

**OFFICE OF ASSESSMENT, INSTITUTIONAL EFFECTIVENESS & RESEARCH**

**GUAM COMMUNITY COLLEGE**

<http://www.guamcc.edu/Runtime/aier.aspx>

**Memorandum**

TO: The Committee on College Assessment (CCA)

FROM: (Name)

(Title & Department)

DATE:

SUBJECT: TracDat Data Input for

Indicate Group:

This is to inform the committee that we have inputted data in TracDat as described below on       for the Assessment Cycle Due Date      .

|  |  |
| --- | --- |
| **Program/Admin/Student Services Unit**  **Level** | **Course Level** |
| Assessment Plan | Assessment Plan |
| Data Collection Status | Data Collection Status |
| Assessment Report | Assessment Report |
| Implementation Status | Implementation Status |

The changes inputted reflect the following:

Recommendations made by CCA as indicated on the CFS       (date of review) are addressed;

For the AY  assessment cycle;

Response to the CFS:

     

The department/administrative unit will continue to enter data electronically throughout the semester, as necessary and appropriate.

***Fill out, save, and send this form as a file attachment to aier@guamcc.edu.***