



Program Planning/ Program Review Instructions and TracDat Users' Guide

2010-2011

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Expectations for Program Planning/ Program Review 2010 – 2011

A) Review and refine department plan submitted in 2009-2010.

Departments have the opportunity this year to refine their goals, and ensure that they are written as goals and not as activities or strategies. Support and training will be provided to all departments to help them refine and prioritize goals. Departments will also be able to document their accomplishments for 2009-2010. Departments who wish to enter progress on goals will be able to do so, but this will not be a requirement for this year.

Departments may view the plan submitted for 2009-2010 directly in the TracDat screens, but it may be easier to view a hard copy report so that the whole department can review it together. Copies of all plans submitted in 09-10 can be downloaded from the Program Review Archive website (<http://programreview-archive.lbcc.edu>). Department plans are also available in each department's respective document folder in TracDat.

B) Submit, on time, 2010-2011 department plan via TracDat.

Timeline

- a. Process starts on College Day
 - i. continuous training during August and September on goal writing, PPPR process, and TracDat
- b. October 1 – department plans due to the Program Review Subcommittee who will review the plans and fill out Validation Reports
 - i. October 25 – Validation Reports given to departments
 - ii. October 26 – departments may use Flex Day to revise plans
- c. November 5 – final department plans due to Inter-Level Groups
- d. December 17 – Inter-Level plans due to VP Level Groups
- e. February 11 – VP Level plans due to College Planning Committee (CPC)
- f. March 15 - CPC send priorities to Budget Advisory Committee (BAC) for their March 17 meeting

Note: Outcomes Assessment is a core part of program planning and review. Assessment plans are documented into TracDat as part of Program Review, and the assessment plans themselves specify dates for assessment and communication of results. Given that programs have only recently begun developing assessment plans and collecting data, departments are not expected to use assessment data as part of this year's program planning and review. In the future, however, assessment results will constitute a key component of planning and review.

TracDat Training 2010-2011

Hands-on training sessions are **by appointment only** and will be:

- available between **September 1 – September 30**
- conducted **one-on-one** with the department's designated TracDat person/people
- held on a **first-come, first-served** basis
- approximately 1 hour
- held at a mutually agreed location

Training will be conducted by Maria Narvaez, Planning Analyst from the Office of Institutional Effectiveness. **Please contact Maria at ext. 4021 or mnarvaez@lbcc.edu to schedule an appointment.**

Please note that there are more than 55 departments who need to submit plans by October 1, so please **do not wait** until the last minute to schedule an appointment.

Based on last year's experience, training sessions are most effective when there is actual data to be entered into TracDat. Therefore, it is highly recommended that departments **review** their 2009-2010 plans, **document** their changes or responses on paper or e-document, and **bring** that information to the training session.

TracDat Good Practices

Please make sure there is at least one designated person in the department to enter data into the TracDat. Use the TracDat Access Request form (available on the Program Review website) for any changes and send it to Maria Narvaez, Mailstop G-14. Please contact Maria Narvaez at x4021 or mnarvaez@lbcc.edu for questions about passwords.

Before entering data:

- Meet with department to:
 - Review last year's plan
 - Discuss revisions
 - Answer new and revised prompts

