# ASSESSMENT @ GCC

# TRACDAT

Version 4.8.8 User's Guide for Documenting Outcomes (SLOs/AUOs) at Guam Community College

Updated: January 2018



# http://tracdat.guamcc.edu/tracdat/

"Guam Community College is a leader in career and technical workforce development, providing the highest quality, student-centered education and job training for 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) and Administrative Unit Outcomes (AUOs) 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 (<u>aier@guamcc.edu</u>, 735-5520 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.

Office of Assessment, Institutional Effectiveness & Research (AIER) <u>http://www.guamcc.edu/Runtime/aier.aspx</u>

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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 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

* 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 <b>is required</b> . Users would not be able to proceed within the application if the required field is blank.
<b>?</b> 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	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.
	An administrative unit outcome (AUO) is a statement about what a client will experience, receive, or understand as a result of a given service.
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	Used at the program/unit level to record student learning outcomes (SLOs) and administrative unit outcomes (AUOs) 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.
	SLOs/AUOs are a key element in the assessment planning process as defined in TracDat Enterprise. It is against each SLO, AUO that you will be able to define the means of assessing the outcome and recording the results of that assessment.
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)
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	Acronym for Student Learning Outcomes, which can be written at the course, program, or institutional levels. The knowledge, skills, abilities, or attitudes that students are expected to attain as the result
	of specific educational experiences.

	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.
Student Services	Services provided by a College that are not explicitly " <u>academic</u> ". e.g. Bookstores, Counseling, Career Centers, Child Care, Dining Facilities, Financial Aid, Internship programs, Parking, Placement Centers, Security Assistance, 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

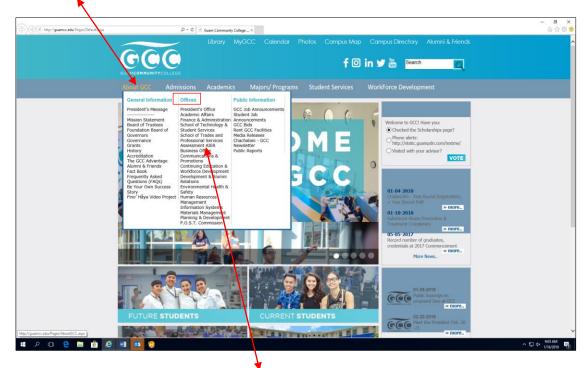
The Assessment Unit level Plan tab and sub-tabs may be marked as "Read Only" for a Custom Role, whereby the user will be able to see/view those features and areas of TracDat. Although Custom Role users may add, edit, or delete contents of the program/unit, saving the changes is not available. **CCA Review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

up A: AA/AS Program Prog General   Goals   ogram > Personnel			Data Collection Status/Summary of Result	ts (N=?) Data Tools Reports Do	cumente.
	Personnel   Con			a (ma) been roos reports be	ACCULTER NO.
noram » Personnel		arses			
			Previou	1-25 of 64 V Next 25	
Last Name	First Name	Title	Email	Role	
Aguilar	Norman	Assistant Professor	norman.aguilar@guamcc.edu	CCA Review Team	
Aguon	Evangeline	Administrative Assistant	evangeline.aguon@guamcc.edu	Admin	
Arce	Imelda	Instructor	imelda.arce@guamcc.edu	CCA Review Team	
Artero	Jennifer	Instructor, LPN	jennifer.artero1@guamcc.edu	CCA Review Team	
Atoigue	Ana Mari	Administrative Officer	anamari.atoigue@guamcc.edu	CCA Review Team	
Balbin	Sandy	Associate Professor	sandy.balbin@guamcc.edu	CCA Review Team	
Bilong	Danilo	Program Specialist	danilophilbert.bilong@guamcc.edu	CCA Review Team	
Bollinger	Simone	Instructor for English	simone.bollinger@guamcc.edu	CCA Review Team	
Chan	Michael		michael.chan@guamcc.edu	CCA Review Team	
Cruz	Carol	Assistant Professor	carol.cruz@guamcc.edu	CCA Review Team	
De Oro	Vera	Assistant Professor	vera.deoro@guamcc.edu	CCA Review Team	
Dela Cruz	Tressa	Instructor	tressa.delacruz@guamcc.edu	CCA Review Team	
delos Santos	Cecilia	Assistant Professor	mariacecilia.delossantos@guamcc.edu	CCA Review Team	
DeSante	Paul	Nuventive (TracDat) Consultant	paul.desante@nuventive.com	Admin	
Diego	Elizabeth	Associate Dean	elizabeth.diego@guamcc.edu	CCA Review Team	
Erguiza	Aristedes	Instructor	aristedes.erquiza@guamcc.edu	User	
	GCC	Comprehensive Evaluation Visit Team		Peer Evaluation Team	
Flores	Yvonne	Assistant Professor	yvonne.flores@guamcc.edu	CCA Review Team	
Ginson	Christie	Instructor for Mathematics	christiemarie.ginson@guamcc.edu	CCA Review Team	
Guerrero	Vivian		vivian.guerrero@guamcc.edu	CCA Review Team	
Guerrero	Norma	Instructor, Marketing	norma.guerrero@guamcc.edu	CCA Review Team	
Hartz	R. Gary	Associate Dean	ronald.hartz@guamcc.edu	CCA Review Team	
Hosei	Huan	Night Administator	huan.hosei@guamcc.edu	CCA Review Team	
Jocson	John Michael U.	-	johnmichael.jocson@guamcc.edu	CCA Review Team	
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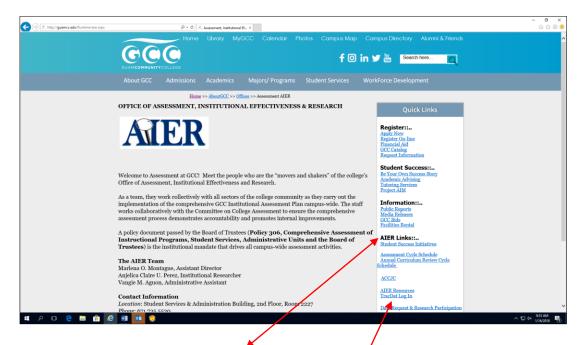
# **TracDat Login**

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 Trac Dat 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 5characters) 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 <u>aier@guamcc.edu</u>) 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 <u>*must*</u> 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. Selected Instructional Program: Acc Home Group A: AA/AS Program Program/Unit-Level Assmt Plan Course-Li	ounting AS 🛛 🖌 🎍 vangie.aguon 🔁 [ evel Assmt Plan   Data Collection Status/Summary of Results (N=2)   Data Tools   Reports   Documents
Summary   Calendar   Profile	
Assignments Type of Go to from Artifact/Instructions TracDat Other (Indicate the specific tool in the Method field/box) Artifact/Instrument/Rubric/Method/Tool Description: ACCL Occreditation Basics	Overdue Instructional Program Assignments           Resend all         Select date range           Due Date         Source         Assigned To           10/31/2017         Artifact/Instrument/Rubric/Method/Tool Description         Pangelinan, edit   view   resend Pilar
Course Criterion (Written in % ): 100% of campus constituents more gram/Unit-Level Assmt Plan Summary Total Student Learning Outcomes (SLOs): 24 Total Artifact/Instrument/Rubric/Method/Tool Description: 24	Data Collection Status/Summary of Results (N=?) Summary Total Data Collection Status/Summary of Results (N=?): 87 Total Use of Summary Results: 81
Last Data Collection Status/Summary of Result (N=7): 12/1 Last Use of Summary Result: 10/1 Last Implementation Status: 2/27 Total Tasks: 26 ident Learning Outcomes (SLOs) Without Artifact/Instrument/Rubric/Method/Tool Description: 5 als Summary	7/2013
Total Goals: <u>17</u> als Not Related to Any Student Learning Outcomes (SLOs): 2	
rse-Level Assmt Plan Summary nother Group A: AA/AS Program currently owns this Course. Hold your cursor over the course to see t	he current owner.

# Tab 1: Home

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tracdat.	Selected Instructional Program:	Accounting AS	~		🔒 vangie.aguon	[log out]
		urse-Level Assmt Plan	Data Collection Status/Summary of Results (N=?)	Data Tools Reports Documents		
Summary C	alendar Profile					

# **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.

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Home	Group A: AA/AS Prog		Level Assmt Plan Data Collection Status/Summary of Re	sults (N=?) Data Tools Repor	rts Documents	1	
Accounting AS > Home > Sumn	nary						-
Student Learning Outcomes (SLG	Us) Without Artifact/In	strument/Rubric/Method/Tool Description: 5					
Goals Summary							
Goals Not Related to Any Studer		Goals: <u>17</u> (SLOs): <u>2</u>					
Course-Level Assmt Plan Summa - Another Group A: AA/AS Progra		Course. Hold your cursor over the course to see	the current owner.				
Course Name/Course ID	Total Course SLO T Description	otal Artifact/Instrument/Rubric/Method/Tool Description	Course SLO Description Without Artifact/Instrument/Rubric/Method/Tool Description	Last Data Collection Status/Summary of Result (N=?)	Last Use of Summary Result	Last Implementatior Status	ı
Payroll Accounting/AC110	<u>13</u>	7	7	3/4/2013	7/1/2013	2/12/2014	
ederal Income Tax I/AC150	14	7	7	10/7/2013	10/7/2013	2/12/2014	
ntroduction to Financial Management/AC210	<u>17</u>	8	10	10/7/2013	10/7/2013	10/7/2013	
Accounting Principles I/AC211 formerly AC101)	<u>10</u>	5	5	3/4/2013	9/18/2013	10/9/2013	
ccounting Principles II/AC212 formerly AC102 & AC103)	<u>10</u>	5	5	3/4/2013	9/18/2013	2/27/2014	
lospitality Industry Accounting/AC225 (formerly IS244)	<u>10</u>	7	4	3/4/2013	3/9/2013	2/27/2014	
Accounting on the Computer Jsing QuickBooks/AC233	9	6	4	3/4/2013	9/18/2013	2/27/2014	
Certified Bookkeeper Review/AC240	1	1	0				
ederal Income Tax II/AC250	<u>10</u>	5	6	10/7/2013	10/7/2013	2/27/2014	
				4			

#### ★ 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.

🔶 🛞 😹 http://tracdat.guamcc.edu/tracdat/faces/assessment	/setup/general.jsp $\mathcal{D} \star \mathcal{C}$ Assessment, Inst	itutional Effec 🕅 TracDat Enterprise v4.8.8 🛛 🗙		- <b>- ×</b> 命命章
🔷 tracdat.	Selected Instructiona	l Program: Accounting AS	~	🔒 vangie.aguon 💿 [ <u>log out]</u>
Home Group A:	AA/AS Program Program/Unit-Level Assmt	Plan Course-Level Assmt Plan Data Collectio	n Status/Summary of Results (N=?) Data Tools Re	ports Documents
	General Goals Personnel Courses	5		

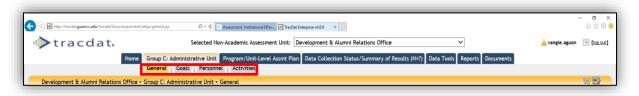
# Academic Assessment Unit Features:

- ★ 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 <u>aier@guamcc.edu</u> 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

# 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* (*Outcome*) <u>Sub-tab</u> > Select *Add New Outcome* <u>or</u> 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 **<u>before</u>** inputting assessment plans:

- 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
- 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 <u>SLO</u>s 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) 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.

