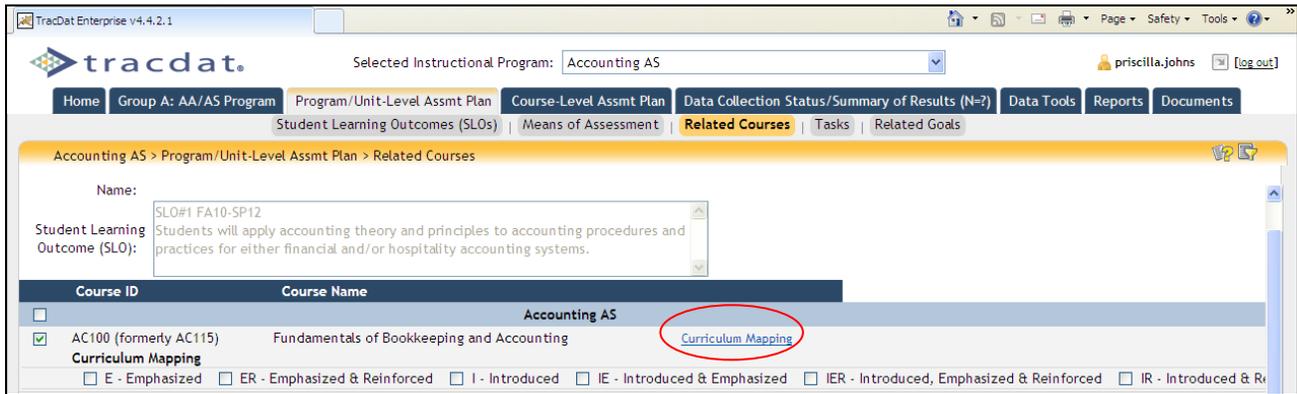
Refer to the screen shot below. Use this form to relate which Courses you wish to associate to the program Outcome. Typically those ongoing Courses which are used to achieve the Outcome are related to the Program-Level Outcome. If you do not see a Course that you would like to select, contact the AIER (aier@guamcc.edu, 735-5520 or 735-5641) office for help.

The screenshot shows the Tracdat web application interface. At the top, the 'Selected Instructional Program' is 'Accounting AS'. The navigation menu includes 'Home', 'Group A: AA/AS Program', 'Program/Unit-Level Assmt Plan', 'Course-Level Assmt Plan', 'Data Collection Status/Summary of Results (N=?)', 'Data Tools', 'Reports', and 'Documents'. The current page is 'Accounting AS > Program/Unit-Level Assmt Plan > Related Courses'. The 'Student Learning Outcome (SLO)' is 'KNOWLEDGE IN ACCOUNTING'. Below this, there is a table of courses with checkboxes for selection. The table has columns for 'Course ID', 'Course Name', and 'Curriculum Mapping'. The courses listed are:

Course ID	Course Name	Curriculum Mapping
<input type="checkbox"/>	Accounting AS	
<input checked="" type="checkbox"/>	AC100 (formerly AC115) Fundamentals of Bookkeeping and Accounting	Curriculum Mapping
<input checked="" type="checkbox"/>	AC101 (now AC211) Accounting Principles I	Curriculum Mapping
<input checked="" type="checkbox"/>	AC102 (now AC212) Accounting Principles II	Curriculum Mapping
<input checked="" type="checkbox"/>	AC103 (now AC212) Accounting Principles III	Curriculum Mapping
<input checked="" type="checkbox"/>	AC110 Payroll Accounting	Curriculum Mapping
<input checked="" type="checkbox"/>	AC150 Federal Income Tax I	Curriculum Mapping
<input checked="" type="checkbox"/>	AC210 Introduction to Financial Management	Curriculum Mapping
<input checked="" type="checkbox"/>	AC211 (formerly AC101) Accounting Principles I	Curriculum Mapping
<input type="checkbox"/>	AC212 (formerly AC102 & AC103) Accounting Principles II	Curriculum Mapping
<input checked="" type="checkbox"/>	AC225 (formerly HS244) Hospitality Industry Accounting	Curriculum Mapping
<input checked="" type="checkbox"/>	AC232 Accounting on the Computer Using Peachtree	Curriculum Mapping
<input checked="" type="checkbox"/>	AC233 Accounting on the Computer Using QuickBooks	Curriculum Mapping
<input checked="" type="checkbox"/>	AC240 Certified Bookkeeper Review	Curriculum Mapping
<input checked="" type="checkbox"/>	AC250 Federal Income Tax II	Curriculum Mapping

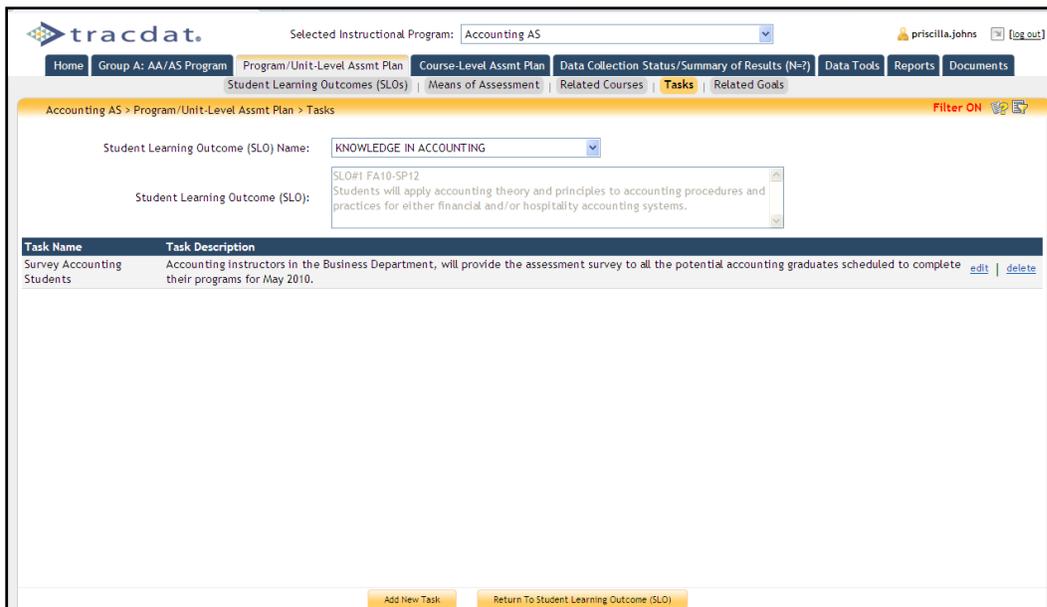
At the bottom of the page, there are three buttons: 'Save Changes', 'Discard Changes', and 'Return To Student Learning Outcome (SLO)'.

Note: Curriculum Mapping is also available electronically in TracDat. Click on [Curriculum Mapping](#) link and place a check mark by clicking in the boxes for any applicable emphasis mapping course-level SLOs to program-level SLOs. Refer to the screen shot below to view the window/page for this process.



★ **Tasks**

- View/Add/Edit Tasks for Assessment Unit



Use this form (screen shot above) to identify those **Tasks** that must be accomplished in order to achieve the Outcome. When you enter a Task, you can then assign that Task to a person. That person will receive an email notifying them they have been assigned the Task. Below is a good example of a program-level task.

The screenshot shows the TracDat Enterprise v4.4.2.1 interface. The selected instructional program is 'Accounting AS'. The user is logged in as 'priscilla.johns'. The navigation tabs include Home, Group A: AA/AS Program, Program/Unit-Level Assmt Plan, Course-Level Assmt Plan, Data Collection Status/Summary of Results (N=?), Data Tools, Reports, and Documents. The current view is 'Accounting AS > Program/Unit-Level Assmt Plan > Tasks > Edit Task'. The form contains the following fields:

- Student Learning Outcome (SLO) Name: KNOWLEDGE IN ACCOUNTING
- Student Learning Outcome (SLO): SLO#1 FA10-SP12
Students will apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.
- Task Name: Survey Accounting Students
- Task Description: Accounting instructors in the Business Department, will provide the assessment survey to all the potential accounting graduates scheduled to complete their programs for May 2010.
- Task: Pilar will revise existing survey & send to all prospective graduates prior to graduation.

A tooltip on the right side of the Task field reads: 'Discuss the activities, steps, and/or processes associated to the artifact, instrument, rubric, method, or tool for each program/unit SLO, AUO, or SSUO. Identify who is assigned to perform each task.'

At the bottom of the form are buttons for 'Save Changes', 'Discard Changes', 'Return', and 'Assign'.

★ *Related Goals*

- Relate Reporting Unit (BOT, President, Division, School, Program) goals, Institution goals and ACCJC/WASC goals (Standards) to selected program Outcomes

To Relate Goals to an Outcome:

[Select the desired Assessment Unit from the top drop down menu >]
 Select **Program/Unit Assessment Plan** Tab > Select **Related Goals** Sub-tab > Select the desired **Outcome Name** from the drop down > **Check the box next to each Goal** that relates to the Outcome (you may choose only **one** goal from each category) > Select **Save Changes** button

Refer to the screen shot below. Use this form to relate a program Outcome to those Goals which it supports. The Goals of all appropriate Units are shown. To select a Goal, click the box to the left of the Goal. Relate program outcome to **one** ISMP and **one** ILO. Relate program Outcome to only **one** program review goal (**PRG**) & **division** goal from AAD, BOT, School, and program unit Goal. Relate to only **one** ACCJC/WASC goal (Standard). This process ties the program Outcomes relationships to all other level goals.

tracdat Selected Instructional Program: Accounting AS priscilla.johns [log out]

Home Group A: AA/AS Program Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents

Student Learning Outcomes (SLOs) Means of Assessment Related Courses Tasks Related Goals

Accounting AS > Program/Unit-Level Assmt Plan > Related Goals

Student Learning Outcome (SLO) KNOWLEDGE IN ACCOUNTING

Name: SLO#1 FA10-SP12

Student Learning Outcome (SLO): Students will apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.

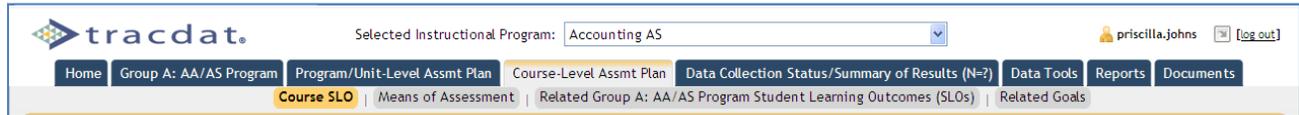
Guam Community College	
Goal Type	Goal
<input checked="" type="checkbox"/> Institutional Strategic Master Plan (ISMP)	ISMP GOAL #1 Pioneering: This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
<input type="checkbox"/> Institutional Strategic Master Plan (ISMP)	ISMP GOAL#2 Educational Excellence: This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
<input type="checkbox"/> Institutional Strategic Master Plan (ISMP)	ISMP GOAL#3 Community Interaction: This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run, is intended to reduce GCC's financial dependence on the Government of Guam

Save Changes Discard Changes Return To Student Learning Outcome (SLO)

Congratulations! You have just completed the required forms and field/boxes for the program/unit-level Assessment Plan. Transmit via email a completed TracDat Data Input memo template to priscilla.johns@guamcc.edu. The template can be found in TracDat under the Documents tab, show folder for Guam Community College.