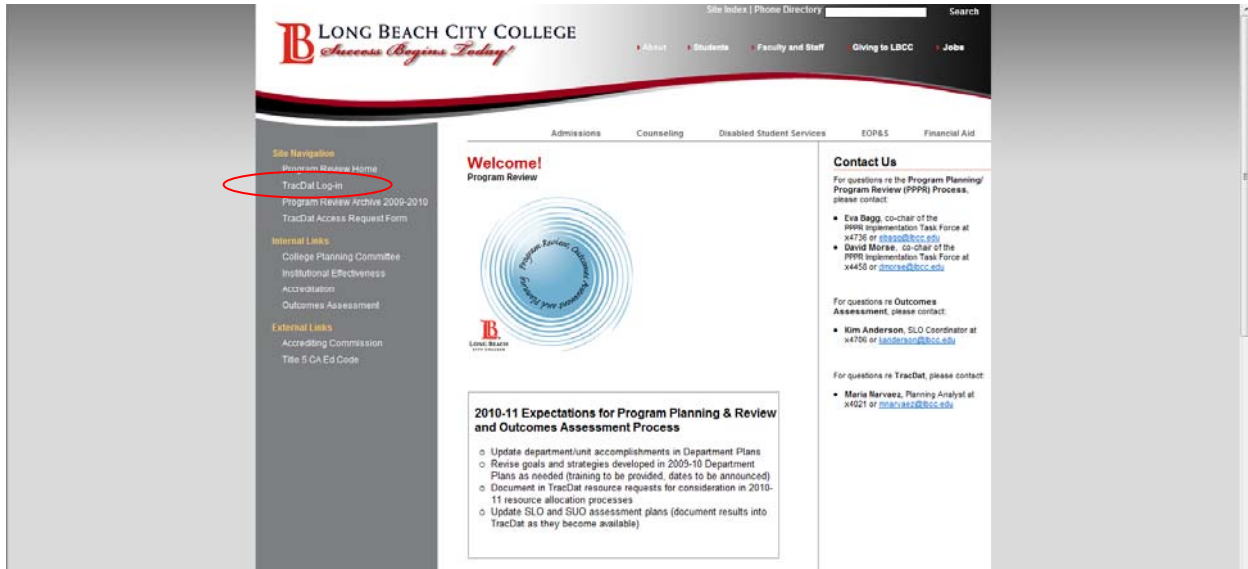
When entering data:

- Make sure to be in the correct "Selected Unit" (check top of screen)
 - Units named "Dept..." or "...(Goals)" are used for Program Planning/ Program Review
 - Units named "Program..." or "...(Outcomes)" are used for Outcomes Assessment
- Click on "?" on the right side for *Help Text* and additional information
- Fields marked with an asterisk (*) are required.
- Use standard dates for **Start Date**:
 - Fall - 8/1/yr
 - Spring - 1/1/yr
- Use standard dates for **End Date**:
 - Fall – 12/31/yr
 - Spring – 5/31/yr
- When copying and pasting data:
 - TracDat cannot process certain special characters (i.e., quotation marks, hyphens, and apostrophes). Once "Save Changes" is clicked after copying and pasting text, anything with quotation marks or hyphens will transfer as question marks. To fix this, manually enter quotation marks or hyphens into prompt boxes as needed.
 - Check line spacing – TracDat also tends to reconfigure line spacing
- **Save frequently**

After entering data:

- Run a report and save it in TracDat Documents Repository.
- If desired, create a new document folder to better organize documents.

Access TracDat by going to the **Program Review website** (<http://www.lbcc.edu/programreview>) and clicking on the TracDat Log-In button on the left side.



TracDat Log-In Screen



DEPARTMENT INFORMATION

- 1) Review and updated any field as necessary.
- 2) List 2009-2010 Department Accomplishments.

New Field: "2009-2010 Accomplishments"

The screenshot displays the TracDat web interface for the 'Assessment Unit' section. The breadcrumb trail is 'Dept - Sample (Goals) > Assessment Unit > General'. The 'Assessment Unit Name' is 'Dept - Sample (Goals)'. The 'Mission' field contains a paragraph about department mission statements. The 'Description' field contains a paragraph about describing the department and its programs. The 'Summary of Access, Productivity & Effectiveness' field contains a paragraph about reviewing reports. The 'Internal Conditions' field contains a paragraph about identifying internal conditions. The 'External Condition- Regulatory/Legislative Changes' field contains a paragraph about identifying external conditions. The 'External Condition- Grants Available' field is empty. The 'External Condition- Accreditation Recommendations' field is empty. The 'External Condition- Advisory Committee Input' field is empty. The 'External Condition- Community Outreach/Partnership' field is empty. The 'External Condition- Industry & Labor Market Trends' field is empty. The 'External Conditions- Other' field is empty. The 'Faculty & Staff' field contains a paragraph about describing the current staffing structure. The 'Names & Titles of Program Review Participants' field contains a paragraph about listing names and titles of participants. The '2009-2010 Accomplishments' field is empty and highlighted with a red box. A red callout box points to this field with the text: 'NEW! Please list department's 2009-2010 accomplishments.'

GOALS

- 1) Click "Edit" to review existing goals.
- 2) Add any new goals

See next page for additional instructions.

