**COMMITTEE ON COLLEGE ASSESSMENT (CCA)**

**TracDat Data Input Memo**

**Memo Date:** 10/10/2016

**To: Committee on College Assessment (CCA) Email:** Click here to enter text.

**From** Click here to enter text. **Telephone:** Click here to enter text.

**NOTES:** Click here to enter text.

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| --- | --- | --- | --- | --- |
| [ ]  | Curriculum Review**\*Proposed Student Learning Outcomes (SLOs) must be included with this memo.** |  | [ ]  Program | [ ]  Course |
| [ ]  | Group A-Associate Degree (SLO) |  | [ ]  Program | [ ]  Course |
| [ ]  | Group B-Certificate Programs (SLO) |  | [ ]  Program | [ ]  Course |
| [ ]  | Group C-Administrative and Student Services Units (AUO/SLO) |  | [ ]  Administrative Unit | [ ]  Student Services Unit |
| [ ]  | Group D-Special Programs (SLO) |  | [ ]  Program  | [ ]  Course |

**Unit Assessment Requirement**

|  |
| --- |
| **Please mark the assessment requirement completed:** |
| **[ ] ASSESSMENT PLAN** | **[ ] DATA COLLECTION** | **[ ] ASSESSMENT REPORT** | **[ ] IMPLEMENTATION** |
| Click here to enter a date. | Click here to enter a date. | Click here to enter a date. | Click here to enter a date. |

For CCA Use Only:

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| [ ]  | Review Team 1 | [ ]  | Review Team 2 | [ ]  | Review Team 3 | [ ]  | Review Team 4 |