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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 R	eports Documents	1	
	Student Learning Outcomes (SLOs)   Means of Assessment   Related Courses   Tasks   Related Items			
Accounting AS > Program/Unit-Level Ass	mt Plan > Student Learning Outcomes (SLOs)			\$ B
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.	Completed the Assessment Cycle	eair I copy	<u>detete</u>
<ul> <li>Map SLO#2 KNOWLEDGE IN ACCOUNTING THEORY</li> </ul>	Students will develop dispositions and values suitable to the practice of accounting in the real world.	Completed the Assessment Cycle	edit   copy	delete
② 2011-2012 College Catalog SLO#1	SLO#1 F-ASP: Upon successful completion of the AS in Accounting program, students will be able to apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.	Completed the Assessment Cycle	edit   copy	<u>delete</u>
② 2011-2012 Catalog SLO#2	SLO#2 FA-SP: Upon successful completion of the AS in Accounting program, students will be able to 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.	Completed the Assessment Cycle	edit   copy	delete
2011-2012 Catalog SL#3	SLOW3 FA-SP: Upon successful completion of the AS in Accounting program, students will be able to develop dispositions and values suitable to the practice of accounting in the real world.	Completed the Assessment Cycle	<u>edit</u>   <u>copy</u>	delete
⊙ KNOWLEDGE IN ACCOUNTING_1	SLO#1 FA12-SP14 Students will apply accounting theory and principles to accounting procedures and practices for either financial and/or hospitality accounting systems.	Completed the Assessment Cycle	edit   copy	delete
<ul> <li>COMPUTER SKILLS IN ACCOUNTING_1</li> </ul>	SLO#2 FA12-SP14 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.	Completed the Assessment Cycle	<u>edit</u>   <u>copy</u>	delete
<ul> <li>ACCOUNTING STUDENT DISPOSITIONS &amp; VALUES_1</li> </ul>	SLO#3 FA12-SP14 Students will develop dispositions and values suitable to the practice of accounting in the real world.	Completed the Assessment Cycle	edit   copy	delete
<ul> <li>Describe steps of accounting cycle</li> </ul>	SLO#1 SP2017-FA2018 Upon successful completion of this program, students will describe the steps of the accounting cycle using a computer based program.	Currently being assessed	edit copy	delete
<ul> <li>Perform accounting cycle</li> </ul>	SLO#2 SP2017-FA2018 Upon successful completion of this program, students will perform necessary procedures at each step of the cycle for various types of business.	Currently being assessed	edit   copy	delete
Scareers in accounting	SLO#3 SP2017-FA2018 Upon successful completion of this program, students will be able to discuss skills needed to sustain careers in accounting.	Currently being assessed	edit copy	<u>delete</u>
	Add New Student Learning Outcome (SLO)			

When an instructional program-level assessment plan is due, users are to complete all the fields/boxes for the following *sub-tabs*: *Student Learning Outcomes (SLOs)*, *Means of Assessment*, *Related Courses*, *Tasks* and *Related Goals*.

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Marketing AS > Program/Unit-Level Ass	mt Plan > Student Learning Outcomes (SLOs)	simenic netated courses rains netated items		87 B	
		skills and technology skills in the basic fields of marketing.	Assessment Cycl		
Successful Marketing Profession	SLO#3 FA2010-SP2012 Students will display fundamental knowledge and att	titudes to be successful in a marketing profession.	Completed the Assessment Cycl		
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② ② 2012-2013 Catalog SLO#2		rogram, students will be able to be successful in a marketing career that is in se of marketing functions.			
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FA2015-SP2017 SLO#2	SLO#2 FA2015-SP2017: Upon successful completion of the AS in Marketing pr reliant upon the use of technology in the performanc	rogram, students will be able to be successful in a marketing career that is in se of marketing functions.	Completed the ncreasingly Assessment Cycl		screen similar
FA2015-SP2017 SLO#3		rogram, students will be able to broaden their academic background and imp sugh up-to-date technical instruction in marketing.	Completed the prove their Assessment Cycl		to the one below.
⊙ SP2017-FALL2018 SLO#1	Upon successful completion of the program, students needs of the marketplace.	s will be able to assess which marketing communications will most effectively	y meet the Currently being assessed	edit   copy   delete	
SP2017-FALL2018 SLO#2	Upon successful completion of the program, students	s will be able to design a strategic marketing plan for a new or existing busine	ess. Currently being assessed	edit   copy   delete	7
SP2017-FALL2018 SLO#3	positions	s will be able to display technical skills required to obtain career-sustaining n	marketing Currently being assessed	edit   copy   delete	
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It is useful to have the 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*) and 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) immediately available for this process. (Refer to the screen shot below). Click on the *question (?) mark* (to the right of each field/box) for assistance on the type of <u>information required</u>.

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Guam Community College > Documents > Docum	ent Rej	pository			7
Show Folders For: Guam Community College 🗸	2-Year	Assessment Cycle	Schedule rename folder   share folder   delete folder		
Year Assessment Cycle Schedule (12) CCJC Evaluation Reports (3)	Туре	Document Name	Description	<u>Last</u> Modified	
dministrative & Student Service Assessment Guide (1) dult Education Course Guides (1) dv/sory Committee Guidelines (1)		Effective Spring 2008	This document provides the assessment deadlines of when and what is due to AIE for each semester, effective Spring 2008.	10/4/2010	<u>view</u>   <u>edit</u>   <u>delete</u>   <u>se</u>
AR (Annual Institutional Assessment Report) (12) ER (Assessment, Institutional Effectiveness & Research) sports (9)		Effective Fall 2009	Two-Year Assessment Cycle Schedule. This document provides the assessment deadlines of when and what is due to AIER for each semester, effective Fall 2009.	10/4/2010	<u>view</u>   <u>edit</u>   <u>delete</u>   <u>se</u>
sessment Examples From Other Schools (3) oom's Taxonomy (4) <u>DT (7)</u>		Effective Fall 2010	Two-Year Assessment Cycle Schedule. This document provides the assessment deadlines of when and what is due to AIER for each semester, effective Fall 2010.	10/4/2010	view   edit   delete   se
dget Requests (6) talog-Continuing Education (2) talog-Postsecondary (14)		Effective Fall 2011	Two-Year Assessment Cycle Schedule. This document provides the assessment deadlines of when and what is due to AIER for each semester, effective Fall 2011.	7/11/2011	view   edit   delete   se
talog-Secondary (5) A (Committee on College Assessment) Approved cuments (8)		Effective Fall 2012	Two-Year Assessment Cycle Schedule. This document provides the assessment deadlines of when and what is due to AIER for each semester, effective Fall 2012.	9/28/2012	view   edit   delete   se
S (Archived) (18) S Templates (7) insolidated Administrator's Assessment Reports (6)		Effective Spring 2013	This document provides the assessment deadlines of when and what is due to AIER each semester, effective Spring 2013.	2/12/2013	view   edit   delete   se
urse Assessment Schedule (2) E (Career Technical Education) State Plan (1) E Career Clusters & Pathways (1)		Effective Fall 2013	This document provides the assessment deadlines of when and what is due to AIER each semester, effective Fall 2013.	9/12/2013	view   edit   delete   se
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ta Repository Reports (6) ct Book (13) undation Board (3)		Effective Fall 2015	This document provides the assessment deadlines of when and what is due to AIER each semester, effective Fall 2015.	1/16/2018	view   edit   delete   se
C Employers Survey (1) C-GDOE MOA (1) nEd Impact Study (1)		Effective Fall 2016	This document provides the assessment deadlines of when and what is due to AIER each semester, effective Fall 2016.	1/16/2018	view   edit   delete   se
am Trades Academy (2) EA Student Ratings of Instruction Survey Report (1) ) (Institutional Learning Outcomes) (1)		Effective Spring	This document provides the assessment deadlines of when and what is due to AIER each semester, effective Add New Folder Add New Folder Add New Folder	1/16/2018	view   edit   delete   se

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) 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.

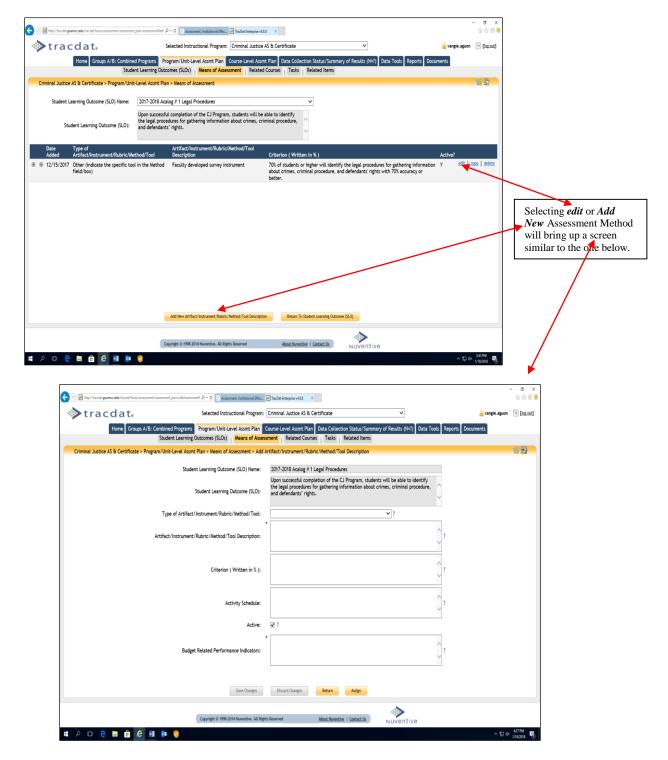
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		Group A: AA/AS Program AAD Support Staff (Archive) Academic Technologies Accommodative Services & Title IX		
		Accounting Clerk Certificate (Archive) Accounting AS Admissions & Registration Office Adult Basic Education (ABE)		
		Adult Education Program - (ESL) Adult High School Diploma Program (AHS) Advisement and Career Placement Office		
		AIER/CCA Apprenticeship Training Program Assessment & Counseling		
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# ★ Means of Assessment

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

#### To Add/Modify an Assessment Method:

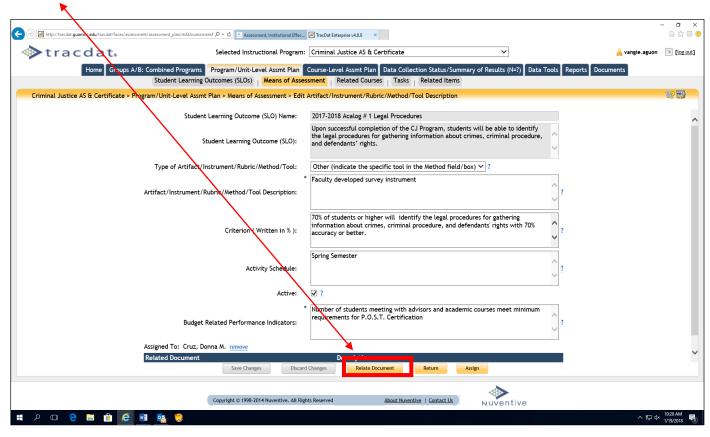
[Select the desired Assessment Unit from the top drop down menu >] Select *Program/Unit* Assessment Plan Tab > Select Means of Assessment Subheading > Select Add New Artifact/Instrument/Rubric/Method/Tool Description <u>or</u> Select Edit, Copy, or Delete next to a current Outcome > Make changes > Select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



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 <u>*required*</u> 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.