Tab 4: Course (Level) Assessment Plan

Course (Level) Assessment Plan Features:



★ SLOs

- View/Add/Edit SLO for specific Courses

To Add/Modify a Course-level SLO Outcome:

[Select the desired Assessment Unit from the top drop down menu >] Select **Course Assessment Plan** Tab > Select **SLOs** Subheading > Select the desired **Course** from the drop-down menu > Select **Add New SLO** or Select **Edit, Copy, or Delete** next to a current Outcome > Make changes > Select **Save Changes** button after editing

It would be helpful to have the following documents available **before** inputting assessment plans:

1. Two-Year Assessment Cycle Schedule (found under the Documents form/tab; Document Repository sub-tab; drop-down menu/list; Show Folder For Guam Community College). Open and minimize the current year Budget Request document
2. The most current CCA-CFS Template (found under the Documents form/tab; Document Repository sub-tab; drop-down menu/list; Show Folder For Guam Community College). Open and minimize the current year Budget Request document
3. Budget Request (found under the Documents form/tab. Open and minimize the current year Budget Request document

Note: Assessment or evaluation of course-level SLOs **must** be the **same** as the course syllabus given to students, those published in the current College catalog, and most current approved curriculum document for the semester assessment cycle.

When a course-level assessment plan is due, users are to complete all the fields/boxes for the following sub-tabs: Course SLO, Means of Assessment, Related Group (A, B or D) Program Student Learning Outcomes (SLOs), and Related Goals.

Refer to the screen shot below. Use this form to add new course-level Outcomes and/or view the existing course-level Outcomes of your Assessment Unit. Outcomes are a key element in the assessment planning process. It is against each Outcome that you will be able to define the means of assessing the Outcome and recording the results of that assessment. Use the arrows to the left of each Outcome to change the display order of the Outcomes. Click on the filter icon  to the right of the screen to filter course SLOs.

Selected Instructional Program: Accounting AS

priscilla.johns [log out]

Home | Group A: AA/AS Program | Program/Unit-Level Assmt Plan | Course-Level Assmt Plan | Data Collection Status/Summary of Results (N?) | Data Tools | Reports | Documents

Course SLO | Means of Assessment | Related Group A: AA/AS Program Student Learning Outcomes (SLOs) | Related Goals

Accounting AS > Course-Level Assmt Plan > Course SLO

Course: AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting

Course SLO Name	Course SLO	Course Outcome Status	Created By	
Accounting Process	SLO#1 AY: Upon successful completion of this course, students will be able to apply accounting procedures to properly record financial information about a business.	Not currently being assessed	Accounting AS	edit copy delete
SLO#1	Upon successful completion of this course, students will be able to apply procedures to properly record financial information about a business.	Not currently being assessed	Accounting Clerk Certificate (Archive)	edit copy delete
SLO#2	Upon successful completion of this course, students will be able to apply generally accepted accounting theory and principles to inform all the steps of the accounting cycle for a service and retail type business.	Not currently being assessed	Accounting Clerk Certificate (Archive)	edit copy delete
Basics in GAAP	SLO#2 AY08-09: Upon successful completion of this course, students will be able to apply generally accepted accounting theory and principles to perform all the steps of the accounting cycle for a service and retail type business.	Not currently being assessed	Accounting AS	edit copy delete
Internal Control Fundamentals	SLO#3 AY08-09: Upon successful completion of this course, students will be able to perform internal control procedures to protect and properly manage cash and other business assets.	Not currently being assessed	Accounting AS	edit copy delete
SLO#3	Upon successful completion of this course, students will be able to perform internal control procedures to protect and properly manage cash and other business assets.	Not currently being assessed	Accounting Clerk Certificate (Archive)	edit copy delete
Basics Using Special Journals	SLO#4 AY08-09: Upon successful completion of this course, students will be able to perform accounting procedures to journalize and post business transactions using special journals for a merchandise business.	Not currently being assessed	Accounting AS	edit copy delete
Accounting Process 1	SLO#1 FA10-SP12 Upon successful completion of this course, students will be able to apply accounting procedures to properly record financial information about a business.	Currently being assessed	Accounting AS	edit copy delete

Add New Course SLO

Selecting **edit** or **Add New Assessment Method** will bring up a screen similar to the one below

TracDat Enterprise v4.4.2.1

Selected Instructional Program: Accounting AS

priscilla.johns [log out]

Home | Group A: AA/AS Program | Program/Unit-Level Assmt Plan | Course-Level Assmt Plan | Data Collection Status/Summary of Results (N?) | Data Tools | Reports | Documents

Course SLO | Means of Assessment | Related Group A: AA/AS Program Student Learning Outcomes (SLOs) | Related Goals

Accounting AS > Course-Level Assmt Plan > Course SLO > Add New Course SLO

Course: Accounting Principles I

Course SLO Name: *

Course SLO: *

Assessment Cycles: SLO-Affective outcomes, SLO-Behavioral outcomes, SLO-Cognitive outcomes

Course Outcome Status: *

Start Date: *

End Date: *

Capstone Course/CTE Related Course: *

Type of Industry National Certification: *

Course-level SLO Plan reflects/incorporates: *

Notes from pull/drop down list above: *

Save Changes | Discard Changes | Return

Refer to the screen shots above. Click on the **question (?) mark** (to the right of each field/box) for assistance on the type of **information required**.

Use the form to view all Courses and their SLO that have been assigned as in this example Group A: AA/AS Program. The Course SLO sub-tab page will show all assigned courses to the unit. The ones that are not owned by the selected unit will have an asterisk (*) in front of their Course ID (as shown on the sample screen shot below).

If you choose one of the owned courses from the drop-down menu, you will be able to fully modify [**edit | copy | delete**] the existing Means of Assessment. You will also be able to add a new Assessment Method using the button at the bottom of the page. For Courses that are not owned by the Group A: AA/AS Program (in this example), you can only view them here. This form will also display the Group A: AA/AS Program where the Course SLO was first created. First choose the correct Course from the drop-down, then either add a new Course SLO using the button at the bottom of the screen or edit, copy, and delete one using the links next to an existing Course SLO. SLOs that have completed an assessment cycle **MUST NOT** be deleted. SLOs to be assessed for another cycle, copy such and input data for the new cycle.

After defining a Course SLO, you can then define how the Course SLO is assessed under the Means of Assessment sub-tab. Use the arrows to the left of each Course SLO to change the display order of the Course SLO as shown on the screen shot above.

★ (Course-level) Means of Assessment

- View/Add/Edit Assessment Methods related to each Course of the Assessment Unit

To Add/Modify a Course-level Assessment Method:

[Select the desired Assessment Unit from the top drop down menu >] Select **Course-Level Assmt Plan** Tab > Select **Means of Assessment** Sub-tab > Select the desired **Course** from the drop-down menu > Select the desired **Course SLO Outcome** from the drop-down menu > Select **Add New SLO** or Select **Edit, Copy, or Delete** next to a current Outcome > Make changes > Select **Save Changes** button after editing

Accounting AS > Course-Level Assmt Plan > Means of Assessment

Course: AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting

Course SLO Name: [dropdown]

Created By: [text box]

Course SLO: [text box]

Date Added	Type of Artifact/Instrument/Rubric/Method/Tool	Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Active?
No Artifact/Instrument/Rubric/Method/Tool Description defined.				

tracdat. Selected Instructional Program: Accounting AS priscilla.johns [log out]

Home Group A: AA/AS Program Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents

Course SLO | Means of Assessment | Related Group A: AA/AS Program Student Learning Outcomes (SLOs) | Related Goals

Accounting AS > Course-Level Assmt Plan > Means of Assessment

Course: AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting

Course SLO Name: Accounting Process 1

Created By: Accounting AS

Course SLO: SLO#1 FA10-SP12
Upon successful completion of this course, students will be able to apply accounting procedures to properly record financial information about a business.

Date Added	Type of Artifact/Instrument/Rubric/Method/Tool	Artifact/Instrument/Rubric/Method/Tool Description	Criterion (Written in %)	Active?
10/6/2010	Textbook/Author Designed Tests	Comprehensive Problem 1 Period 1 & Period 2	Students who submit the comprehensive problems must score with a grade of 75% or better.	Y edit copy delete

Add New Artifact/Instrument/Rubric/Method/Tool Description Return To Course SLO

Selecting *edit* or *Add New Assessment Method* will bring up a screen similar to the one below

tracdat. Selected Instructional Program: Accounting AS priscilla.johns [log out]

Home Group A: AA/AS Program Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents

Course SLO | Means of Assessment | Related Group A: AA/AS Program Student Learning Outcomes (SLOs) | Related Goals

Accounting AS > Course-Level Assmt Plan > Means of Assessment > Add Artifact/Instrument/Rubric/Method/Tool Description

Course: Fundamentals of Bookkeeping and Accounting

Course SLO Name: Accounting Process

Course SLO: SLO#1 AY: Upon successful completion of this course, students will be able to apply accounting procedures to properly record financial information about a business.

Type of Artifact/Instrument/Rubric/Method/Tool: ?

Artifact/Instrument/Rubric/Method/Tool Description: ?

Criterion (Written in %): ?

Activity Schedule: ?

Active:

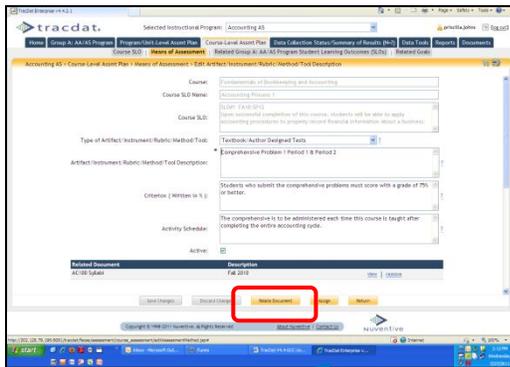
Save Changes Discard Changes Assign Return

Like the Program/Unit-Level “Means of Assessment” sub-tab, fill in all the field/boxes with the required data.

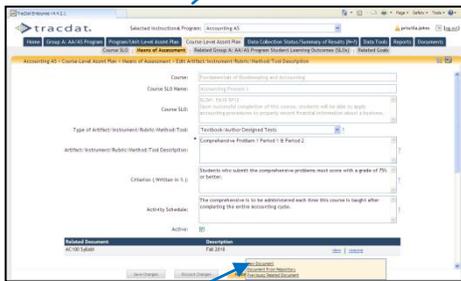
It is **essential** to upload an example of evidence supporting the conclusion or hypothesis derived from the analysis of assessment data. Samples can be based on formal, informal, quantitative, or qualitative data. Upload of such samples **must** be in PDF format.

To Upload Evidence (PDF format) to a Course-level SLO:

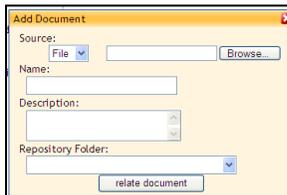
[Select the desired Assessment Unit from the top drop down menu >] Select **Course-Level Assmt Plan** Tab > Select **Means of Assessment** Sub-tab > Select the desired **Course** from the drop-down menu > Select the desired **Course SLO Name** from the drop-down menu >. Refer to the screen shots below.



Selecting **Relate Document** will bring up a screen similar to the one below.



Selecting **New Document** will bring up a screen similar to the one below.