Selected Unit: Dept - Sample (Goals)

Home Assessment Unit Goals Goal Progress Reports Documents

Dept - Sample (Goals) > Goals > Goals

Goal Name	Goal	Goal Status
Academic Sample Goal 1 - Provide a brief title of your goal	Goals are overarching general statements that describe the department's strategic direction. Goals are usually not measurable but rather, they represent coordinated efforts of intended improvements for the department's programming or services. Goals are what the department plans to do and are reflective of long-term priorities. Typically, if several programs' or disciplines' outcomes correlate, they should be translated into a goal for the department.	In Progress
Academic Sample goal 2	Sample goal 2	In Progress
Academic Sample Goal 3	Goal 3	In Progress
goal #4	Goal 4	In Progress
test	test	In Progress

Add New Goal

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GOALS

Review existing goals. For each existing goal, indicate:

- Goal Status (Complete, Dropped, In Progress or New)
- Level of Support Needed (Department or School/VP). This is a **new** field in TracDat. Determine if the goal is a “department-level” goal (i.e., something the department can accomplish on its own such as implementing a new protocol) or if the goal needs the support of the school or VP in order to be accomplished (i.e., new or additional resources are needed).

Please note that the Inter-Level (school) and VP Level groups will review all department goals, but only those that have been designated as needing “School/VP support” will be considered for prioritization and resource allocation.

Selected Unit: Dept - Sample (Goals)

Home Assessment Unit Goals Goal Progress Reports Documents

Dept - Sample (Goals) > Goals > Goals > Edit Goal

Goal Name: Academic Sample Goal 1 - Provide a brief title of your goal

Goal: Goals are overarching general statements that describe the department's strategic direction. Goals are usually not measurable but rather, they represent coordinated efforts of intended improvements for the department's programming or services. Goals are what the department plans to do and are reflective of

Year(s): 2009 - 2010
2010 - 2011
2011 - 2012

Goal Status: In Progress
Complete
Dropped
In Progress
NEW for 2010-2011

Start Date: 8/14/2009
End Date:

Rationale: Provide the rationale for this goal based on internal conditions, external conditions, results of outcomes assessments, and other achievement results specific to the department. For more information to assist in developing the rationale, refer to "Criteria for Prioritization" document (see TracDat Documents)

Strategies: Provide the strategies with a timeline for their implementation.

Responsible Parties: List the titles of people responsible for this goal.

Campus supported by this goal: Both
LAC
PCC
Both

Specify if goal is for department or sub-area: Area of Concentration
Department / Program
Major
Associate's Degree
Certificate of Achievement
Certificate of Accomplishment
Area of Concentration
Educational Pathway

Name of sub-area, if applicable:

Other Area Impacted by this goal: Distance Learning

Other Area(s) impacted by this goal: ACIT
Community Relations & Marketing
Distance Learning
Institutional Effectiveness
Facilities
Faculty Professional Development
Faculty Resource Center (FRC)
Grants
Human Resources
Professional Development Program
Other

Goal Priority: Low
Medium
High

Level of Support Needed: Department
School or VP

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If this is a new goal, select “NEW for 2010-2011”

NEW! Indicate if this goal is a “department-level” goal (i.e., something that the department can accomplish on its own such as implementing a new protocol) OR if the goal needs the support of the school or VP in order to be accomplished (i.e., new or additional resources are needed).

RESOURCES NEEDED

- 1) Select Goal from drop-down menu.
- 2) Click "Edit" to review existing resources requested for each goal
- 3) Add any new resource requests.

See next page for additional information.

Selected Unit: Dept - Sample (Goals)

Home Assessment Unit Goals Goal Progress Reports Documents

Dept - Sample (Goals) > Goals > Resources Needed

Goal Name: Academic Sample Goal 1 - Provide a brief title of your goal
Academic Sample goal 2
Academic Sample goal 3
goal #4
test

Name	Description
Resources Needed for Academic Sample Goal 1	Describe in detail the resources needed to achieve this goal.
test	

Add New Resources Needed Return To Goal

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RESOURCES NEEDED

Review existing resources requested. For each existing resource request, indicate:

- Inter-Level/ VP Level Group Decision. This field has been *modified* in TracDat (originally, it was called "Status"). If the decision made about a resource request is unknown, please consult the Dean or Manager/Supervisor. For any new requests, select "NEW for 2010-2011."
- Type of Resource Requested. This field has been *modified* in TracDat (originally this was called "Object Code") into a drop-down instead of open-text field. This better aligns the department plans with the School and VP Level plans.
- Requested Funding Source. This field has been *modified* in TracDat into a drop-down instead of open-text field. This better aligns the department plans with the School and VP Level plans.