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

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	ssessment Related Courses Tasks Related Items	-
Criminal Justice AS & Certificate > Program/Unit-Level Assmt Plan > Means of Assessment > E	dit Artifact/Instrument/Rubric/Method/Tool Description	\$P 📑
Student Learning Outcome (SLO) Name	2017-2018 Acalog # 1 Legal Procedures	^
Student Learning Outcome (SLO)	Upon successful completion of the CJ Program, students will be able to identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights.	
Type of Artifact/Instrument/Rubric/Method/Tool	Other (indicate the specific tool in the Method field/box) V ?	
Artifact/Instrument/Rubric/Method/Tool Description	* Faculty developed survey instrument	
Criterion ( Written in % )	70% of students or higher will identify the legal procedures for gathering information about crimes, criminal procedure, and defendants' rights with 70% accuracy or better.	
Activity Schedule	Spring Semester	
Active		
Budget Related Performance Indicators	* Number of students meeting with advisors and academic courses meet minimum requirements for P.O.S.T. Certification	
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Selecting "*New Document*" will bring up a screen similar to the one below.

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	urse-Level Assmit Plan Data Gollection Statics/Summary of Renults (N=7) Data Tools Reports Documents ent   Related Courses   Topic   Related terms
Criminal Justice AS & Certificate > Program/Unit-Level Assmt Plan > Means of Assessment > Edit Ar	tifact/Instrument/Rubric/Memod/Tool Description
Student Learning Outcome (SLO) Name:	2017-2018 Acalog # 1 Lega Procedures
	Joon successful completion of the CJ Program, students will be able to identify the legal procedures forgathering information about crimes, criminal procedure, and defendants' rights
Type of Artifact/Instrument/Rubric/Method/Tool:	Other (indicate the secific tool in the Method field/box) 🗸 ?
Artifact/Instrument/Rubric/IMethod/Tool Desc File Criterion ( Writer Activity Sc	nt procedures for gathering and defendants' rights with 70%
	Verber of students meeting with advisors and academic courses meet minimum equirements for P.O.S.T. Certification
Related Document Related Document Discust Charges Discust Char	Description anges Relate Document Return Assign
Copyright © 1998-2014 Navestive. All Rights	Reserved About Neverther   Contact Ib

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).

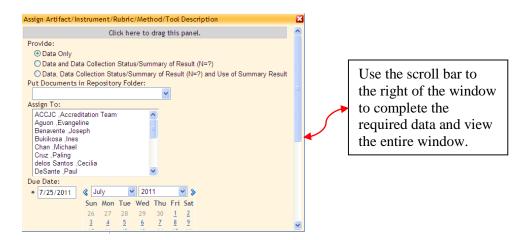
Dat Enterprise v4.4.2.1		🏠 • 🖾 · 1	📑 👼 🔹 Page 🔹 Safety -	• Tools • 👔 • "
>tracdat. Selected Instructional Prog	ram: Accounting AS	<b>v</b>	📙 priscilla.johr	is [log out]
Iome Group A: AA/AS Program Program/Unit-Level Assmt Plan Co Student Learning Outcomes (SLOs)		tion Status/Summary of Results (N-?) Dat urses   Tasks   Related Goals	a Tools Reports Doc	uments
ounting AS > Program/Unit-Level Assmt Plan > Means of Assessment >	Edit Artifact/Instrument/Rubric/Me	thod/Tool Description		
Student Learning Outcome (SLO) Name:	KNOWLEDGE IN ACCOUNTING			^
Student Learning Outcome (SLO):		heory and principles to accounting procedu //or hospitality accounting systems.	res and	
Type of Artifact/Instrument/Rubric/Method/Tool:	National & International Certific	ation Exam 🛩 ?		
Artifact/Instrument/Rubric/Method/Tool Description:		Examination sponsored by the Educational & Lodging Association in course AC225 Hosp ast week of the semester.	pitality 2	
Criterion ( Written in $\%$ ):		the national examination sponsored by the prican Hotel & Motel Association will pass th live a certificate.		
Activity Schedule:		NLY. However, if the course is offered duri e offered during this semester also.	ng a 🙆 👔	
Active:	2		<u>M</u>	
Anticipated Use of Assessment Result:	Promote accounting courses to t partnerships.	the hospitality industry and strengthen ind	ustry 🙆 ?	
Budeet-Related Pronosed Outcomes: Save Charges Disc		d in the program will increase by 5%. As the TE will need to be filled. Since Ms. Bouchar Return Assign		×

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

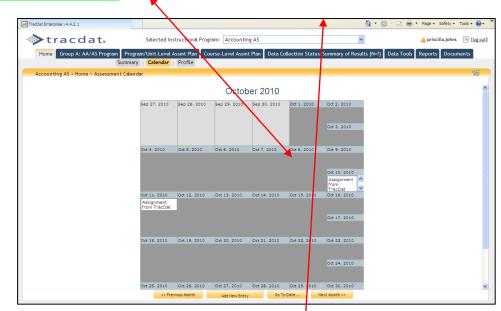
- 1. Data Only
- 2. Data and Data Collection Status/Summary of Results (N=?)
- 3. Data, Data Collection Status/Summary of Results (N=?) and Use of Summary of Result

# 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.



- 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.



TracDat Enterprise v4.4.2.1	🔄 * 🔊 - 🗅 🖶 * Page + Safety + Tools + 🕢 + 🎽
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 > Calendar > View Assignment	
Type: Artifact/Instrument/Rubric/Method/Tool Des Summay: Assignment from TracDat Description: Call Jennifer Untain about this AC150 Due Date: 10/10/2010 Assigned To: Pangelinan, Pilar Completion Date:	p.tion
Return	



# **★** *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 d	lown menu >] Select
Program/Unit Assessment Plan Tab > Select Related C	Courses Subheading >
Select the desired <i>SLO Name</i> from the drop down > <i>Ch</i>	eck the box next to each
<i>Course</i> 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.

tracdat		S	elected Instructio	nal Program	: Accounting AS		~		🔒 priscilla.johns	[log out]
Home Group A: AA/AS P	rograi	-	Jnit-Level Assmt F ning Outcomes (S		e-Level Assmt Plan ns of Assessment		tus/Summary of Results (N=?) Tasks   Related Goals	Data Tools		
Accounting AS > Program/Ur	nit-Le	vel Assmt Plan	> Related Courses						Filter ON	() () () () () () () () () () () () () (
	C	dent Learning lutcome (SLO) Name: dent Learning	KNOWLEDGE IN J			iples to accounting pr				^
		tcome (SLO):				accounting systems.				
		Course ID		Course N						
		AC100 (form	ody AC(15)	Accounting	: AS tals of Bookkeepin	a and Accounting	Cuminulum Manadaa			
	<ul> <li></li> <li><td>AC100 (form AC101 (now</td><td></td><td></td><td>g Principles I</td><td>g and Accounting</td><td>Curriculum Mapping Curriculum Mapping</td><td></td><td></td><td></td></li></ul>	AC100 (form AC101 (now			g Principles I	g and Accounting	Curriculum Mapping Curriculum Mapping			
		AC102 (now	,		g Principles II		Curriculum Mapping			
		AC102 (now			g Principles III		Curriculum Mapping			
		AC110	////////	Payroll Acc			Curriculum Mapping			
		AC150		Federal Inc			Curriculum Mapping			
		AC210		Introducti	on to Financial Mar	nagement	Curriculum Mapping			
		AC211 (form	erly AC101)	Accountin	g Principles I		Curriculum Mapping			
		AC212 (form AC103)	erly AC102 &	Accountin	g Principles II					
	<b>V</b>	AC225 (form	erty HS244)	Hospitality	Industry Account	ing	Curriculum Mapping			
	<b>V</b>	AC232		Accountin	g on the Computer	Using Peachtree	Curriculum Mapping			
	<b>V</b>	AC233		Accountin	g on the Computer	Using QuickBooks	Curriculum Mapping			
	<b>V</b>	AC240			lookkeeper Review	1	Curriculum Mapping			
	<b>V</b>	AC250		Federal Inc	come Tax II		Curriculum Mapping			~
			Save Changes	Disc	ard Changes	Return To Student Learnin	g Outcome (SLO)			

**Note**: Curriculum Mapping is also available electronically in TracDat. Click on <u>Curriculum Mapping</u> 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.

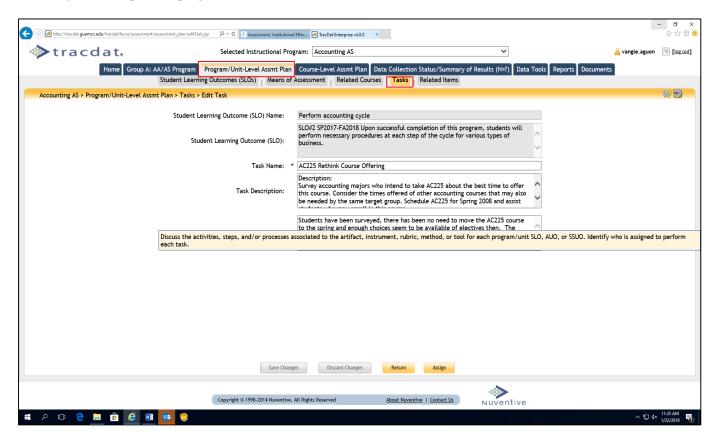
◆tracd	at. Selected Instructional Program: Tourism & Travel Management AS	V
	Home Group A: AA/AS Program Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results	(N=?) Data Tools Reports Documents
	Student Learning Outcomes (SLOs)   Means of Assessment   Related Courses   Tasks   Related Items	
Tourism & Travel Mana	agement AS > Program/Unit-Level Assmt Plan > Related Courses	67 E7
Name:	FA2017-SP2019 SLO#1 Demonstrate       Upon successful completion of the program, students will be able to       demonstrate competency in the skills needed to work as a professional in the       tourism and travel industry.	
Course ID	Course Name	
🗌 Tourism &	t Travel Management AS	
HS152 Curriculum	Customer Service Curriculum Mapping	
		einforced 🗌 IR - Introduced & Reinforced 🗌 R - Reinforced