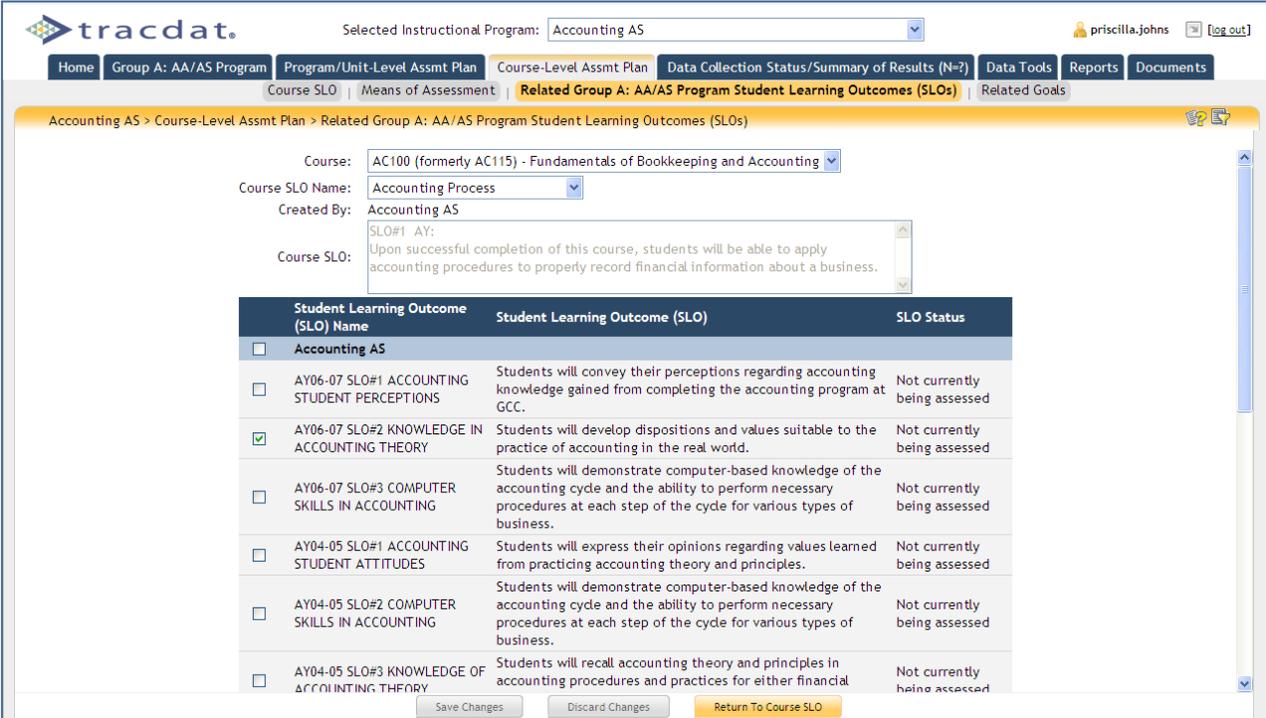


Select Browse (if the evidence is a URL, change “Source” from File to URL. Key a short name, the description, then click “relate document”.

★ **Related Group A: AA/AS Program Student Learning Outcomes (SLOs)- as in the example below**

- Relate Program-Level Outcomes to selected Course Outcomes

To Relate Groups A: AA/AS Program Student Learning Outcomes (SLOs) to a Course-level SLO:
 [Select the desired Assessment Unit from the top drop down menu >] Select **Course-Level Assmt Plan** Tab > Select **Related Group A: AA/AS Program SLO** Sub-tab > Select the desired **Course** from the drop-down menu > Select the desired **Course SLO Name** from the drop-down menu > **Check the box next to each Program Level Assessment Unit SLO Outcome** that relates to the Course Outcome (you can select/deselect all by toggling the topmost check box of each section – next to the name of the respective Unit) > Select **Save Changes** button



Accounting AS > Course-Level Assmt Plan > Related Group A: AA/AS Program Student Learning Outcomes (SLOs)

Course: AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting

Course SLO Name: Accounting Process

Created By: Accounting AS

Course SLO: Upon successful completion of this course, students will be able to apply accounting procedures to properly record financial information about a business.

Student Learning Outcome (SLO) Name	Student Learning Outcome (SLO)	SLO Status
<input type="checkbox"/> Accounting AS		
<input type="checkbox"/> AY06-07 SLO#1 ACCOUNTING STUDENT PERCEPTIONS	Students will convey their perceptions regarding accounting knowledge gained from completing the accounting program at GCC.	Not currently being assessed
<input checked="" type="checkbox"/> AY06-07 SLO#2 KNOWLEDGE IN ACCOUNTING THEORY	Students will develop dispositions and values suitable to the practice of accounting in the real world.	Not currently being assessed
<input type="checkbox"/> AY06-07 SLO#3 COMPUTER SKILLS IN ACCOUNTING	Students will demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.	Not currently being assessed
<input type="checkbox"/> AY04-05 SLO#1 ACCOUNTING STUDENT ATTITUDES	Students will express their opinions regarding values learned from practicing accounting theory and principles.	Not currently being assessed
<input type="checkbox"/> AY04-05 SLO#2 COMPUTER SKILLS IN ACCOUNTING	Students will demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.	Not currently being assessed
<input type="checkbox"/> AY04-05 SLO#3 KNOWLEDGE OF ACCOUNTING THEORY	Students will recall accounting theory and principles in accounting procedures and practices for either financial	Not currently being assessed

Save Changes | Discard Changes | Return To Course SLO

★ *Related Goals*

- Like the program-level SLO, relate Assessment Unit goals, Reporting Unit goals, and Institution goals to selected Course Outcomes

To Relate Goals to a Course Outcome:
 [Select the desired Assessment Unit from the top drop down menu >] Select **Course Assessment Plan** Tab > Select **Related Goals** Sub-tab > Select the desired **Course** from the drop-down menu > Select the desired **Course Outcome Name** from the drop-down menu > **Check the box next to each Unit Goal** that relates to the Course Outcome (you may choose only **one** goal from each category) > Select **Save Changes** button

Refer to the screen shot below. Use this form to relate a course-level Outcome to those Goals which it supports. The Goals of all appropriate Units are shown. To select a Goal, click the box to the left of the Goal. Relate program outcome to **one** ISMP and **one** ILO. Relate program Outcome to only **one** PRG & division

goal from AAD, BOT, School, and program unit Goal. Relate to only **one** ACCJC/WASC goal (Standard). This process ties the course Outcomes relationships to all other level goals.

Selected Instructional Program: Accounting AS

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Home Group A: AA/AS Program Program/Unit-Level Assmt Plan **Course-Level Assmt Plan** Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents

Course SLO | Means of Assessment | Related Group A: AA/AS Program Student Learning Outcomes (SLOs) | **Related Goals**

Accounting AS > Course-Level Assmt Plan > Related Goals

Course: AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting

Course SLO Name: Accounting Process 1

Created By: Accounting AS

Course SLO: SLO#1 FA10-SP12
Upon successful completion of this course, students will be able to apply accounting procedures to properly record financial information about a business.

Guam Community College

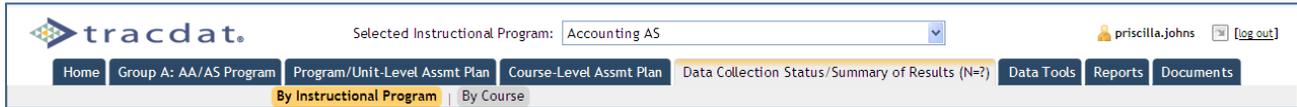
Goal Type	Goal
<input type="checkbox"/> Institutional Strategic Master Plan (ISMP)	ISMP GOAL #1 Pioneering: This goal seeks to identify the career and technical as well as basic educational skill requirements of the workforce through periodic employer's needs assessment in order to improve the skill levels and productivity of the island's workforce.
<input type="checkbox"/> Institutional Strategic Master Plan (ISMP)	ISMP GOAL#2 Educational Excellence: This goal is defined by its ability to demonstrate that student learning outcomes (SLOs) are being attained, as gauged by the institutionalized process of systematic and regularized assessment that allows programs and services to identify, analyze, and use assessment results for accountability and program improvement.
<input type="checkbox"/> Institutional Strategic Master Plan (ISMP)	ISMP GOAL#3 Community Interaction: This goal aims to improve awareness of the College and increase public and fiscal support for its vision, which in the long run is intended to reduce GCC's financial dependence on

Save Changes Discard Changes Return To Course SLO

Congratulations! You have just completed the required forms and field/boxes for the Course-level Assessment Plan. Transmit via email a completed TracDat Data Input memo template to priscilla.johns@guamcc.edu. The template can be found in TracDat under the Documents tab, show folder for Guam Community College.

The following are guides to help users navigate and input Data Collection Status, Assessment Report and Implementation Status for academic and non-academic units.

Tab 5: Data Collection Status/Summary of Results (N=?)



Summary of Results Features:

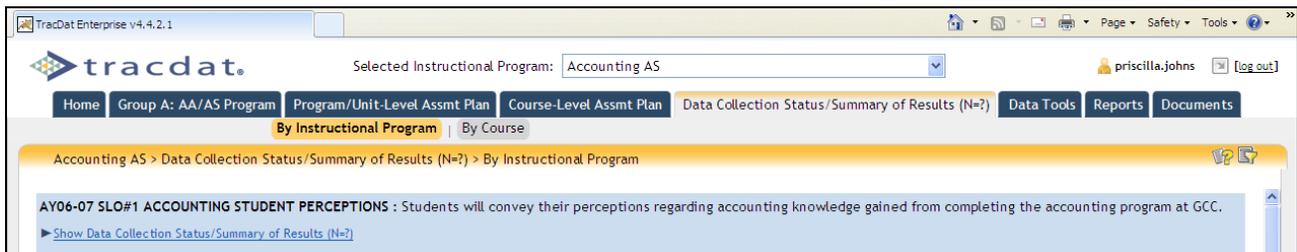
★ *By Instructional Program and By Non-Academic Unit*

- Displays Data Collection Status/Summary of Results by Assessment Unit Outcome
- View/Add/Edit these Data Collection Status/Summary of Results as well as any Actions and Related Documents linked to the Observation

To Add a new Summary of Results to an Assessment Unit Outcome:

[Select the desired Assessment Unit from the top drop down menu >] Select **Data Collection Status/Summary of Results** Tab > Select **By Instructional Program** Sub-tab > Select **Add Data Collection Status/Summary of Results (N=?)** at bottom > Select the **Outcome** to which the Observation ties > Select **Artifact/Instrument/Rubric/Method/Tool Description** to which the Observation ties > Add **Data Collection Status/Summary of Results data** and **required fields** > Select **Save Changes** button after editing

Refer to the screen shots below to add new Data Collection Status/Summary of Results (N=?) and/or view and edit the existing Data Collection Status/Summary of Results (N=?) related to the Instructional Program level Student Learning Outcomes (SLOs). Click on the '[Show Data Collection Status/Summary of Results \(N=?\)](#)' link to display any existing Data Collection Status/Summary of Results (N=?). You can also use the **Filter** button next to the help icon to reduce any unwanted Data Collection Status/Summary of Results (N=?) displayed on the page. Use of Summary Results can be added to each Data Collection Status/Summary of Result (N=?) without having to edit the Data Collection Status/Summary of Result (N=?) first. This process allows the user to input data for the same SLO that may have multiple assessment methods to evaluate the SLO. Click on the question (?) mark to the right of each field/box for assistance on the type of information required.



The process and screen shots for **non-academic** units are very similar. The difference is the sub-tab headings.

AY06-07 SLO#1 ACCOUNTING STUDENT PERCEPTIONS : Students will convey their perceptions regarding accounting knowledge gained from completing the accounting program at GCC.

Artifact/Instrument/Rubric/Method/Tool: The featured "questionnaire" in TracDat will be used to obtain student perceptions about their training while attending GCC.
Description:
Criterion (Written in %): 50% of the graduating students who are asked to complete the online questionnaire will respond and provide "write in" answers to some questions that will be useful for the Accounting Department.

