

2012- 2013

To: Lead Faculty for TracDat

From: Karen Wong, SLOAC Coordinator

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Thank you for participating in the training for TracDat, a powerful tool to help you to coordinate your department's assessment efforts. In the course of the Spring 2010 training, participants asked for clarification of what coordination entails. Please note that while this beginning stage will require time, afterward it will require less time since you primarily will need to maintain the currency of the information. The following steps are involved:

- **Determine the assessment schedule in collaboration with the appropriate faculty and/or staff: assess all courses being offered this academic year and have not been assessed yet, and create a three year assessment calendar that will begin in Fall 2013.** Then enter the dates into TracDat (under "Means of Assessment"). The next step may involve sending reminder e-mails to faculty responsible for an upcoming course assessment.

To achieve the 100% expectation this year, assess at least one SLO for all courses (except independent study, experimental and special topic type courses – ask your Dean if your course falls into one of those categories) that are taught in this academic year. Courses which are not offered this academic year do not need to be assessed but will need to be assessed in subsequent years when offered.

By the end of Spring 2013, work with your colleagues to create a three-year assessment calendar in which all SLOs of all active courses are assessed.

Program level assessment also needs to be completed by the end of Spring 2013, and in the future, should be completed at the end of every three year cycle of assessment. Draw from your course assessment results to reflect on how well students are fulfilling the PSLOs. To prepare for this process, map your course level SLOs to PSLOs and ISLOs, ideally by the Fall 2012. On the March 8 Flex, Karen will show TracDat coordinators how to run reports such that course level assessment results will “roll up” to your PSLOs. Departments should analyze these findings to extract any findings about their PSLOs by the end of Spring 2013.

- **Check the list of courses listed under your program to ensure that all active courses are listed**, except courses that are discontinued or banked, special topics, independent study, and experimental, ASAP. E-mail Karen Wong if anything needs to be deleted or is missing. Be sure to include the course number and course name (i.e., ANTH 110, Cultural Anthropology).
- **Give “names” to all course level SLOs**, replacing the current letters (ie., “a”) that are placeholders, by the end of Fall 2012.
- **Enter PSLOs** under the SKY PROG-- \_\_\_\_\_ option from the pulldown menu by the end of Spring 2011.
- **Map course level SLOs to PSLOs** by the end of Fall 2012.
- **Map course level SLOs to ISLOs** by the end of Fall 2012.

- **Upload assessments, instruments, results, action plans, etc., ongoing.**

Enter SLOs, an assessment plan, and if applicable, upload related current documents for each course within the department(s). This step may involve contacting faculty responsible for that course's assessment to send the information via e-mail, so as to easily copy, paste, and upload, or transferring existing materials from another database.

After the assessment has been completed, use the "assign" button to remind faculty responsible for assessing to enter the data, results, and/or action plans. Best is to send the "assignment" to yourself, and then forward the request to the faculty who are assessing. Another option is to attend a meeting when the discussion is taking place so as to immediately enter the subsequent decisions into TracDat.

When data is being collected from multiple sections of the same course, ask one of the faculty/ staff who is assessing to collate the results.

- **At the end of each spring semester, run a report that includes everything you assessed the past academic year, and save the file in your "annual assessment reports" folder.**
- **Run reports as needed by faculty or staff.**

**Last of all, remember that your role is as supporter and facilitator, not "enforcer." So consult with your Division Dean if your reminders and requests are met with silence or resistance.**