#### ★ Tasks

• View/Add/Edit Tasks for Assessment Unit

Subert Learning Outcome (SLO) Name: Perform accounting cycle     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for various types of     Student Learning Outcome (SLO) Name: Perform necessary procedures at each step of the cycle for vari				
Note: Group AJ AJJA Shringen   Program/Unit-Level Assmit Plan   Concentry: Conc	E Stranger	<b>cc.edu</b> /tracdat/faces/assessment/assessment_plan/tasks.jsp	D - C - Lanesment, instantanal Effec. Ala TacChit Erterprise +48.8 ×	
Student Learning Outcomes (SLOp)       Means of Assessment       Related Output       Takk       Related Items         Accounting A5 > Program/Unit-Level Asomt Pan > Tasks       Student Learning Outcome (SLOp)       Student Learning Outcome (S	trac	dat₀	Selected Instructional Program: Accounting AS 🗸 V	[log out]
Accounting 45 + Program/Unit-Level Asomt Plan > Taxis Sudent Learning Outcome (SLD) Name: Perform accounting cycle USUD7742018 Upon successful completion of this program, students will perform messary procedures at each step of the cycle for various types of USUD7742018 Upon successful completion of this program, students will perform messary procedures at each step of the cycle for various types of USUD7742018 Upon successful completion of this program, students will perform messary procedures at each step of the cycle for various types of USUD7742018 Upon successful completion of this program. Student will perform messary procedures at each step of the cycle for various types of USUD7742018 Upon successful completion of other Accounting courses that may also be needed by the CMC Reference Program Level SLOP1. A Cl10/ Ac211 createriste no longer have GL KEA software. Bookstore needs to ensure that books are purchased with the LNS for use with the textbook so students can use the computer for the accounting cycle application. Program Level SLOP1.a QuickBooks software needs to be budgeted into the accounting program so the software can be purchased each time the course is taught if the text book has charged.  Mere Tak Mere Tak Mere Tak Mere Tak Description				
Student Learning Outcome (SLO) Name:       Perform accounting cycle		Student Learning O	utcomes (SLOs) Means of Assessment Related Courses Tasks Related Items	
SLUE: SP2017-FA2018 Upon successful completion of this program, students will perform necessary procedures at each step of the cycle for various types of business.           Task Name         Task Description           AC225 Retrink Course         Description: Survey accounting majors who intend to tale AC225 about the best time to offer this course. Consider the times offered of other accounting courses that may also be needed by the ends.         edit leader           Program Level SLOP1         AC101 / AC212 researched no longer have GL KBA software. Bookstore needs to ensure that books are purchased with the LNS for use with the textbook so students can use the computer for ends.         edit leader           Program Level SLOP1.a         QuickBooks software needs to be budgeted into the accounting program so the software can be purchased each time the course is taught if the text book has changed.         edit leader           Add New Task         Return To Student Learning Outcome (SQ)         Extern To Student Learning Outcome (SQ)	Accounting AS > Pr	rogram/Unit-Level Assmt Plan > Tasks		- 😵 🖥 👘
Student Learning Outcome (SLO):       Subject SP2017-FA2018 Upon successful completion of this program, students will burness.         Task Name       Task Description         AC225 Retrink Course       Description: Survey accounting majors who intend to tale AC225 about the best time to offer this course. Consider the times offered of other accounting courses that may also be needed by the ends.       edit detect         Program Level SLOP1       AC101 / A211 / A212 researched no longer have GL KiBA software. Bookstore needs to ensure that books are purchased with the LNS for use with the textbook so students can use the computer for ends.       edit detect         Program Level SLOP1.a       QuiciBooks software needs to be budgeted into the accounting program so the software can be purchased each time the course is taught if the text book has changed.       edit detect         Add New Taxk       Return To Student Learning Outcome (SLO)       Extern To Student Learning Outcome (SLO)				
Student Learning Outcome (SLO):       beriform mecessary procedures at each step of the cycle for various types of business.         Task Name       Task Description:       Survey accounting majors who intend to take AC225 about the best time to offer this course. Consider the times offered of other accounting courses that may also be needed by the effect of each assist students who may enroll in this course.       Offering         Program Level SLO11       AC101 AC211 AC212 rescurcted no longer have GL KRA software. Bookstore needs to ensure that books are purchased with the LKS for use with the textbook so students can use the computer for effect of edge       eddete         Program Level SLO11.       AC100 AC211 AC212 rescurcted no longer have GL KRA software. Bookstore needs to ensure that books are purchased with the LKS for use with the textbook so students can use the computer for effect of edge       eddete         Program Level SLO11.       AC100 AC211 AC212 rescurcted no longer have GL KRA software can be purchased each time the course is taught if the text book has changed.       edfe       eddete         Add New Task       Return To Stokert Learning Outcome (S0)       eddeter Task       Return To Stokert Learning Outcome (S0)		Student Learning Outcome (SLO) Name:	Perform accounting cycle	
AC225 Rethink Course Description: Survey accounting majors who intend to take AC225 about the best time to offer this course. Consider the times offered of other accounting courses that may also be needed by the end offering same target group. Schedule AC225 for Spring 2008 and assist students who may enroll in this course. Program Level SLO#1. A ClOU / AC111 / AC121 researched no longer have GL KBA software. Bookstore needs to ensure that books are purchased with the LNS for use with the textbook so students can use the computer for end of detect the accounting cycle application. Program Level SLO#1.a QuickBooks software needs to be budgeted into the accounting program so the software can be purchased each time the course is taught if the text book has changed.		Student Learning Outcome (SLO):	perform necessary procedures at each step of the cycle for various types of	
Add Hew Tax       Return To Student Learning Outcome (3.0)	Task Name	Task Description		
the accounting cycle application. Program Level SLD#T.a QuickBooks software needs to be budgeted into the accounting program so the software can be purchased each time the course is taught if the text book has changed.			o intend to take Action about the best time to other this course, consider the times other accounting courses that may also be needed by the	edit delete
Add New Task Return To Student Learning Outcome (SLO)	Program Level SLO#1		er have GL KEA software. Bookstore needs to ensure that books are purchased with the LMS for use with the textbook so students can use the computer for	edit delete
······	Program Level SLO#1.a	QuickBooks software needs to be budgete	d into the accounting program so the software can be purchased each time the course is taught if the text book has changed.	edit delete
Copyright © 1998-2014 Nuventive. All Rights Reserved About Nuventive   Contact Us Nuventive			Add New Task Return To Student Learning Outcome (SLO)	
Copyright © 1998-2014 Navestive. All Rights Reserved About Nuventive   Contact Us			<b>&gt;</b>	
			Copyright © 1998-2014 Nuventive. All Rights Reserved About Nuventive   Contact Us Nuventive	
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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.

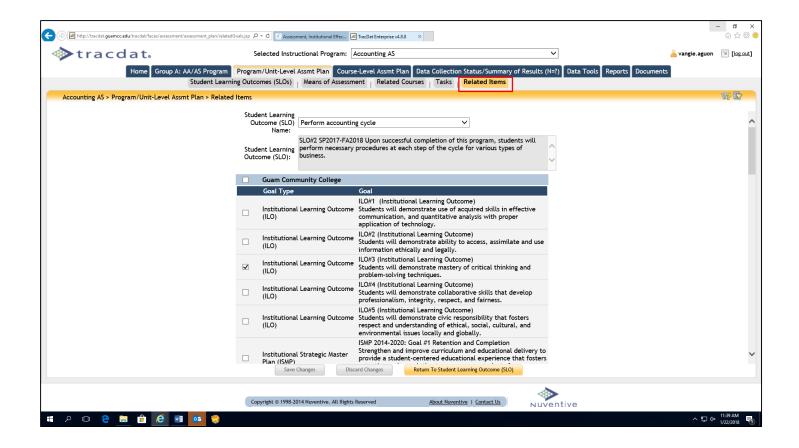


# 🖈 Related Items

• 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 Items Sub-
tab > Select the desired <i>Outcome Name</i> from the drop down > <i>Check the</i>
<b>box next to each Goal</b> that relates to the Outcome (you may choose only one goal from each extraory) > Select Sava Changes button
one goal from each category) > Select <i>Save Changes</i> 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.



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 <u>cca.aier@guamcc.edu</u> The template can be found in AIER Website under Assessment Resources.

# 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 **<u>before</u>** inputting assessment plans:

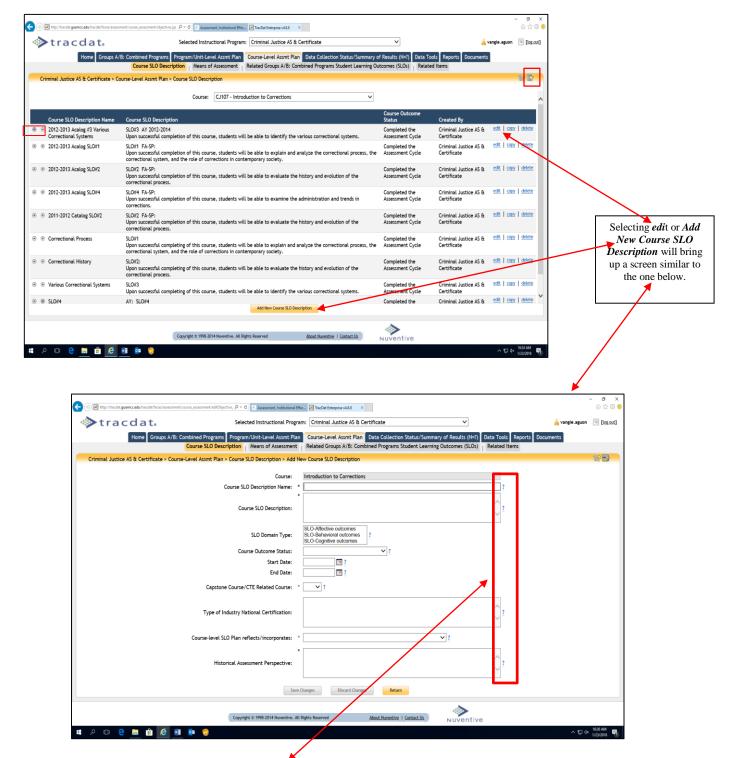
- 1. Two-Year Assessment Cycle Schedule (found under the Documents form/tab; Document Repository sub-tab; drop-down menu/list; Show Folder For Guam Community College). Open and minimize the current year Budget Request document
- 2. The most current CCA-CFS Template (found under the Documents form/tab;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

<u>When a course-level assessment plan is due</u>, 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.

<u>Use the arrows to the left of each Outcome to change the display order of the Outcomes</u>. Click on the filter icon to the right of the screen to filter course SLOs.



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).