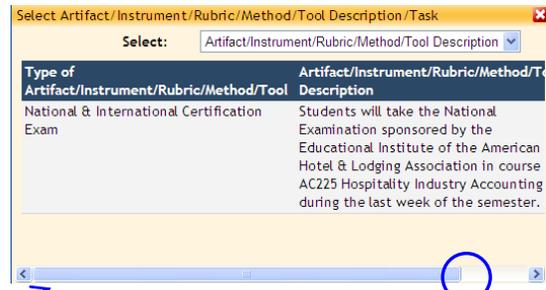
Date	Data Collection Status/Summary of Result (N=?)	Use of Summary Results	Related Documents	Data Collection Status/Summary of Result	
3/13/2008	No data was collected during Fall 2008 for this SLO. All accounting majors graduating in May 2008 for academic year 2007-2008 will be asked to complete the questionnaire for assessment purposes.	0	1	Closed	edit add Use of Summary Result
5/25/2007	The DC of the Business Department requested a list of accounting majors planning to graduate in May 2007 from the registrar's office. The list contained seven student names. During the month of May, all seven students completed a hard copy of the questionnaire used by the department for assessment purposes. Three out of the seven did complete their graduation requirements as of December 2006. Criteria has been met. 100% of accounting students completing the program requirements in May 2007 completed the department's survey.	1	1	Closed	edit add Use of Summary Result
3/6/2007	The DC of the Business Department sent	1	0	Closed	edit add Use of Summary Result

[Add Data Collection Status/Summary of Result \(N=?\)](#)

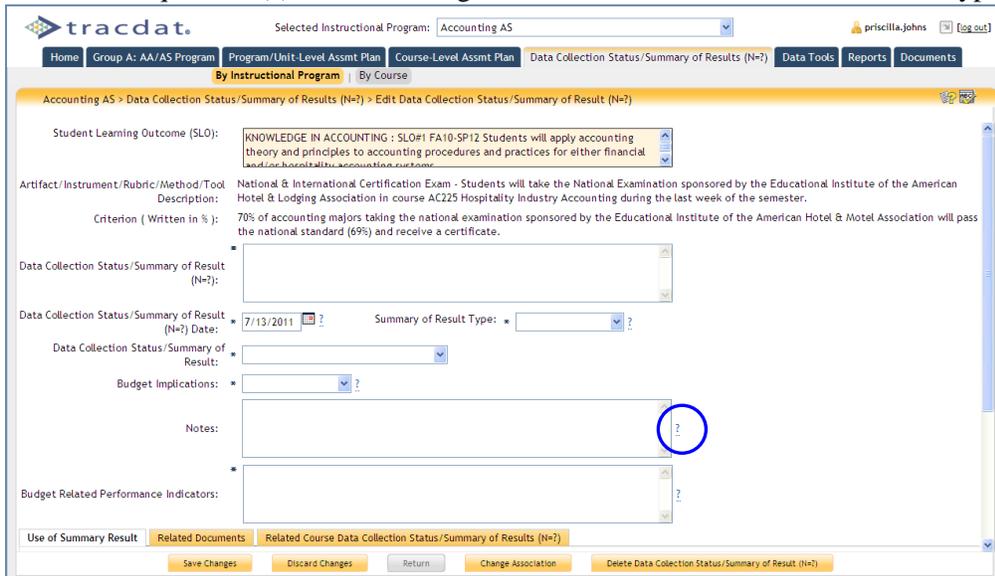
Student Learning Outcome (SLO)

Name	Student Learning Outcome (SLO)	SLO Status	
KNOWLEDGE IN ACCOUNTING	SLO#1 FA10-SP12 Students will apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.	Currently being assessed	select
COMPUTER SKILLS IN ACCOUNTING	SLO#2 FA10-SP12 Students will demonstrate computer-based knowledge of the accounting cycle and the ability to perform necessary procedures at each step of the cycle for various types of business.	Currently being assessed	select
ACCOUNTING STUDENT DISPOSITIONS & VALUES	SLO#3 FA10-SP12 Students will develop dispositions and values suitable to the practice of accounting in the real world.	Currently being assessed	select

Selecting an outcome (previous page) will bring up the Select Artifact/Instrument/Rubric/Method/Tool window. Note, to view the entire assessment method window, slide the scroll bar at the bottom of the window to the right in order to see select. Screen shot below is a sample of the Data Collection Status/Summary of Results (N=?) window.



Click on the question (?) mark to the right of each field/box for assistance on the type of information required.



IMPORTANT INFORMATION ABOUT DELETING DATA COLLECTION STATUS/SUMMARY OF RESULTS – see screen shots below.

If you want to delete an entire Data Collection Status/Summary of Result (N=?), then you would click the **DELETE DATA COLLECTION STATUS/SUMMARY OF RESULT (N=?)** button in **RED**. To delete a only Use of Summary Result, first click the **EDIT** link highlighted in **BLUE**.

By Instructional Program | By Course

Marketing Education Secondary > Data Collection Status/Summary of Results (N=?) > Edit Data Collection Status/Summary of Result (N=?)

Budget Related Performance Indicators: * None ?

Use of Summary Result | Related Documents

[add Use of Summary Result](#)

Action Date	Use of Summary Result	Implementation Status	
12/11/2011	10/06/2011 - JFKHS instructor plans to spend more time in defining the terminologies and reviewing before administering the chapter test. 10/02/2011 - SSHS instructor plans to explain the terminologies during chapter lectures and review before administering the testing. 10/02/2011 - OHS instructor plans to continue to reinforce chapter lectures with quizzes and unit activities. 06/12/2011 - The instructor from GWHS plans to explain and review the vocabulary terms in detail before administering the test to meet the set criteria. 04/06/2011 - A total of six(6) students who completed the test did comply with the criterion. SHS faculty is planning to continue to review and provide related activities to strengthen their test scores in the future. 12/08/2010 - The Use of Summary Result/Implementation Status will be provided and inputted to TracDat once the data of the other high schools are collected at the end of Fall 2010. 06/14/2010 - Based on the Summary of Result, although Southern High School students met the criterion, the instructor designs to increase the performance standard to 90% next school year. In order to meet the objective, Southern High School instructor plans to provide the students with a study guide and test review. This is particularly helpful for those students who might have learning disabilities and with multiple absences.	0	edit add Implementation Status
10/6/2011	JFKHS instructor plans to spend more time in defining the terminologies and reviewing before administering the chapter test.	0	edit add Implementation Status
10/2/2011	SSHS instructor plans to explain the terminologies during chapter lectures and review before administering the testing.	0	edit add Implementation Status
10/2/2011	OHS instructor plans to continue to reinforce chapter lectures with quizzes and unit activities.	0	edit add Implementation Status
6/12/2011	The instructor from GWHS plans to explain and review the vocabulary terms in detail before administering the test to meet the set criteria.	0	edit add Implementation Status

Save Changes | Discard Changes | Return | Change Association | **Delete Data Collection Status/Summary of Result (N=?)**

To then delete the Use of Summary Result, click the **USE OF SUMMARY OF RESULT** button in **GREEN**.

By Instructional Program | By Course

Marketing Education Secondary > Data Collection Status/Summary of Results (N=?) > Edit Use of Summary Result

Student Learning Outcome (SLO): Recall terms associated to functions of marketing : SLO#1 SP 2010-FA 2011 Upon successful completion of this course, students will be able to recall terms associated with the functions of marketing: marketing information management, pricing, and Artifact/Instrument/Rubric/Method/Tool Description
Students will complete a test that related to the terms associated with the functions of marketing
Criterion (Written in %)
Upon successful completion of the lecture, 80% of the students will score 80% or higher in the test

Data Collection Status/Summary of Result (N=?): The Summary of Result at Southern High School(SHS) showed that the N=19 and 89% of the students scored 80% of higher in the faculty developed test. Because SHS offers this course twice during the academic year, SHS was able to collect data.

Use of Summary Result: * JFKHS instructor plans to spend more time in defining the terminologies and reviewing before administering the chapter test. ?

Action Date: * 10/6/2011

[add Implementation Status](#)

Implementation Status Date	Implementation Status
No Implementation Status defined.	

Save Changes | Discard Changes | Assign | Return | **Delete Use of Summary Result**

It is **essential** to upload an example of evidence supporting the conclusion or hypothesis derived from the analysis of assessment data. Samples can be based on formal, informal, quantitative, or qualitative data. Upload of such samples **must** be in PDF format. Refer to the screen shots below on how to upload evidence.

The screenshot shows the Tracdat interface for 'Accounting AS'. The main form is titled 'Accounting AS > Data Collection Status/Summary of Results (N=?) > Edit Data Collection Status/Summary of Result (N=?)'. It contains fields for 'Description', 'Criterion (Written in %)', 'Budget Implications' (set to 'Under \$500'), and 'Notes'. Below these are 'Budget Related Performance Indicators' and a 'Use of Summary Result' tab. A blue arrow points from the 'Use of Summary Result' tab to an 'Add Document' dialog box. The dialog box has fields for 'Source' (File), 'Name', 'Description', and 'Repository Folder', with a 'relate document' button at the bottom.

When an assessment report is due, data for “Use of Summary Result” must also be completed and saved. To the left of the sample screen shot above, click on “Use of Summary Result” link for a new window. After clicking the link, another link appears to the right as shown below. After clicking on such to access the Use of Summary Result form, a second window (screen shot) will appear, also shown below.

This screenshot shows the 'Use of Summary Result' form in the Tracdat system. The form includes fields for 'Data Collection Status/Summary of Result (N=?)', 'Date' (7/13/2011), 'Summary of Result Type' (Criterion Met), and 'Budget Implications' (Over \$500). At the bottom, there is a 'Use of Summary Result' tab and a table with columns for 'Use of Summary Result' and 'Implementation Status'. A blue circle highlights the 'add Use of Summary Result' link in the table.

Once again, click on the question (?) mark to the right of the field/box for guidance on the key information needed. Click save changes.

Congratulations! An Assessment Report for the program/unit level is complete. Transmit via email a completed TracDat Data Input memo template to priscilla.johns@guamcc.edu. The template can be found in TracDat under the Documents tab, show folder for Guam Community College.

★ *By Course*

- Displays Observations by Courses and Course Outcomes
- View/Add/Edit these Data Collection Status/Summary of Results (Observations) as well as any Actions and Related Documents linked to the Observation

To Add a new Observation to a Course Outcome:

[Select the desired Assessment Unit from the top drop down menu >] Select **Data Collection Status/Summary of Results (N?)** Tab > Select **By Course Sub-tab** > Select the desired **Course** from the drop-down menu > Select **Add Data Collection Status/Summary of Results (N=?)** > Select the **Course SLO Name** to which the Observation ties> Select the **Artifact/Rubric/Method/Tool Description** to which the Observation ties > Add **Observation data** and **required fields** > Select **Save Changes** button after editing

To Add a Related Document to a New Observation:

After you have saved your new Observation, select **add Action** > Select **Save Changes** button after editing

It is essential to upload an example of evidence supporting the conclusion or hypothesis derived from the analysis of assessment data. Samples can be based on formal, informal, quantitative, or qualitative data. Upload of such samples **must** be in PDF format.

When a Course-level Assessment Report or Data Collection Status is due, the process is similar to the program/unit level. The only difference is selecting By Course sub-tab instead of By Instructional Program.

The Course Data Collection Status/Summary of Results (N=?) results page will show all assigned courses to the unit. The ones that are not owned by the selected unit will have an asterisk in front of their Course ID. If you choose one of the owned courses from the drop-down menu, you will be able to fully modify [edit] existing data. You will also be able to add a new Result using the button at the bottom of the page.

OWNED COURSE

Selected Instructional Program: Accounting AS

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Home Group A: AA/AS Program Program/Unit-Level Assmt Plan **Course-Level Assmt Plan** Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents

By Instructional Program | **By Course**

Accounting AS > Data Collection Status/Summary of Results (N=?) > By Course

Course: AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting

Accounting Process : SLO#1 AY: Upon successful completion of this course, students will be able to apply accounting procedures to properly record financial information about a business.
Created By: Accounting AS

▼ Hide Data Collection Status/Summary of Results (N=?)