The screenshot shows the TracDat interface for the 'Resources Needed' form. The 'Selected Unit' is 'Dept - Sample (Goals)'. The form includes fields for Goal Name, Name, Description, Inter-Level/ VP Level Group Decision, Fiscal Year, Duration, Estimated Cost, Type of Resource Requested, Justification for Resource Request, and Requested Funding Source. Three callout boxes highlight modifications to the 'Inter-Level/ VP Level Group Decision', 'Type of Resource Requested', and 'Requested Funding Source' fields.

Callout 1: This field has been *modified* (originally, it was called "Status"). If the decision made about a resource request is unknown, please consult Dean or Manager/Supervisor. If this is a new resource request, select "NEW for 2010-2011"

Callout 2: This field has been *modified* (originally, it was called "Object Code") into a drop-down instead of open-text field. This better aligns the department plans with the School and VP Level plans.

Callout 3: This field has been *modified* into a drop-down instead of open-text field. This better aligns the department plans with the School and VP Level plans.

RELATED GOALS

- 1) For 09-10 Goals, review previously selected higher-level goals to confirm alignment.
- 2) For new goals, click any higher-level goals that are related to department's goals.

Selected Unit: Dept - Sample (Goals)

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Goals | Resources Needed | **Related Goals**

Dept - Sample (Goals) > Goals > Related Goals

Goal Name: Academic Sample Goal 1 - Provide a brief title of your goal

Goal: Goals are overarching general statements that describe the department's strategic direction. Goals are usually not measurable but rather, they represent coordinated efforts of intended improvements for the department's programming or services. Goals are what the department plans to do and are reflective of

Goal Type	Goal
Academic Affairs	Support and enhance student access <ul style="list-style-type: none">o Facilities<ul style="list-style-type: none">*Provide state-of-the-art instructional facilities to support 21st century instruction that prepares students to be successful.o Equipment<ul style="list-style-type: none">*Replace or upgrade outdated or unserviceable training and instructional equipment with current industry-standard technology.*Provide adequate staffing to maintain/increase availability of labs and other instructional facilities*Increase budget allocations to provide extended staffing hours for instructional labs.o Enrollment management<ul style="list-style-type: none">*Develop offerings that focus on the core curriculum.*Develop schedules that are cost efficient and educationally viable.*Maintain consistent communication with deans and department heads.*Increase distance learning course offerings.o PCC<ul style="list-style-type: none">*Include an efficient pattern of scheduling to ensure accessibility to transfer pathways, degree attainment, and

Save Changes Discard Changes Return To Goal

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GOAL PROGRESS

Departments may enter progress on goals if they want. This is **not** a requirement this year, but it may find it helpful to track progress annually rather than at the end of the 3-year cycle.

1) Select the goal.

The screenshot shows the TracDat interface for 'Goal Progress'. The breadcrumb trail is 'Dept - Sample (Goals) > Goal Progress > By Goal > Select Goal'. A table lists several goals, each with a 'select' button in the 'Goal Status' column.