🗞 tracdat.	Selected In:	structional Program: Medical Assisting AS & Certificate	~	🔒 vangie.aguon	🔟 [log ou
Home Groups A/B:	: Combined Programs Program/Unit	-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Re	esults (N=?) Data Tool	s Reports Documents	
	Course SLO Description Mean	is of Assessment Related Groups A/B: Combined Programs Student Learning Outco	mes (SLOs) Related	Items	
Medical Assisting AS & Certificate > Cou	urse-Level Assmt Plan > Course SLO D	escription			\$P 🗗
	Course:	* ED220 (formerly ED170) - Human Growth & Development			
	* - Another Groups A/B: Con	* HL131 - Basic Life Support for Health Care Providers * HL140 - Introduction to Clinical Laboratory	e current owner.		
Course SLO Description Name	Course SLO Description	* HL150 (formerly HL152) - Study of Diseases	Course Outcome	Created By	
<ul> <li>2012-2013 Acalog SLO#1</li> </ul>	SLO#1 FA-SP:	* HL160 - Introduction to Pharmacology * HL161 - Pharmacological Treatment of Disease	lo longer a desired	Early Childhood Education	view
	Upon successful completion of the development of adolescent and a put	HL162 - Administration of Medications     HL190 - Introduction to Anatomy and Physiology for Allied Health Professionals	outcome	AS & Certificate	
② 2012-2013 Acalog SLO#2	SLO#2 FA-SP:	* HL202 (formerly HS202) - Nutrition * HL202 - Pathophysiology	lo longer a desired	Early Childhood Education	view
	Upon successful completion of the culture, and family impact individu	MSTUT - Introduction to Medical Assisting	outcome	AS & Certificate	
② 2012-2013 Acalog SLO#3	SLO#3 FA-SP: Upon successful completion of this	MS120 - Clinical Medical Assisting I MS121 - Clinical Medical Assisting II	No longer a desired outcome	Early Childhood Education	view
	development of school-age learners	MS125 - Clinical Office Experience MS140 - Administrative Medical Assisting	outcome	AS & Certificate	
<ul> <li>Stages - Adolescents &amp; Adult Learners</li> </ul>	SLO#1 AY08-09: Upon successful completion of this	MS141 - Administrative Medical Assisting Lab	Not Currently Being Assessed	Early Childhood Education	view
	development of adolescent and adu	mozor - medical Law and Ethics			
Impact 1	SLO #2 AY 08-09: Upon successful completion of this	MS210 - Medical Assisting Critique MS220 - Medical Assisting Specialties	Not Currently Being Assessed	Early Childhood Education AS & Certificate	view
	culture, and family impact individu	MS221 - Medical Assisting Specialties Laboratory MS225 (formerly MS292) - Medical Assisting Specialties Clinical			
) 💿 Stages - School Age	SLO #3 AY 08-09: Upon successful completion of this	MS292 (now MS225) - Medical Assisting Practicum	Not Currently Being Assessed	Early Childhood Education AS & Certificate	view
O franciska and tables	development of school age learners SLO#1 AY 08-09:		Not Committee Decime	Eduction 11.6 Continues	view
<ul> <li>Stages - Adolescents and Adults</li> </ul>	Upon successful completion of this	course, students will be able to describe the social, physical and cognitive	Not Currently Being Assessed	Education AA & Certificate	VIEW
<ul> <li>Stages: Adolescents-Adult Learners</li> </ul>	development of adolescent and adu	It learners.	Completed the	Early Childhood Education	view
Stages. Addiescents-Addit Learners	Upon successful completion of this	course, students will be able to describe the social, physical and cognitive	Assessment Cycle	AS & Certificate	
Impact Development	development of adolescent and adu		Completed the	Early Childhood Education	view
		Add New Course SLO Description			
			•		
	Copyright © 199	8-2014 Nuventive All Rights Reserved About Nuventive   Contact Us	ventive		

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 subtab. 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

(⇐) (➡) http://tracdat.guamcc.edu/tracdat/faces/assessment/co	urse_assessment/assessmentMr 🔎 > 🖒 📧 Assessment, Institutional Effec	TracDat Enterprise v4.8.8 ×		- ■ × ☆ ☆ © 9	
tracdat.	Selected Instructional Program:		v	🔒 vangie.aguon 🛐 [log out]	
·			Summary of Results (N=?) Data Tools Reports Docur		
	Course SLO Description Means of Assessment	Related Group A: AA/AS Program Student Learn	ing Outcomes (SLOs)   Related Items		
Accounting AS > Course-Level Assmt Plan >				sy by	
Course:	AC110 - Payroll Accounting	✓			
Course SLO Description Name: Created By:	Payroll calculations Accounting AS	$\checkmark$			
Created by.	SLO#2 SP2017-FA2018 Payroll Calculation, Upon s				
Course SLO Description:	course, students will be able to calculate wages, e prepare a payroll register.	explore earnings record, and			
Date Type of					
Added Artifact/Instrument/Rubr	Textbook has a manual and com	nputerized project that students must complete	Criterion (Written in %) to show 70% of students in the class will be able to	Active? Y edit   copy   delete	
	their proficiency in this student	: learning outcome.	complete the project with minimal errors.		
				1	
					Selecting edit
					or Add New Assessment
					Method will
					bring up a screen similar
	Add New Artifact/Instrument/R	ubric/Method/Tool Description Return To Course	e SLO Description		to the one below.
			>		below.
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				- 8 ×	
	urse_assessment/editAssessmer $\mathcal{P} \star \mathfrak{C}$ Assessment, Institutional Effec			e 第 ☆ ŵ	
tracdat.	Selected Instructional Program		<u> </u>	🍐 vangie.aguon 🛛 🔟 [ <u>log out</u> ]	
	Course SLO Description Means of Assessment		Summary of Results (N=?) Data Tools Reports Docu ing Outcomes (SLOs)   Related Items	nents	
Accounting AS > Course-Level Assmt Plan >	Means of Assessment > Add Artifact/Instrument/Rub	ric/Method/Tool Description		1	
	Course:	Payroll Accounting			
	Course SLO Description Name:	Payroll calculations SLO#2 SP2017-FA2018 Payroll Calculation,	Upon successful completion of this		
	Course SLO Description:	course, students will be able to calculate w prepare a payroll register.			
	Type of Artifact/Instrument/Rubric/Method/Tool:		~ ?		
	Type of Artifact/Instrument/Rubric/Method/Tool:	*	• <u>I</u>		
Ar	rtifact/Instrument/Rubric/Method/Tool Description:		2		
	Criterion ( Written in $\%$ ):		2		
			·		
	Activity Schedule:		?		
		2	~		
	Active:	V			
	Save Changes	Discard Changes Return Ass	ign		
			•		
	Copyright © 1998-2014 Nuventive. All Rig	hts Reserved <u>About Nuventive</u>   <u>Cont</u>	act Us Nuventive		
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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.

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tracdat. Selected Instructional Program	: Accounting AS V	vangie.aguon 💿 [log.ost]
Course SLO Descriptic Means of Assessment	urse-Level Assmt Plan Data Collection Status/Summary of Results (N=7) Data Tools Reports Documents Related Group A: AA/AS Program Student Learning Cutcomes (SLOS) Related Rems	<b>6 B</b>
Accounting AS > Course-Level Assmt Plan > Means of Assessment > carc Artmact/Instrumenc/Rub	ric/Method/Tool Description	97 CM
Course:	Payroll Accounting	
Course SLO Description Name:	Payroll calculations	
Course SLO Description:	SLOR2 SP2017-FA2018 Payroll Calculation, Upon successful completion of this course, students will be able to calculate wager, explore earnings record, and prepare a payroll register.	
Type of Artifact/Instrument/Rubric/Wethod/Tool:	Course Projects	
Artifact/Instrument/Rubric/Method/Tool Description:	* Textbook has a manual and computerised project that students must complete to show their proficiency in this student learning outcome.	
Criterion ( Written in $\mathbb S$ ):	70% of students in the class will be able to complete the project with minimal errors.	
Activity Schedule:	This assessment is to be done at least twice once manually and another using a computantized program.	
Active:	2	
Related Document Description		
	nall business for a two-month period.	
See Ourpr. Boo	d Charge Model Documer, Matan Aulga	
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Selecting *Relate Document* will bring up a screen similar to the one below.

tracdat. Selected Instructional	il Program:	Accounting AS v	🔒 vangle.aguon	🕑 (log
Home Group A: AA/AS Program Program/Unit-Level Assmt		se-Level Assmt Plan Data Collection Status/Summary of Results (NH7) Data Tools Reports Document Nated Group A: AA/AS Program Student Learning Outcomes (SLOS)   Related Items	5	
Accounting AS > Course-Level Assmt Plan > Means of Assessment > Edit Artifact/Instru				
	Course:	Payroll Accounting		
Course SLO Descripti		Payroll acculations		
		SLO#2 SP2017-FA2018 Payroll Calculation. Upon successful completion of this		
Course SLO De	scription:	course, students will be able to calculate wages, explore earnings record, and prepare a payroll register.		
Type of Artifact/Instrument/Rubric/Weth	od/Tool:	Course Projects v ?		
Artifact/Instrument/Rubric/Method/Tool De		Textbook has a manual and computerized project that students must complete to show their proficiency in this student learning outcome.		
Criterion ( Write	en in %):	7011 of students in the class will be able to complete the project with minimal errors.		
Activity 1	ichedule:	Tric assessment is to be done at least twice once manually and another using a computarized program.		
	Active:	2		
Related Document Description				
Payroll Project Process payr	oll for a sm	all business for a two-month period.		
See Ourps	Discard	Creps North State Ange		
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Selecting **New Document** will bring up a screen similar to the one below.

Add Document		×
Source:		Browse
Name:		4
Description:		
Repository Folder:	/	
		$\sim$
	relate document	

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

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

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

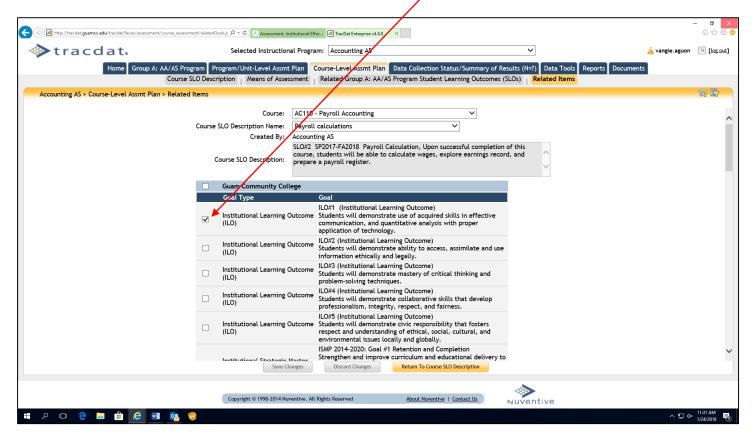
tracdat. Selected Ins	ructional Program: Accounting AS	v	👗 vangie.aguon 🛛 🗈	[log out]
Home Group A: AA/AS Program / Program/Unit-Lev/ Course SLO Description / Means		CONTRACTOR DESCRIPTION DESCRIPTION	5	
		(SLUS) Related items		-
Accounting AS > Course-Level Assmt Plan > Related Group A: AA/AS Program	tudent Learning Outcomes (SLOs)		100	25
Course	AC110 - Payroll Accounting			
Course SLO Description Name	Payroll calculations			<u> </u>
Created By	Accounting AS	I AS		
	SLO#2 SP2017-FA2018 Payroll Calculation, Upon successful completion of this course, students will be able to calculate wages, explore earnings record, and	~		
Course SLO Description	prepare a payroll register.			
	come (SLO) Name Student Learning Outcome (SLO)	SLO Status		
Accounting AS				
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.	Completed the Assessment Cycle		
KNOWLEDGE IN ACC	SLO#1 FA10-SP12 Students will apply accounting theory and UNTING principles to accounting procedures and practices for either financial and/or hospitality accounting systems.	Completed the Assessment Cycle		
ACCOUNTING STUDE DISPOSITIONS & VAL		Completed the Assessment Cycle		
AY06-07 SLO#1 ACCO STUDENT PERCEPTIO		Completed the Assessment Cycle		
AY06-07 SLO#2 KNO ACCOUNTING THEOR		Completed the Assessment Cycle		
AY06-07 SLO#3 COM IN ACCOUNTING	JTER SKILLS 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.	Completed the Assessment Cycle		
AY04-05 SLO#1 ACCC STUDENT ATTITUDES	JNTING Students will express their opinions regarding values learned from practicing accounting theory and principles.	Completed the Assessment Cycle		~
	Students will demonstrate computer-based knowledge of the Save Changes Discard Changes Return To Course SLO Description			

# ★ 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 Items* 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.



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 cca.aier@guamcc.edu

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=?)