Directly related to Objective

Date	Data Collection Status/Summary of Result (N=?)	Use of Summary Results	Related Documents	Data Collection Status/Summary of Result Status
3/9/2009	Data Collection Status: Data Collected for Fall 2008, 95% of the students scored at least a 70% on items on a performance checklist.	2	1	Course Level Data Collection Status edit add Use of Summary Result

Basics in GAAP : SLO#2 AY08-09: Upon successful completion of this course, students will be able to apply generally accepted accounting theory and principles to perform all the steps of the accounting cycle for a service and retail type business.
Created By: Accounting AS

► Show Data Collection Status/Summary of Results (N=?)

Internal Control Fundamentals : SLO#3 AY08-09: Upon successful completion of this course, students will be able to perform internal control procedures to protect and properly manage cash and other business assets.
Created By: Accounting AS

► Show Data Collection Status/Summary of Results (N=?)

Basics Using Special Journals : SLO#4 AY08-09: Upon successful completion of this course, students will be able to perform accounting procedures to journalize and post business

[Add Data Collection Status/Summary of Result \(N=?\)](#)

If you choose one of the assigned (but not owned) courses from the drop-down menu, you will only be able to view the existing Results. The Add Data Collection Status/Summary of Result (N=?) is de-activated for all courses not owned by the selected unit. To modify or add new results for courses not owned, you will need to go to the owning unit to make any necessary changes.

COURSE NOT OWNED (only ASSIGED)

The screenshot shows the TracDat interface for the Accounting AS program. The selected instructional program is Accounting AS. The user is logged in as priscilla.johns. The navigation menu includes Home, Group A: AA/AS Program, Program/Unit-Level Assmt Plan, Course-Level Assmt Plan, Data Collection Status/Summary of Results (N=?), Data Tools, Reports, and Documents. The current view is 'By Course' for Accounting AS. The course selected is SM108 (formerly OA108) - Introduction to Business. A message indicates that another group (AA/AS Program) currently owns this course. The role assessment is SLO#1 AY08-09: Upon the successful completion of this course, students will be able to evaluate the private enterprise system and determine the roles of business, competitors, and entrepreneurs operating within the system. The measure was created by Supervision & Management AS/Certificate. The artifact/instrument/rubric/method/tool description is Formative Exam. The criterion is: A majority of learners will score a minimum of 75% on the Formative Exam. A table shows data collection status for 3/10/2009, with a majority of learners scoring a minimum of 75% on the formative exam. The table has columns for Date, Data Collection Status/Summary of Result (N=?), Use of Summary Results, Related Documents, and Data Collection Status/Summary of Result Status.

Tab 6: Data Tools

The screenshot shows the TracDat interface for the Accounting AS program. The selected instructional program is Accounting AS. The user is logged in as priscilla.johns. The navigation menu includes Home, Group A: AA/AS Program, Program/Unit-Level Assmt Plan, Course-Level Assmt Plan, Data Collection Status/Summary of Results (N=?), Data Tools, Reports, and Documents. The 'Data Tools' menu is highlighted, showing sub-menus for Measures, Groups, and Questionnaires.

Data Tools Features: Although Data Tools Features have not been introduced during the TracDat workshop/training, users have the option to use this tool by following the steps below.

★ Measures

- Create basic data collection checklists for standardized and user-friendly purposes

The screenshot shows the 'Edit Measure' screen in TracDat. The selected instructional program is Accounting AS. The user is logged in as priscilla.johns. The navigation menu includes Home, Group A: AA/AS Program, Program/Unit-Level Assmt Plan, Course-Level Assmt Plan, Data Collection Status/Summary of Results (N=?), Data Tools, Reports, and Documents. The 'Measures' menu is highlighted. The current view is 'Edit Measure'. The name of the measure is 'Certified Public Accountant (CPA)'. The instructions are 'List of the students who have reported taken the CPA test.' The fields table has the following columns: Label, Value Type, and actions (copy, edit, delete). The table contains one row: 'Students taken the CPA exam' with a value type of 'Text'.

Note: A Measure can be used to identify and collect data that supports one or more objectives. Create a measure to outline the data to be collected. Groups can then be created that use the measure. Below is a screen shot sample of data collection checklist from the Accounting AS program.

How To

1. Provide a name for the measure.
2. Optionally provide instructions for the measure. These instructions will display during data collection. Any instruction that will assist the user entering the data in providing the correct information should be provided here.
3. Click the "Save Changes" button to save the measure.

To add new fields to the measure, click the "Add New Field" button. To edit an existing field, click the "edit" link for that field.

Sample Report: Certified Public Accountant (CPA)-list of students reported taking and passing the CPA test

group	Entered By	individualid	displayName	lastName	firstName	Students taken the CPA exam
AY2008-2009 Graduates	null,null	2222	Student Banner ID 2222	null	null	
AY2008-2009 Graduates	Johns,Priscilla	94101	Student Banner ID 94101	Johns	Priscilla	Passed; May 4, 2009
AY2008-2009 Graduates	Johns,Priscilla	1111	Student Banner ID1111	Johns	Priscilla	Passed; May 7, 2009

★ Groups

- Create groups to send the data collection checklists

Selected Instructional Program: Accounting AS

priscilla.johns [log out]

Home Group A: AA/AS Program Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents

Measures | **Groups** | Questionnaires

Accounting AS > Data Tools > Groups > Edit Group

Name: AY2008-2009 Graduates

Measure: Certified Public Accountant (CPA)

Completion Date:

Individuals:

ID	Display Name	
2222	Student Banner ID 2222	edit delete
94101	Student Banner ID 94101	edit delete
1111	Student Banner ID1111	edit delete

Save Changes Discard Changes Add New Individual Assign Return

Note: A Group is a set of individuals for which data can be collected against a specified measure. The measure must be created before a group can exist that includes that measure. Each group can be assigned to another user for data collection.

How To

1. Provide a name for the group.
2. Select the measure to be used for data collection for the group.
3. Click the "Save Changes" button to save the group.

To add new individuals to the measure, click the "Add New Individual" button.

To edit an existing individual, click the "edit" link for that individual.

To assign the group to another user for data collection, click the "Assign" button. The popup to assign data collection will appear, with fields to select the assigned user, the due date, the frequency, and the instructions to be sent to that user.

To view the data that has been entered by an assignee, click the 'view' link next to his/her name.

★ Questionnaires

- Create basic questionnaires for standardized and user-friendly purposes (Allows users to create surveys and publish on-line)

Accounting AS > Data Tools > Questionnaires > Add Questionnaire

Name: *

Description:

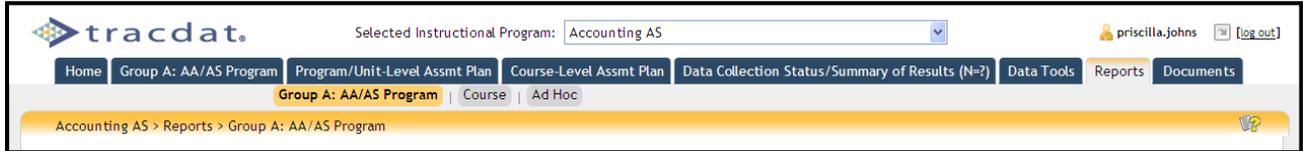
Instructions:

Questions:

Question	Value Type
No questions defined.	

Save Changes Discard Changes Add Category Add Question Return Print

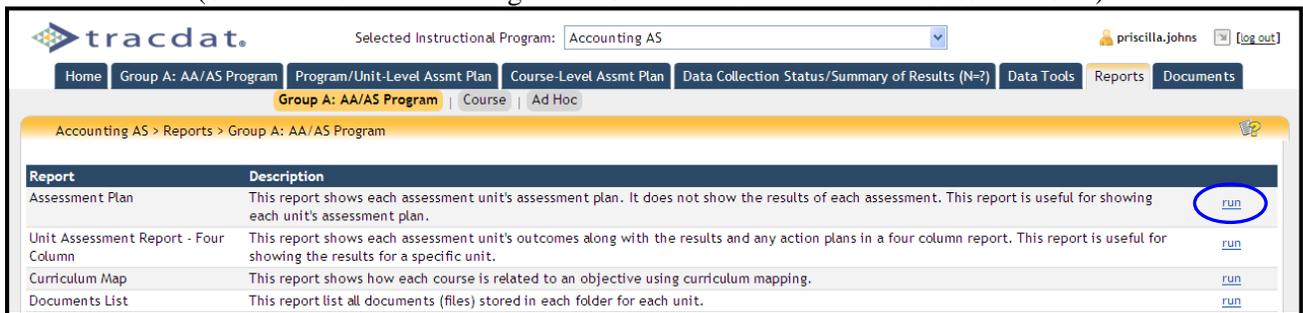
Tab 7: Reports



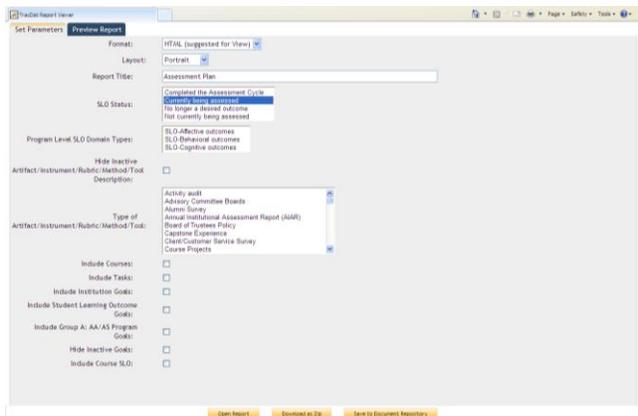
Reports Features:

★ Reports List

- Reports at the program/unit level and course level can be executed in either HTML, PDF or Microsoft Word
 - For best results, use HTML for viewing and PDF for Printing reports
- Report data is related to the Assessment Unit that is selected from the top drop-down menu (Selected Instructional Program or Selected Non-Academic Assessment Unit)

