

**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.***