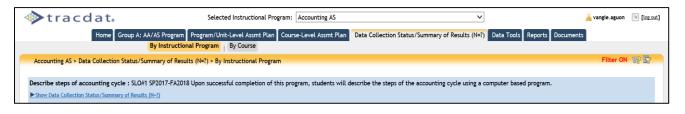


#### **Summary of Results Features:**

- ★ 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=?) without having to edit 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.

tracdat.	Selected Non-Academic Assessment Unit: Environmental Health & Safety	🔒 vangie.aguon 🛛 🗐 [log.out]
	Home Group C: Administrative Unit Program/Unit-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents	
	By Non-Academic Assessment Unit	

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tracdat. Selected Non-Academic Assessment Unit: Admissions & Registration Office v	🔒 vangie.aguon	[log out]
Home Group C: Administrative Unit Program/Unit-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents		
By Non-Academic Assessment Unit		
Admissions & Registration Office > Data Collection Status/Summary of Results (N=?) > By Non-Academic Assessment Unit	Filter ON	\$P
365 Registration : FY16-18 AUO#1 The implementation of the 365 registration process will allow student to registration for an entire academic year.		_
Yelide 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	_	
Date Data Collection Status/Summary or result (r=r) Use or Summary Results Related Documents Data Collection Status/Summary or result Status 10/11/2017 Due to leadership transition within the department, surveys were not sent to 0 0 0 Closed	edit   dd Use of Summar	ry Result
students regarding satisfaction of Chalani 365 initiative.		
Acalog : FY16-18 AUO#2 The office will maintain and update program and course curriculum via Acalog.		
Show Data Collection Status/Summary of Results (N=7)		
National Student Clearinghouse : FY16-18 AUO#3 The National Clearinghouse will allow convenience to students for enrollment verification and e-transcripts		
Show Data Collection Status/Summary of Results (N=7)		
To <i>edit</i> an Outcome,		
click here. To add an		
Action to an		
Observation click here.		
Add Data Collection Status/Summary of Result (N=?)		
Ad bita conection status animaly to result (**)		

🗭 tracdat.	Selected Instructional Program: Accounting AS	👝 vai	ngie.aguon	[log ot
Home Group A: A	AA/AS Program Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=7) Data Tools Report By Instructional Program   By Course	s Documents		
Accounting AS > Data Collection Status/Su	ummary of Results (N=?) > By Student Learning Outcome (SLO) > Select Student Learning Outcome (SLO)		Filter ON	() ()
Student Learning Outcome (SLO) Name	Student Learning Outcome (SLO)	SLO Status		
Student Learning Outcome (SLO) Name Describe steps of accounting cycle	Student Learning Outcome (SLO) SLO#1 SP2017-FA2018 Upon successful completion of this program, students will describe the steps of the accounting cycle using a computer based program.	SLO Status Currently being assessed		<u>select</u>
	SLO#1 SP2017-FA2018 Upon successful completion of this program, students will describe the steps of the accounting cycle using a computer	Currently being		select select

Selecting an outcome (above) 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.

	Select:	Artifact/Instrum	ent/Rubric/Method/Tool Description 🚩
Type of Artifact/Inst	rument/Rubrie	c/Method/Tool	Artifact/Instrument/Rubric/Method/T Description
National & In Exam	ternational Ce	rtification	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.

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

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tracdat.	Selected Instructional Program: Accounting AS	<mark> vangie.aguon 🛛 [log.out]</mark>
	S Program Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Docur	hents
Accounting AS > Data Collection Status/Summ	ary of Results (N=?) > Edit Data Collection Status/Summary of Result (N=?)	ŵ? 📑
	Describe steps of accounting cycle : SLO#1 SP2017-FA2018 Woon successful completion of this program, students will describe the steps of the accounting cycle using a computer based program.	^
* Data Collection Status/Summary of Result (N=?):	7	
Data Collection Status/Summary of Result * (N=?) Date:	1/24/2018 🔲 ? Summary of Result Type: *	
Data Collection Status/Summary of Result * Status:	<u>·</u>	
Growth Budget Implications/Effect: *		
* Growth Budget Justification:	2	
DO NOT USE THIS FIELD-BRPI:	2	
* Budget Related Proposed Outcomes:	2	,
	Save Changes Discard Changes Return Change Association Delete Data Collection Status/Summary of Result (N=?)	
	<u>&gt;</u>	
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### 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		
Marketin	Education Secondary > Data Collection Status/Summary of Results (N=?) > Edit Data Collection Status/Summary of Result (N=?)		in 19
	yet Related Performance Indicators:		
Use of Sumn	ary Result Related Documents		add Use of Summary Resul
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 adminstering 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 wit 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 da of the other high schools are collected at the end of Fall 2010. 06/14/2010 - Based on the Summary of Result, although Southe 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.	ta Im 1	edit add Implementation Status
10/6/2011	JFKHS instructor plans to spend more time in defining the terminologies and reviewing before adminstering 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 actitivies.	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.	e 0	edit   add Implementation Status
	Save Changes Discard Changes Return Change Association Delete Data Collection Statu	s/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	
Marketing Education Secondary > D	ata Collection Status/Summary of Results (N=?) > Edit Use of Summary Result	P 100
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	
Data Collection Status/Summary of Result (N=?):	Criterion (Written in %)         Upon successful completion of the lecture, 80% of the students will score 80% or higher in the test         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:	EVEN and the control of the con	
Action Date:	* 10/6/2011	
	add Imp	lementation 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.

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tracdat.	Selected Instructional Program: Accounting AS	
	UAS Program   Program/Unit-Level Assmt Plan   Course-Level Assmt Plan   Data Collection Status (Summary of Results (N2))   Data Tool	Relate Document
Accounting AS > Data Collectio	e Changes Discard Changes Return Change Association Delete Data Collection Status/Summary	Repository
Data Collection Status/Summar		Previously Related Document
Data Collection Status/Summar (N	Copyright © 1998-2014 Nuventive. All Rights Reserved About Nuventive.   Contact Us	
Data Collection Status/Summar	NUV6	entive
Growth Budget Implications/Effect:	<ul> <li>No budget impact           ?</li></ul>	
Growth Budget Justification:	accounting program continues to have about 100 advises and offers 8 to 14 classes each semester. TFS bean had indicated this in prior budge requests but has not been successful in getting it approved at the next least.	Add Document X
DO NOT USE THIS FIELD-BRPI:	<u> </u>	File   Browse
	The accounting program continues to run on a budget of \$3000 to \$6000 each your Last technology upgrades were funded by a CTE grant in October 2016. We how hope to get an additional faculty versed in accounting and related subjects to augment the Business department.	File ✓ Browse
	very Last technology upgrades were funded by a CTE grant in October 2016. We now hope to get an additional faculty versed in accounting and related subjects to 2	File   Browse     Name:
Budget Related Proposed Outcomes:	yes. Last technology upgrades were funded by a CTE grant in October 2016. We on those to get an additional faculty versed in accounting and related subjects to of augment the Business department.	File    Name:    Description:    Repository Folder:
Budget Related Proposed Outcomes:	Veser Last technology upgrades were funded by a CTE grant in October 2016. We  augment the Business department.  Related Course Data Collection Status/Summary of Results (H=?)  Save Changes Discard Changes Return Change Association Delete Data Collection Status/Summary of Result (H=?)  Copyright © 1998-2014 Nuventive. All Rights Reserved About Nuventive   Contact Us Nuventive	File ✓  Browse    Name:    Description:

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.

🚸 tracdat.	Selected Instructional Program: Marketing AS	~	📙 vangie.agu	on 📧 [log o
	AS Program Program/Unit-Level Assmt Plan Course-Level Assmt Plan	Data Collection Status/Summary of Results (N=?)	Data Tools Reports Documents	
	ary of Results (N=?) > Edit Data Collection Status/Summary of Result (N=?	A.		(S) (S)
Marketing AS > Data Collection Status/ summ	ary of Results (N=:) > Edit Data Collection Status/Summary of Result (N=:	)		19 C 10 C
Data Collection Status/Summary of Result (N=?):	collected before the end of Fall 2017.	2		
Data Collection Status/Summary of Result $_{\star}$ (N=?) Date:	10/3/2017 Summary of Result Type: * Criterion Met	<b>▼</b> <u>7</u>		
Data Collection Status/Summary of Result $_{\star}$ Status:	Program Level Data Collection Status 💙 ?			
Growth Budget Implications/Effect: *	Over \$5,000 Y			
	Purchase new equipment. Hire new faculty.	<u> </u>		
DO NOT USE THIS FIELD-BRPI:		<u>्र</u>		
Budget Related Proposed Outcomes:	To improve and enhance effectiveness of teaching delivery and provide increase student completion and retention. All Marketing classrooms and labs will be equipped with state-of-the-art technology.	2		
Use of Summary Result Related Documents	Related Course Data Collection Status/Summary of Results (N=?)			
				ummary Result
Action Date No Use of Summary Results defined.	Use of Summary Result	Implementati	on Status	
	Save Changes Discard Changes Return Change As	Delete Data Collection Status/Summary of	Result (N-?)	

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tracdat.	Selected Instructional Program: Marketing AS	🔒 vangie.aguon	🗉 [log.out]
	/AS Program Program / Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N≈?) Data Tools Reports Document	s	
Marketing AS > Data Collection Status/Summ	nary of Results (N=?) > Edit Use of Summary Result		SP 🛃
Student Learning Outcome (SLO):	SP2017-FALL2018 SLOFT : Upon successful completion of the program, students will be able to assess which marketing communications will most effectively meet the needs of the marketipace.		
Data Collection Status/Summary of Result (N=?):	Students have not learned all items being assessed at this time. Data will be collected before the end of Fall 2017.		
Use of Summary Result:	Ĵ.		
Action Date:	1/26/2018		
	Save Changes Discard Changes Delete Use of Summary Result. Assign		
	Copyright © 1998-3014 Nuventive. All Rights Surved About Naventive   Contact Us Nuventive		
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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. 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* <u>Sub-tab</u> > 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.