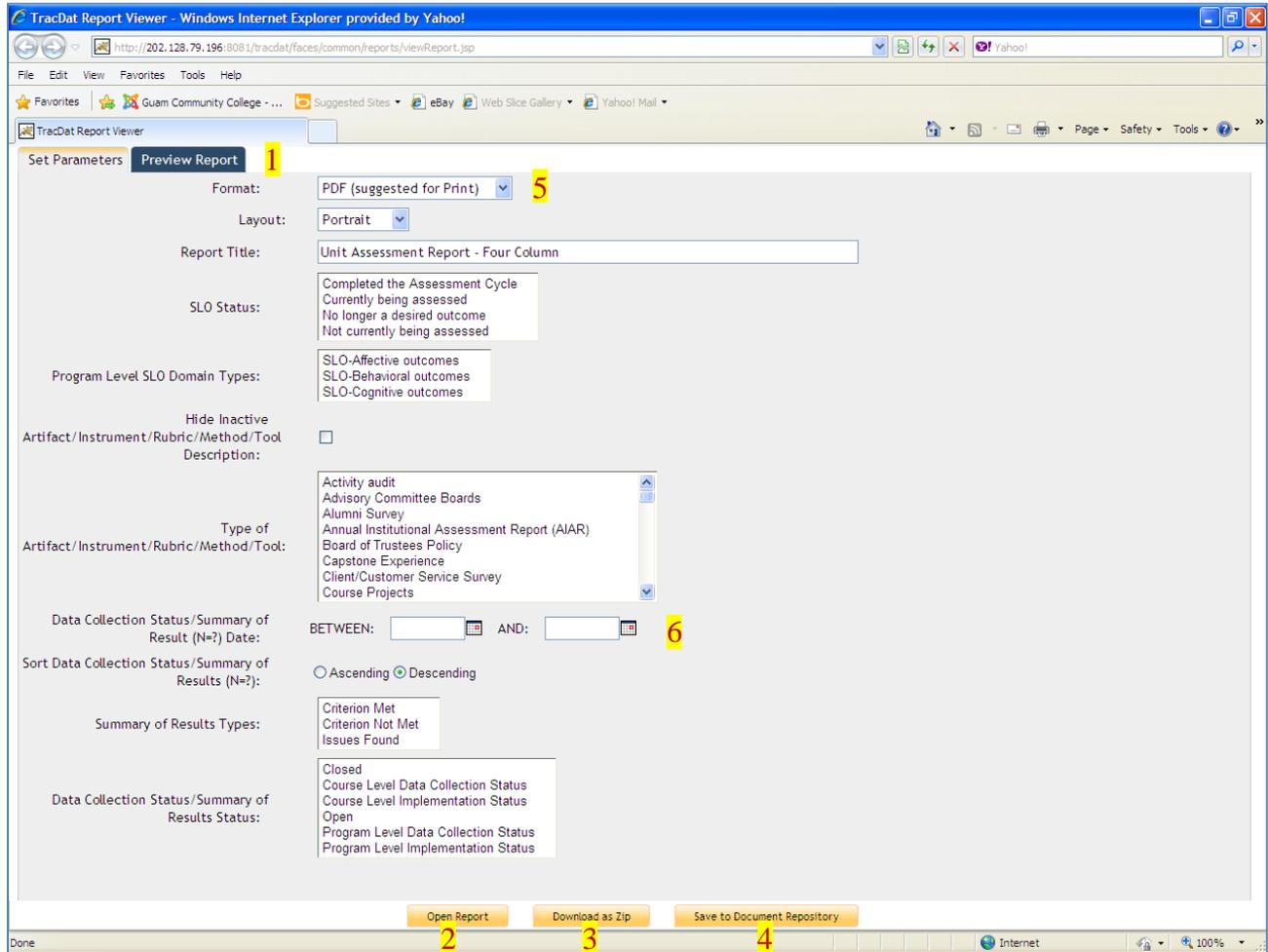


From the Selected Instructional Program or Selected Non-Instructional Program drop-down list select the program/unit. As in this example sub-tab, click Group A: AA/AS Program, to view from the list of program-level reports available. For instructional programs, to run a course-level report, click on the Course sub-tab. To the right of the report type you wish to view or print, click "run" to set criteria and create the report. Set the parameters on what you want shown on the report by clicking in the boxes/fields of your choice(s).

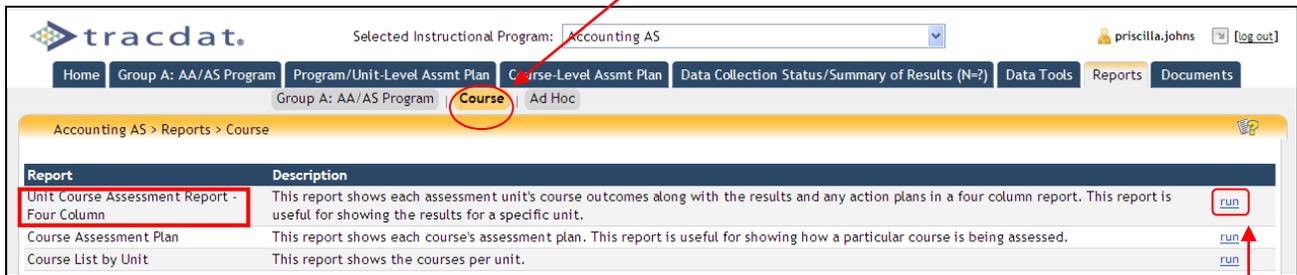


Improvements to Report Functionality

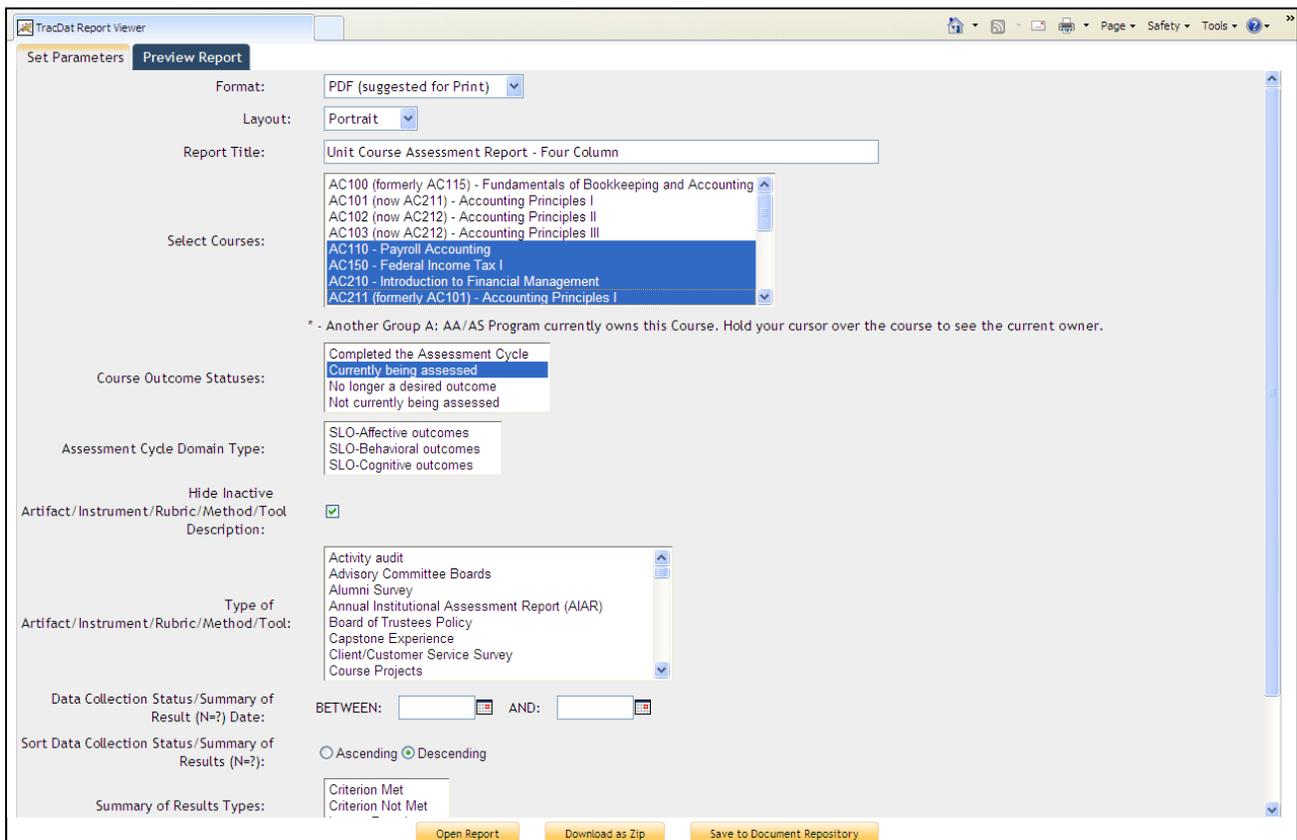
One of the most observable changes is that the overall reporting interface has been enhanced. Please see the numbered sections on the screenshot and that describe the newest features of TracDat reporting.



To view or print course-level reports, you must select the **Course** sub-tab. Highlight the courses you want printed as in the example screen shot below.



For this example, the Unit Course Assessment Report Four Column is the type of report to print or preview. To the right, click run as shown on the screen shot above. A new window will pop up as shown on the screen shot below. In the Preview Report sub-tab a set of parameters is provided for your choice. Highlight by holding down the Ctrl key and click each of specific course numbers you want printed/shown. To the right of the Course Outcome Statuses, click on "Currently being assessed" to run only those courses that are currently being assessed.



An example of the Unit Course Assessment Report - Four Column report with only those courses highlighted as “Currently being assessed” will appear on the final report.

Unit Course Assessment Report - Four Column
Guam Community College
Accounting AS

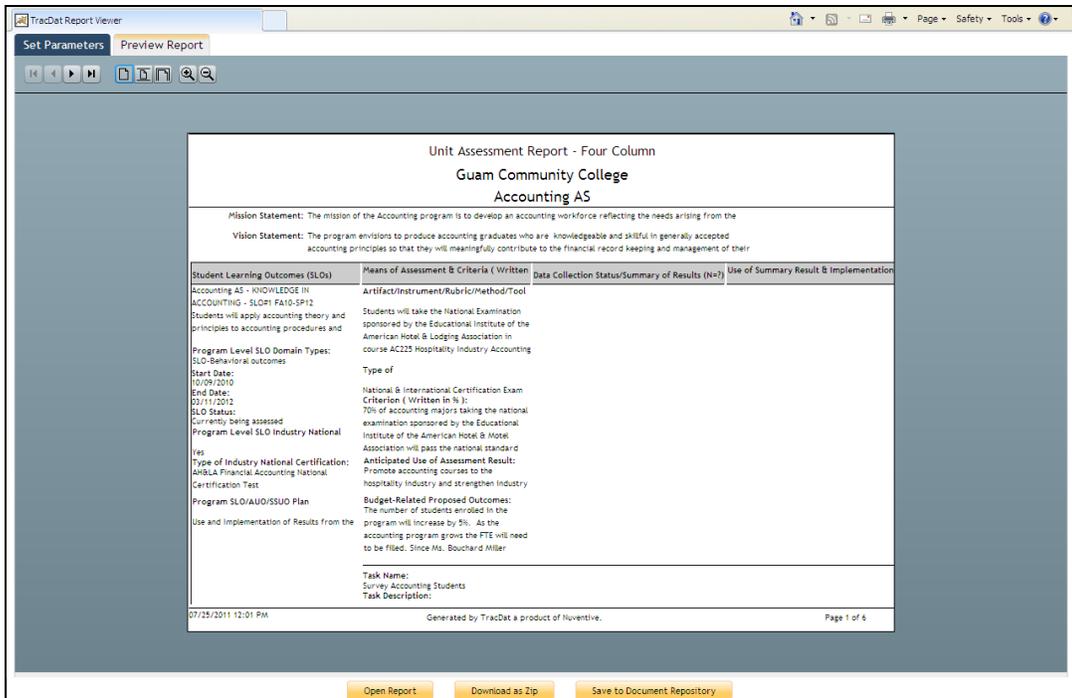
Mission Statement: The mission of the Accounting program is to develop an accounting workforce reflecting the needs arising from the continual changing economic business environment in the Guam community and the region.

Vision Statement: The program envisions to produce accounting graduates who are knowledgeable and skillful in generally accepted accounting principles so that they will meaningfully contribute to the financial record keeping and management of their respective organizations.

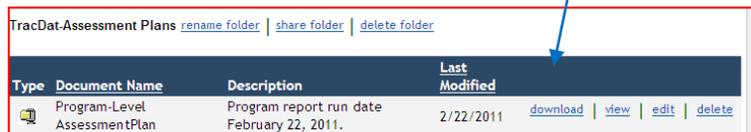
Course SLO Description	Means of Assessment & Criteria (Written in %) / Tasks	Data Collection Status/Summary of Results	Use of Summary Result & Implementation Status
Accounting AS - AC110 - Payroll Accounting - Capstone Experience for Payroll Processing (Copy) - SLO# 4 FA10-SP12 Upon successful completion of this course, students will be able to process a four-month payroll period for a business using two methods: manual and computerized. (Created By Accounting AS) Start Date: 10/11/2010 End Date: 03/11/2012 Course Outcome Status: Currently being assessed Capstone Course/CTE Related Course: N/A	Artifact/Instrument/Rubric/Method/Tool Description: Students will process a 3-month payroll period for a business using two methods: manual and computerized. Type of Artifact/Instrument/Rubric/Method/Tool: Capstone Experience Criterion (Written in %): Students will score 70% or better on the three-month payroll project.		
Accounting AS - AC110 - Payroll Accounting - Application of Payroll Laws (Copy) - SLO# 2 FA10-SP12 Upon successful completion of this course, students will be able to calculate wages, employees earning records, and a payroll register applying all payroll laws that are applicable and current. (Created By Accounting AS) Start Date: 10/11/2010 End Date: 03/11/2012 Course Outcome Status: Currently being assessed Capstone Course/CTE Related Course:	Artifact/Instrument/Rubric/Method/Tool Description: Quizzes after each chapter will be given to students. Type of Artifact/Instrument/Rubric/Method/Tool: Textbook/Author Designed Tests Criterion (Written in %): Students taking the quiz will be able to score 60% or better.		

08/23/2011 12:50 PM Generated by TracDat a product of Nuventive. Page 1 of 5

1. Reports can be previewed while toggling between different parameters before final report generation. The preview will display only one page of the report at a time, giving the user a chance to quickly review both the format and some content before deciding whether or not to choose a further action for this report (Group A, below). For more information on these actions, please see bullets 2-4 below. While in the Preview Report mode, users can also page through the report using the Paging Tools (B), and also resize the view on the screen using the View Tools (C).



2. The Open Report button will open your report in the format chosen on the Parameters page. This replaces the old Execute Report button of previous versions.
3. Reports can now be downloaded a Zip files. All required resources (report images, related documents, and linked reports) are also included in the Zip. The Zip can then be extracted and the complete report can be viewed from a PC, CD, or published to a website.
4. Reports can also be saved directly to the Document Repository and viewed just like any other document. When saved to the Document Repository, reports are saved as a Zip file to ensure all related data is included and saved. When viewed, the report will display in the format chosen on the Parameters page. If desired, this saved report can be downloaded as a Zip file to your computer later from the Document Repository. Note: AIER created two folders under the Document Repository sub-tab for specific report types filing/saving 1) TracDat-Assessment Plans 2) TracDat-Assessment Report

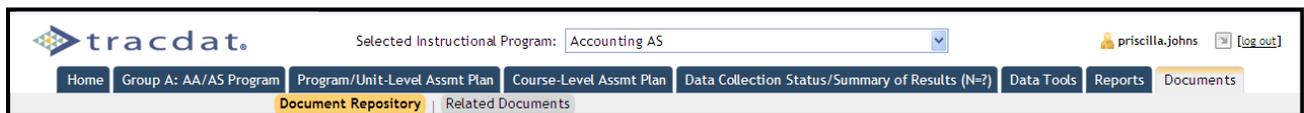


5. The Microsoft Word (.rtf) report format has been added, giving users the flexibility of viewing TracDat reports using most word processing software. This allows for greater customization of headings, display of data, and overall formatting options.
6. When choosing filter parameters for any report that displays Data Collection Status/Summary of Results, users have the ability to order such by Ascending or Descending date.
7. The Outcome Status and Outcome Type fields have been added to the Report Parameters page for the Outcome Relationships Report.
8. Many reports now have been given the option to be viewed in either Portrait or Landscape layout.

Ad Hoc Reporting Tool Enhancements

While the Ad Hoc Reporting Tool is not new to TracDat, many of its features are new or updated, and have improved the scope and power of this tool exponentially. Contact AIER for the specific type of Ad Hoc Report needed as this would require users to know where within TracDat Data Base data is store.

Tab 8: Documents



Documents Features:

Use this page to upload documents into the Document library within TracDat. You can create new folders, manage existing folders, upload new documents, and manage existing documents. From this page you can also see folders that have been shared to the Selected Program/Unit.

★ *Document Repository*

- View/Add/Edit/Share folders within the Assessment Unit
- View shared folders from other units by selecting the unit from the drop-down list below Show Folders For
- Upload files to be related to Assessment Plans and Observations
- Ability to share documents across Assessment Units, Reporting Units, and the Institution
- General depository for any assessment documents

★ *Related Documents*

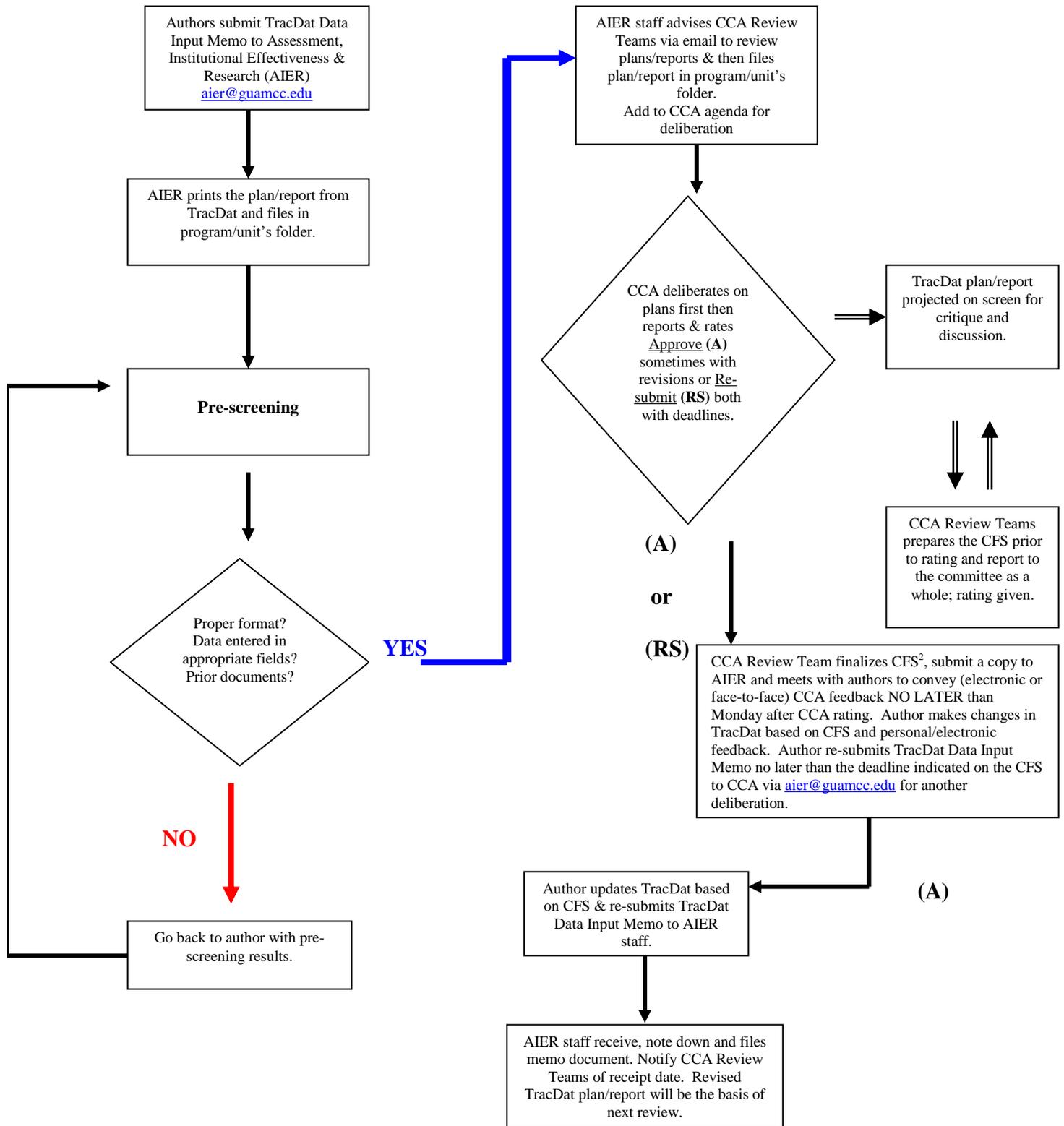
- View where current documents are related to Course, Means of Assessment, and Data Collection Status/Summary of Results (N=?)

Type	Document Name	Description	Related To	Date Related
	AC100 Syllabi	Fall 2010	Means of Assessment	3/12/2011
	AC101 Syllabi	Fall 2010	Means of Assessment	3/12/2011
	AC102 Syllabi	Fall 2010	Means of Assessment	3/12/2011
	AC103 Syllabi	Spring 2011	Means of Assessment	3/12/2011
	AC110 Syllabi	Spring 2011	Means of Assessment	3/12/2011
	AC210 Syllabi	Spring 2011	Means of Assessment	3/12/2011
	AC211 Comp1 Sample of A		Means of Assessment	3/7/2011
	AC211 Syllabi	Spring 2011	Means of Assessment	3/12/2011
	AC225 Fall 2010 Results		Means of Assessment	3/7/2011
	AC225 Syllabi	Fall 2010	Means of Assessment	3/12/2011
	Accounting Cycle Comprehensive Problem	All Steps of the Accounting Cycle for a Service Business	Means of Assessment	10/1/2008
	Acctg Student Exit Survey	Students will rate their knowledge of accounting skills and concepts	Means of Assessment	11/8/2010
	Company Setup Project	End-of-course company setup project with maintenance steps using QuickBooks.	Means of Assessment	10/10/2008
	Comprehensive Problem 2	A merchandise inventory accounting cycle problem.	Means of Assessment	10/9/2008
	Comprehensive Problem/w Special Journals	One-month accounting cycle problem using special journals (15-20 hours)	Means of Assessment	9/30/2008
	Fall 2002 National Exam	Fall 2002 National Exam	Means of Assessment	12/22/2008
	Fall 2005 National Exam.pdf	Fall 2005 National Exam	Means of Assessment	12/22/2008
	Internal Control Essay Question	Describe the five components of internal control widely used in the United States.	Means of Assessment	10/1/2008
	Payroll Project	Process payroll for a small business for a two-month period.	Means of Assessment	10/3/2008
	Results of Computerized AC110 Project Fall 2009		Means of Assessment	3/7/2011

The Office of Assessment, Institutional Effectiveness & Research (AIER) office will appreciate your suggestions for improvements to this manual/guide.