Γ	tracdat.	Selected Instructional Program:	Accounting AS	~	🔒 priscilla.johns	[log out]
		Program/Unit-Level Assmt Plan Course-	Level Assmt Plan Data Collection	on Status/Summary of Results (N=?) Data	Tools Reports Docum	ients
	Ву	Instructional Program   By Course				
	Accounting AS > Data Collection State	s/Summary of Results (N=?) > By Course				¢۶
		Course: AC100 (formerly AC	C115) - Fundamentals of Bookkeep	oing and Accounting 💌		<u>^</u>
	Accounting Process : SLO#1 AY: Upon su Created By: Accounting AS	ccessful completion of this course, stude	ents will be able to apply account	ing procedures to properly record financial	information about a busi	ness.
	▼ <u>Hide Data Collection Status/Summary of Re</u>	sults (N=?)				
	Directly related to Objective Data Collection Status Date Result (N=?)		s Related Documents Data Coll	ection Status/Summary of Result Status		
	3/9/2009 Data Collection Status Collected for Fall 2008, students scored at lea items on a performanc	95% of the	<u>1</u> Co	ourse Level Data Collection Status 🤤	dit   add Use of Summary R	<u>esult</u>
	Basics in GAAP : SLO#2 AY08-09: Upon so the accounting cycle for a service and r Created By: Accounting AS		ents will be able to apply generall	y accepted accounting theory and principle	s to perform all the steps	of
	Show Data Collection Status/Summary of Re	esults (N=?)				
	Internal Control Fundamentals : SLO#3 cash and other business assets.	AY08-09: Upon successful completion of t	this course, students will be able	to perform internal control procedures to p	rotect and properly mana	ige
	Created By: Accounting AS					
	Show Data Collection Status/Summary of Re	esults (N=?)				
	Basics Using Special Journals : SLO#4 AY	08-09: Upon successful completion of this	s course, students will be able to	perform accounting procedures to journaliz	ze and post business	~
OWNED COURSE		Add Dat	ta Collection Status/Summary of Result (N=	2)		

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)

🚸 tracdat.	Selected Instructional Program:	Accounting AS	*	🔒 priscilla.johns	🔟 [log ou
Home Group A: AA/AS Program	Program/Unit-Level Assmt Plan Course-Le	evel Assmt Plan Data Colleg	tion Status/Summary of Results (N=	?) Data Tools Reports Docume	nts
В	By Instructional Program   By Course				
Accounting AS > Data Collection Sta	itus/Summary of Results (N=?) > By Course				Ŷ
	Course: * SM108 (formerly 0.	A108) - Introduction to Busi	ess 🗸		
* - Ar	nother Group A: AA/AS Program currently own	ns this Course. Hold your cu	sor over the course to see the curre	ent owner.	
Role Assessment : SLO#1 AY08-09: Upo competitors, and entrepreneurs opera	on the successful completion of this course, s ating within the system	students will be able to evalı	ate the private enterprise system a	nd determine the roles of business,	
Created By: Supervision & Managemen	it AS/Certificate				
▼ <u>Hide Data Collection Status/Summary of F</u>	<u>Results (N=?)</u>				
	d/Tool Description: Formative Exam on ( Written in % ): A majority of learners will	l score a minimum of 75% on	the Formative Exam		
Date Data Collection Sta	tus/Summary of Result (N=?)	Use of Summary Results	Related Documents Data Collecti	on Status/Summary of Result Status	
	all 2008 term, majority of learners scored a the formative exam.	1	1 Course	e Level Data Collection Status	view

#### Tab 6: Data Tools

tracdat.	Selected Instructional	Program: Accounting AS	v	🔒 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   Questionn	aires		
/				

**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.

#### ★ Medsures

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

♦ tracdat.	Selected Instructional Program: A	ccounting AS	~	🔒 priscilla.johns 🛛 🛙 🛯
	Program/Unit-Level Assmt Plan Course-Lev course   Groups   Questionnaires	rel Assmt Plan Data Collection Status/Sumr	nary of Results (N-?) Data To	ols Reports Documents
Accounting AS > Data Tools > Measure	es > Edit Measure			😵 😵
	Name:   Certified Public Account	ntant (CPA)		
	Instructions: List of the students wi	ho have reported taken the CPA test.	< 1×	
	Fields:			
	Enbel     Students taken the CPA exam	Value Type Text co	py edit delete	
	Save Changes Discard Changes	Add New Category Add New Field	Return	

**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

				Certifi	ed Public Ad	countant (C	CPA)[1].csv - Micro	soft Excel					-	≂ x
	Home Insert	Page Layout F	ormulas Da	ata Review View	Developer	Add-Ins							0 -	⇒ x
Pa	🛄 Сору	libri • 11		E E E F F E A	Vrap Text Aerge & Cent		ral •	Conditional For Formatting ~ as			Delete Format	Σ AutoSum *	Sort & Find & Filter * Select *	
	E10 -	fx		Airginiterite				Styl			Cens	<u> </u>	inting	×
	А	В	С	D	E	F	G		н	1	J	K L	M	N
1	group	Entered By	individualId	displayName	lastName	firstName	Students taken	the CPA exam						
2	AY2008-2009 Graduates	null,null	2222	Student Banner ID 2222	null	null	null							
3	AY2008-2009 Graduates	Johns, Priscilla	94101	Student Banner ID 94101	Johns	Priscilla	Passed; May 4, 2	009						
4	AY2008-2009 Graduates	Johns, Priscilla	1111	Student Banner ID1111	Johns	Priscilla	Passed; May 7, 2	009						

★ Groups

• Create groups to send the data collection checklists

tracdat.	Selected Instructional Program: Accounting AS	🖌 🖌 priscilla.johns 🕅 [log out]	
	am/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/S	Summary of Results (N=?) Data Tools Reports Documents	
Accounting AS > Data Tools > Groups > Edit C		V 💀 Not	te: A
			oup is
N	Name: * AY2008-2009 Graduates		
Mea	asure: * Certified Public Accountant (CPA)	a se	et of
		Completion Date:	
		Individuals:	
ID	Display Name		
2222	2 Student Banner ID 2222	edit delete	
9410	01 Student Banner ID 94101	edit   delete	
1111	1 Student Banner ID1111	edit delete	
	Save Changes Discard Changes Add New Individual Assign	n Return	

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)

◆tracdat₀	Selected Inst	tructional Program:	Accounting AS		~		着 priscilla.johns	🔟 [log out]
	Program/Unit-Level As easures   Groups   C		.evel Assmt Plan I	Data Collection Status/	Summary of Results (N=	?) Data Tools	Reports Docum	nents
Accounting AS > Data Tools > Questi								ABC
	Name: =					1		
	Description:				2			
					2	2		
	Instructions: Questions:				5			
	Ques	stion	Valı	е Туре				
	No questions defined.							
	denned.							
	Save Changes	Discard Changes	Add Category	Add Question	Return Prin	t		

#### Tab 7: Reports

♦ tracdat.	Selected Instructional	Program: Accounting AS	V	4	🔓 priscilla.johns 🛛 🗐 [ <u>log out</u> ]
Home Group A: AA/AS Program	Program/Unit-Level Assmt Plan	Course-Level Assmt Plan	Data Collection Status/Summary of Results (N=?)	Data Tools R	eports Documents
	Group A: AA/AS Program Course	e   Ad Hoc			
Accounting AS > Reports > Group A	: AA/AS Program				<b>\$</b> ?

#### **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)

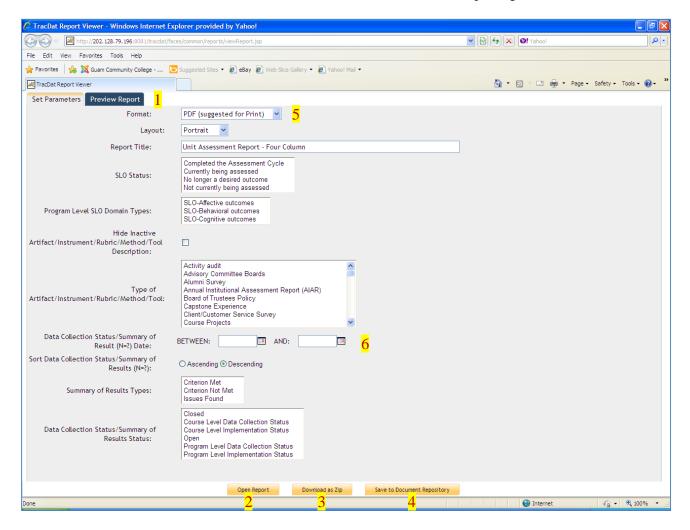
tracdat	🖕 Selected Instructional Program: Accounting AS 💌 🔒 priscilla.johns 🔋	[log out]
Home Group A: AA/AS P	rogram Program/Unit-Level Assmt Plan Course-Level Assmt Plan Data Collection Status/Summary of Results (N=?) Data Tools Reports Documents	s
	Group A: AA/AS Program   Course   Ad Hoc	
Accounting AS > Reports > G	roup A: AA/AS Program	(P)
Report	Description	
Assessment Plan	This report shows each assessment unit's assessment plan. It does not show the results of each assessment. This report is useful for showing each unit's assessment plan.	
Unit Assessment Report - Four Column	This report shows each assessment unit's outcomes along with the results and any action plans in a four column report. This report is useful for ru showing the results for a specific unit.	<u>in</u>
Curriculum Map	This report shows how each course is related to an objective using curriculum mapping. ru	<u>in</u>

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).

TracDat Report Vever		🏠 * 🔯 - 🗔 🗰 * Page + Safety + Toos + 🔂 +
Set Parameters Preview Report		
Format:	HTML (suggested for View) M	
Layout:	Portrait *	
Report Title:	Assessment Plan	
SLO Status:	Completed the Assessment Cycle Currently baing assessed No longer ally being assessed Dist currently being assessed	
Program Level SLO Domain Types:	SLO-Affective outcomes SLO-Behaviour outcomes SLO-Cognitive outcomes	
Hide Inactive Artifact/Instrument/Rubric/Method/Tool Description:	0	
Type of Artifact/Instrument/Rubric/Method/Tool:	Antify and Advincy Commonter Bands Advincy Commonter Bands Advincy Commonter Bands Advincy Common Advince Band (AAR) Band (Martine Policy Counter Bands) Counter Policy Counter Bands Bands Bands Bandy Counter Policy C	
Include Courses:		
Include Tasks:	0	
Include Institution Goals:	D	
Include Student Learning Outcome Goals:	0	
Indude Group A: AA/AS Program Goals:	0	
Hide inactive Goals:	0	
	0	

#### **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.

tracdat.	Selected Instructional Program: Accounting AS		🔒 priscilla.johns 🛛 🗐 [ <u>log out</u> ]
Home Group A: AA/AS Progr	ram Program/Unit-Level Assmt Pian Corrse-Level Assmt Plan	Data Collection Status/Summary of Results (N=?) Data To	ols Reports Documents
	Group A: AA/AS Program Course Ad Hoc		
Accounting AS > Reports > Cour	se		(i)
Report	Description		
Unit Course Assessment Report - Four Column	This report shows each assessment unit's course outcomes alo useful for showing the results for a specific unit.	ong with the results and any action plans in a four column rep	oort. This report is <u>run</u>
Course Assessment Plan	This report shows each course's assessment plan. This report i	s useful for showing how a particular course is being assesse	d. <u>run</u>
Course List by Unit	This report shows the courses per unit.		run
			T

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.

Report Viewer	👌 🔹 🗟 🗸 🖃 👘 🝷 Page 🗸 Safety 🗸 Tools	5 <b>• @</b> • *
Set Parameters Preview Report		
Format:	PDF (suggested for Print)	^
Layout:	Portrait 🗸	
Report Title:	Unit Course Assessment Report - Four Column	
Select Courses:	AC100 (formerly AC115) - Fundamentals of Bookkeeping and Accounting AC101 (now AC211) - Accounting Principles I AC102 (now AC212) - Accounting Principles II AC103 (now AC212) - Accounting Principles II AC103 (now AC212) - Accounting Principles II AC105 - Federal Income Tax I AC210 - Introduction to Financial Management AC211 (formerly AC101) - Accounting Principles I	
	* - Another Group A: AA/AS Program currently owns this Course. Hold your cursor over the course to see the current owner.	
Course Outcome Statuses:	Completed the Assessment Cycle Currently being assessed No longer a desired outcome Not currently being assessed	
Assessment Cycle Domain Type:	SLO-Affective outcomes SLO-Behavioral outcomes SLO-Cognitive outcomes	
Hide Inactive Artifact/Instrument/Rubric/Method/Tool Description:		
Type of Artifact/Instrument/Rubric/Method/Tool:	Activity audit Advisory Committee Boards Advisory Committee Boards Advisory Committee Boards Advisory Capstone Institutional Assessment Report (AIAR) Board of Trustees Policy Capstone Experience Client/Customer Service Survey Course Projects	
Data Collection Status/Summary of Result (N=?) Date:	BETWEEN: AND:	
Sort Data Collection Status/Summary of Results (N=?):	O Ascending O Descending	
Summary of Results Types:	Criterion Met Criterion Not Met	~
	Open Report Download as Zlp Save to Document Repository	

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.

A http://202.128.79.196:8081/tracdat/faces/comm	non/reports/viewReport.jsp		✓ ← × Ø! Yahoo!	
lit Go To Favorites Help				
rites 🛛 🚔 🎉 Guam Community College 🔁 Sugger	sted Sites 🔻 🙋 eBay 🙋 Web Slice Gallery 👻 🙋 Ya	shoo! Mail 🔻		
Dat Report Viewer			🏠 • 🔝 - 🖃 🖶 • Page •	Safety 🕶 Tools 👻 🌘
	Unit Course Assessm	ent Report - Four Column		
	Guam Com	munity College		
	Accou	unting AS		
continual char Vision Statement: The program	nging economic business environment in the G envisions to produce accounting graduates wh inciples so that they will meaningfully contribut	ounting workforce reflecting the needs arising from suam community and the region. o are knowledgeable and skillful in generally acce e to the financial record keeping and management	pted	
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	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//1/2010 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 pro	oduct of Nuventive.	Page 1 d	of 5
			S Unknown Zone	
art 🔰 🎯 🧷 🕲 📜 🔾 🗂 👋 🔀 Inboy	K - Microsoft Out	A http://202.128.79.19	TracDat V4.4 GCC Us	

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).

QQ		
	Unit Assessment Report - Four Column	
	Guam Community College	
	Accounting AS	
Mission Statement: The mission o	f the Accounting program is to develop an accounting workforce reflecting the needs arising from the	
Vision Statement: The program	envisions to produce accounting graduates who are knowledgeable and skillful in generally accepted	
accounting pr	inciples so that they will meaningfully contribute to the financial record keeping and management of the	eir
Student Learning Outcomes (SLOs)	Means of Assessment & Criteria ( Written Data Collection Status/Summary of Results (N=?)	e of Summary Result & Implementation
Accounting AS - KNOWLEDGE IN	Artifact/Instrument/Rubric/Method/Tool	
ACCOUNTING - SLO#1 FA10-SP12	Students will take the National Examination	
Students will apply accounting theory and principles to accounting procedures and	sponsored by the Educational Institute of the	
principals to accounting proceedings and	American Hotel & Lodging Association in	
Program Level SLO Domain Types: SLO-Behavioral outcomes	course AC225 Hospitality Industry Accounting	
SLO-Behavioral outcomes Start Date:	Type of	
10/09/2010	National & International Certification Exam	
End Date: 03/11/2012	Criterion (Written in %):	
SLO Status:	70% of accounting majors taking the national	
Currently being assessed Program Level SLO Industry National	examination sponsored by the Educational	
	Institute of the American Hotel & Motel Association will pass the national standard	
Yes Type of Industry National Certification:	Association will pass the national standard Anticipated Use of Assessment Result:	
AH&LA Financial Accounting National	Promote accounting courses to the	
Certification Test	hospitality industry and strengthen industry	
Program SLO/AUO/SSUO Plan	Budget-Related Proposed Outcomes:	
Use and Implementation of Results from the	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	
	Task Name: Survey Accounting Students	
07/25/2011 12:01 PM	Task Description:	
0772572011 12:01 PM	Generated by TracDat a product of Nuventive.	Page 1 of 6
•		

- 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

		•		
TracD	at-Assessment Plans <u>rena</u>			
Туре	Document Name	Description	<u>Last</u> Modified	
Q	Program-Level Assessmen tPlan	Program report run date February 22, 2011.	2/22/2011	<u>download</u> <u>view</u> <u>edit</u> <u>delete</u>

- 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

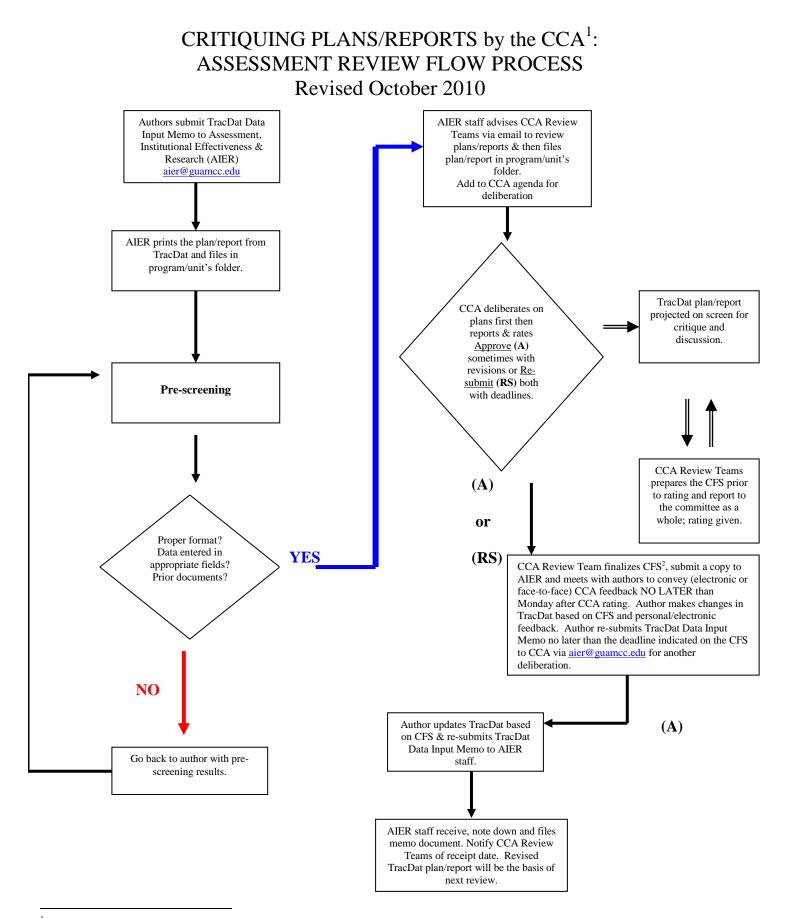
◆tracdat₀	Selected Instructional Program: Accounting AS	*	🔓 priscilla.johns 🛛 🗐 [log out]								
Home Group A: AA/AS Program	Program/Unit-Level Assmt Plan Course-Level Assmt Plan Document Repository   Related Documents	Data Collection Status/Summary of Results (N=?) Data Tools	Reports Documents								
Accounting AS > Documents > Document Repository											
Accounting AS	Show Folders For:	Curiculum for Review & Approval <u>rename folder</u>   <u>share folder</u>	delete folder								
	Advisory Committee Minutes (6)  Budget Request [2]  CCA Review Tam (1)  CFSs by Academic Year for the Course (6)  CFSs by Academic Year for the Program (8)  Curriculum for Review & Approval (0)  Evidence (0)  Program Curricula Files (6)  SLO [2]  Tack/Assignments (0)  TracDat-Assessment Plans (2)	Type Document Name Description No documents.	Last Modified								
	C TracDat-Assessment Reports (2) Add New Foder	kd New Document									

#### ★ Related Documents

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

Þ	►tracdat.	Selected Instructional P	rogram: Accounting AS	<u> </u>	priscilla.johns [	📧 [log o
	Home Group A: AA/AS Program Program/	Unit-Level Assmt Plan	Course-Level Assmt Plan Data Collection Status/Summary of	Results (N=?) Data Tools Rep	oorts Docume	nts
	Document R	Repository   Related De	ocuments			
A	ccounting AS > Documents > Related Docume	nts				(P)
		Location:	All			
			All		Date	
/pe	Document Name	Description	Course	Related To	Related	
	AC100 Syllabi	Fall 2010	Data Collection Status/Summary of Result (N=?) Means of Assessment	Means of Assessment	3/12/2011	view
1	AC101 Syllabi	Fall 2010		Means of Assessment	3/12/2011	view
	AC102 Syllabi	Fall 2010		Means of Assessment	3/12/2011	view
1	AC103 Syllabi	Spring 2011		Means of Assessment	3/12/2011	view
1	AC110 Syllabi	Spring 2011		Means of Assessment	3/12/2011	view
1	AC210 Syllabi	Spring 2011		Means of Assessment	3/12/2011	view
Ì	AC211 Comp1 Sample of A			Means of Assessment	3/7/2011	view
1	AC211 Syllabi	Spring 2011		Means of Assessment	3/12/2011	view
	AC225 Fall 2010 Results			Means of Assessment	3/7/2011	view
Ì.	AC225 Syllabi	Fall 2010		Means of Assessment	3/12/2011	view
	Accounting Cycle Comprehensive Problem	All Steps of the Accounting Cycle for a Service Business		Means of Assessment	10/1/2008	view
	Acctg Student Exit Survey	Students will rate their	Students will rate their knowledge of accounting skills and concepts		11/8/2010	view
	Company Setup Project	End-of-course company	End-of-course company setup project with maintenance steps using QuickBooks.		10/10/2008	view
	Comprehensive Problem 2	A merchandise invento	A merchandise inventory accounting cycle problem.		10/9/2008	view
	Comprehensive Problem/w Special Journals	One-month accounting	cycle problem using special journals (15-20 hours)	Means of Assessment	9/30/2008	view
	Fall 2002 National Exam	Fall 2002 National Exam		Means of Assessment	12/22/2008	view
	Fall 2005 National Exam.pdf	Fall 2005 National Exam		Means of Assessment	12/22/2008	view
	Internal Control Essay Question	Describe the five comp	oonents of internal control widely used in the United States.	Means of Assessment	10/1/2008	view
	Payroll Project	Process payroll for a sm	nall business for a two-month period.	Means of Assessment	10/3/2008	view
	Results of Computerized AC110 Project Fall 2009			Means of Assessment	3/7/2011	view

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



<sup>1</sup> Committee on College Assessment

2 Consolidated Feedback Sheet