CRITIQUING PLANS/REPORTS by the CCA¹: ASSESSMENT REVIEW FLOW PROCESS

Revised October 2010



¹ Committee on College Assessment
² Consolidated Feedback Sheet

COMMITTEE ON COLLEGE ASSESSMENT (CCA) CHECKLIST & CONSOLIDATED FEEDBACK SHEET (CFS)

Group B Associate Degree

Program/Unit Name: _____

Assessment Cycle: Fall 2010 to Spring 2011

Student Services Unit Outcome (SSUO)

Administrative-Level

Assessment Plan

Overall comments from (date) CCA's meeting:

Action to be Taken (refer to Suggested Areas for Improvement): CFS Due Date:

Reviewed by CCA Review: Team 2 Team members' name and contact number:

Your AUO Assessment Report, which must be inputted into TracDat for the next cycle is due,

Critical Areas to Look for in Assessment Plans	Checklist for CCA Review Team Only	In TracDat Go To:	Comments and Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
<p>1. Are the outcomes similar to the ones published in the current catalog or TracDat from the previous cycle?</p> <p>For instructional program & course SLOs, this must be the same as the college catalog.</p> <p>Note: This is required for an</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Program/Unit Assmt Plan or Course Assessment Plan tab and AUOs, SLOs or SSUOs sub-tab		

Critical Areas to Look for in Assessment Plans	Checklist for CCA Review Team Only	In TracDat Go To:	Comments and Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
approved rating.				
<p>2. Are the outcomes linked to: Note: These (2.a to 2.e.) are required for an approved rating.</p> <p>a. Division goals?</p>	<p>Division Goals</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Program/Unit or Course Assessment Plan tab and Related Goals sub-tab</p>		
<p>b. Institutional/I SMP goals?</p>	<p>Institutional/I SMP Goals</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Program/Unit Assmt Plan or Course Assessment Plan tab and Related Goals sub-tab</p>		
<p>c. Institutional Learning Outcome (ILOs)?</p>	<p>ILOs</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Program/Unit Assmt Plan or Course Assessment Plan tab and Related Goals sub-tab</p>		
<p>d. Program Level SLO Industry National Certification or Capstone Course/CTE Related Course identified?</p> <p>Note: This applies to course-level and instructional program-level only.</p>	<p>CTE Standards</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>	<p>Program/Unit Assmt Plan or Course Assessment Plan tab and Student Learning Outcome (SLO) or Course Outcome sub-tab</p>		
<p>e. Program Review Goals (PRG)</p>	<p>PRG</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Program/Unit Assmt or Course Assessment Plan</p>		

Critical Areas to Look for in Assessment Plans	Checklist for CCA Review Team Only	In TracDat Go To:	Comments and Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
		tab and Related Goals sub-tab		
<p>3. Are proposed outcome from the department's budget request clearly identified?</p> <p>Does not apply to course-level plans.</p> <p>Note: This is required for an approved rating.</p>	<p>Proposed Outcome</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>	<p>Go to the Documents Tab and select Budget Request folder. Open the applicable Department Budget Request, save to Desktop. Then go to Program/Unit Assmt Plan tab and Means of Assessment sub-tab</p>		
<p>4. Are data collection methods (e.g., artifacts, instruments, rubric, on-line testing) selected and clearly described and uploaded in TracDat?</p> <p>EVIDENCE must be in PDF format and uploaded to each specific AUO/SLO/SSU O.</p> <p>Note: This is required for an approved rating.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Program/Unit Assmt or Course Assessment Plan tab and Means of Assessment sub-tab</p>		

Critical Areas to Look for in Assessment Plans	Checklist for CCA Review Team Only	In TracDat Go To:	Comments and Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
<p>5. Are Program /Unit Assmt Plan related courses selected? Or Course Assessment Plan Related Group SLOs selected? Or Program/Unit Assmt Plan Related Activities selected?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Program/Unit Assmt Plan tab and Related Courses, Related Activities, or Related Group, sub-tabs		
<p>6. Are the program/unit AUO/SSUO tasks identified and described?</p> <p>Note: Does not apply to course-level assessment plans.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Program/Unit Assmt Plan tab and Tasks sub tab.		
<p>7. Is the program/unit SLOs means of assessment assigned?</p> <p>Note: Does not apply to course-level assessment plans.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Program/Unit Assmt Plan tab and Means of Assessment sub-tab and Assign link.		
<p>8. Are course assessment SLOs means of assessment assigned?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Course Assessment Plan tab and Means of Assessment sub-tab and Assign link.		
<p>9. Does the plan reflect information from the GCC Fact</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Program/Unit Assmt Plan tab and SLO/SSUO/AUO		

Critical Areas to Look for in Assessment Plans	Checklist for CCA Review Team Only	In TracDat Go To:	Comments and Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
Book, ISMP, Self Study Report, ACCJC Standards or other relevant information to develop or enhance the plan?		sub-tab. Course-Level Assmt Plan tab and Course SLO sub-tab.		
<p>10. Does the new course level and/or program/unit plan incorporate the information from the use of summary results and implementation status from the previous cycle?</p> <p>Does not apply if this is the initial assessment plan.</p> <p>Note: This is required for an approved rating.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Program/Unit Assmt Plan tab and SLO/SSUO/AUO sub-tab.</p> <p>To review information from the last cycle, Go to Reports tab any of the sub-tab:</p> <ol style="list-style-type: none"> 1. Group A: AA/AS Program 2. Group B: Certificate Program 3. Group C: Administrative Unit 4. Group C: Student Services Unit 5. Group D: Secondary Program 6. Course <p>A list of reports will appear on the screen, pick “ Unit Assessment Report – Four Column” then click <u>run</u> shown on the right of the report list.</p>		

Critical Areas to Look for in Assessment Plans	Checklist for CCA Review Team Only	In TracDat Go To:	Comments and Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
		<p>A new screen will pop up.</p> <ol style="list-style-type: none"> 1. On the right of SLO, AUO or SSUO Status field, highlight all that is listed by holding down the CTRL key and click all that apply. 2. On the right of Data Collection Summary of Results field/box highlight Open. 3. At the bottom of the window, select Open Report. 		
<p>11. Does the new plan reflect the department's mission and vision?</p> <p>Note: This (vision and mission statements) is required for an approved rating.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>To view the department's mission and vision statements, go to Group A: AA/AS Program, Group B: Certificate Program, Group C: Student Services Unit, or Group D: Secondary Program tab and General sub-tab.</p>		

Data Input Guidelines:

- Outcome prefix must begin with FAXX – SPXX, e.g., FA09-SP11, SP10-FA11
- Start and End dates should reflect a two year cycle when the plan begins and when the implementation status is due.

- c. Criterion must be indicated in percentage format, e.g., 80%.
- d. Artifacts/instrument/rubric/on-line tools must be uploaded in PDF format.
- e. Include related activities/related courses/tasks information.
- f. For non academic units, the outcomes must reflect assessment of services rather than processes, i.e., office functions.

COMMITTEE ON COLLEGE ASSESSMENT (CCA) CHECKLIST & CONSOLIDATED FEEDBACK SHEET (CFS)

Group B Associate Degree

Program/Unit Name: _____

Assessment Cycle: Spring 2011 to Fall 2011

Administrative Unit Outcome (AUO)

Assessment (Results) Report

Overall comments from (date) CCA's meeting:

Action to be Taken (refer to Suggested Areas for Improvement):
Date:

CFS Due

Reviewed by CCA Review: Team 4 Team member's name and number:

Your AUO Implementation Use of Results, which must be inputted into TracDat for the next cycle is due, .

Critical Areas to Look for in Assessment Reports	Checklist for CCA Review Team	In TracDat Go To:	Comments and Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
<p>11. Does the summary of results indicate whether or not criterion was met?</p> <p>If the criteria was not met, did the author clearly explain why?</p> <p>Note: Required for an approved rating.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Data Collection Status/Summary of Results tab and By SLO or By Course sub tab		
<p>12. Are the results:</p> <p>a. Stated using (n= ___) where N represents the</p>	Use of n=___ <input type="checkbox"/> Yes <input type="checkbox"/> No	Data Collection Status/Summary of Results (N=?) tab and		

Critical Areas to Look for in Assessment Reports	Checklist for CCA Review Team	In TracDat Go To:	Comments and Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
sample size?		By Non-Academic Assessment Unit, By Instructional Program, or By Course sub tab		
<p>b. Are the results stated using numbers and percents in quantitative or qualitative measurements?</p> <p>Example: 30% N=? (30/100) of students who took the exam achieved a 70% or better score.</p> <p>Note: Required for an approved rating.</p>	<p>Numbers & Percents</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Data Collection Status/Summary of Results (N=?) tab and By Non-Academic Assessment Unit, By Instructional Program, or By Course sub tab</p>		
<p>c. Does the result address any failing students with plans for improvement?</p> <p>Does not apply to non-instructional program/units.</p> <p>Note: If yes, required for an approved rating.</p>	<p>Address failing students</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A</p>	<p>Data Collection Status/Summary of Results (N=?) tab and By Non-Academic Assessment Unit, By Instructional Program, or By Course sub tab</p>		

Critical Areas to Look for in Assessment Reports	Checklist for CCA Review Team	In TracDat Go To:	Comments and Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
<p>d. Are the results detailed enough to indicate when/where/what /who administered and completed the activity or task?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Data Collection Status/Summary of Results (N=?) tab and By Non-Academic Assessment Unit, By Instructional Program, or By Course sub tab		
<p>13. Does the narrative of collection of data on the industry or national standard identify and report on the specific CTE or national standards?</p> <p>Note: If yes, is there a report on the students who took the test and either passed or failed? Required for an approved rating.</p> <p>If no, how will you include industry or national standards in your upcoming Plan?</p> <p>Applies only to instructional programs and is a requirement for the SLO Annual Report to ACCJC.</p>	CTE Standards <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Data Collection Status/Summary of Results (N=?) tab and By Non-Academic Assessment Unit, By Instructional Program, or By Course sub tab		

Critical Areas to Look for in Assessment Reports	Checklist for CCA Review Team	In TracDat Go To:	Comments and Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
<p>14. Are data collection evidence for each outcome (e.g., artifacts, instruments, rubric, on-line testing) clearly identified and uploaded in PDF format?</p> <p>Note: This is required for an approved rating.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Data Collection Status/Summary of Results (N=?) tab and By Non-Academic Assessment Unit, By Instructional Program, or By Course sub tab</p> <p>Related Documents link</p>		
<p>15. Is there at least one example of a student's work at the exceptional and non-exceptional level?</p> <p>Student's name must be block-out to secure the student's identity.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Data Collection Status/Summary of Results (N=?) tab and By Non-Academic Assessment Unit, By Instructional Program, or By Course sub tab</p> <p>Related Document link</p>		
<p>16. Did the assessment author indicate what changes or improvements will be made in the Use of Summary Results column? Must be clearly stated.</p> <p>Note: This is required for an approved rating.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Data Collection Status/Summary of Results (N=?) tab and By Non-Academic Assessment Unit, By Instructional Program, or By Course sub tab</p>		

Critical Areas to Look for in Assessment Reports	Checklist for CCA Review Team	In TracDat Go To:	Comments and Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
		Use of Summary Results		
<p>17. Are there any stated performance indicators or budget implications based on the Results or Use of Summary Results?</p> <p>Note: Required for an approved rating</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Data Collection Status/Summary of Results (N=?) tab and By Non-Academic Assessment Unit, By Instructional Program, or By Course sub tab</p> <p>Use of Summary Results</p>		
<p>18. Were funds & resources acquired and specified?</p> <p>Note: Required for an approved rating.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Data Collection Status/Summary of Results (N=?) tab and By Non-Academic Assessment Unit, By Instructional Program, or By Course sub tab</p> <p>Use of Summary Results</p>		
<p>19. Are there any institutional/systemic activities that must be</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Data Collection Status/Summary of Results		

Critical Areas to Look for in Assessment Reports	Checklist for CCA Review Team	In TracDat Go To:	Comments and Suggested Areas for Improvement for Assessment Authors	Response from the Assessment Author
<p>taken for program/unit/course improvement?</p> <p>Note: Required for an approved rating.</p>		<p>(N=?) tab and By Non-Academic Assessment Unit, By Instructional Program, or By Course sub tab</p> <p>Use of Summary Results</p>		

Data Input Guidelines:

- g. Outcome prefix must begin with FAXX – SPXX, e.g., FA09-SP11, SP10-FA11
- h. Start and End dates should reflect a two year cycle when the plan begins and when the implementation status is due.
- i. Criterion must be indicated in percentage format, e.g., 80%.
- j. Artifacts/instrument/rubric/on-line tools must be uploaded in PDF format.
- k. Include related activities/related courses/tasks information.
- l. For non academic units, the outcomes must reflect assessment of services rather than processes, i.e., office functions.
- m. Data Collection Status/Summary of Results format, when reporting percentage it must include % of n=___ ex. 90% of 150 students where n=sample size (150 students).