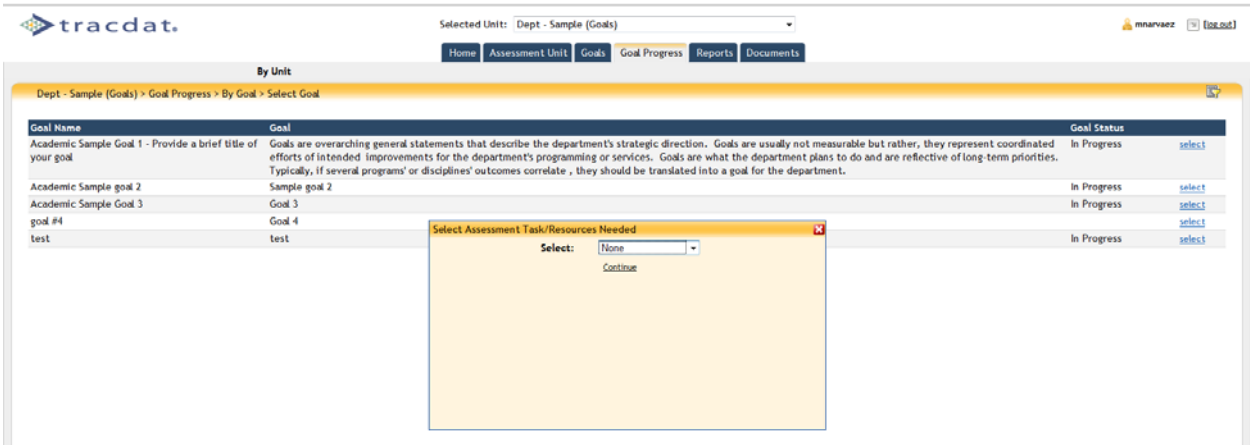
Goal Name	Goal	Goal Status
Academic Sample Goal 1 - Provide a brief title of your goal	Goals are overarching general statements that describe the department's strategic direction. Goals are usually not measurable but rather, they represent coordinated efforts of intended improvements for the department's programming or services. Goals are what the department plans to do and are reflective of long-term priorities. Typically, if several programs' or disciplines' outcomes correlate, they should be translated into a goal for the department.	In Progress select
Academic Sample goal 2	Sample goal 2	In Progress select
Academic Sample Goal 3	Goal 3	In Progress select
goal #4	Goal 4	select
test	test	In Progress select

2) A pop-up window will appear. Click "Select" drop-down menu and click on "None."

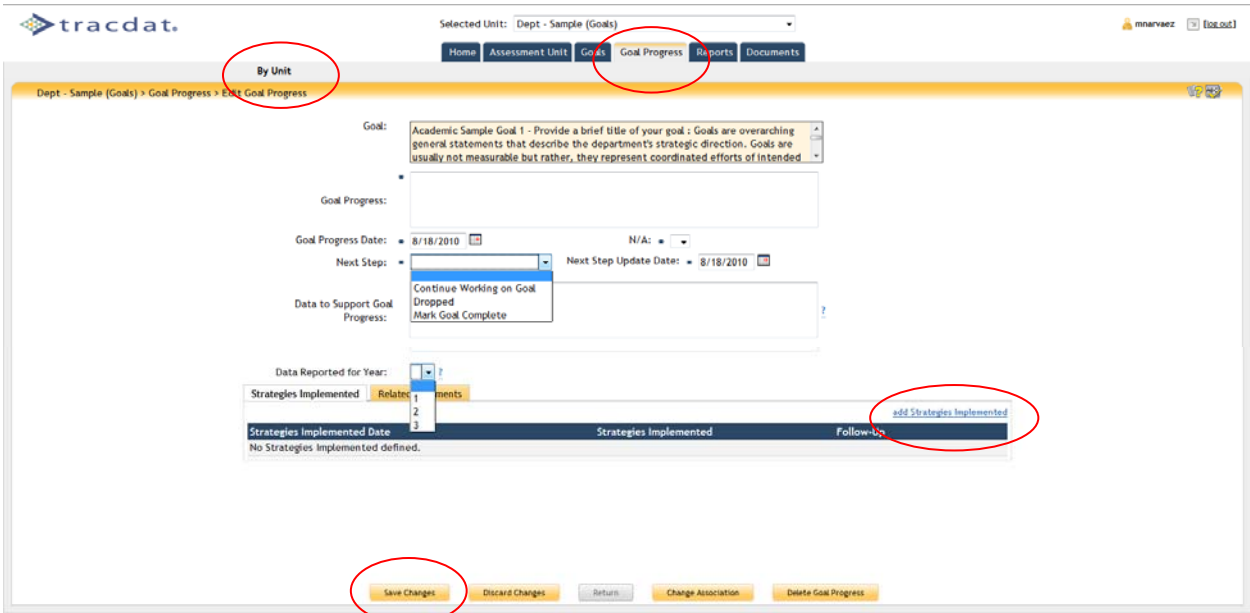
The screenshot shows the same TracDat interface as above, but with a pop-up window titled 'Select Assessment Task/Resources Needed' open over the table. The pop-up window has a 'Select:' dropdown menu with 'Assessment Task' selected. Below the dropdown, there are fields for 'Assessment Method', 'Category', and 'Assessment', each with a 'None' option. A message at the bottom of the pop-up reads 'No Assessment Tasks defined.'

GOAL PROGRESS – Optional for 2010-2011

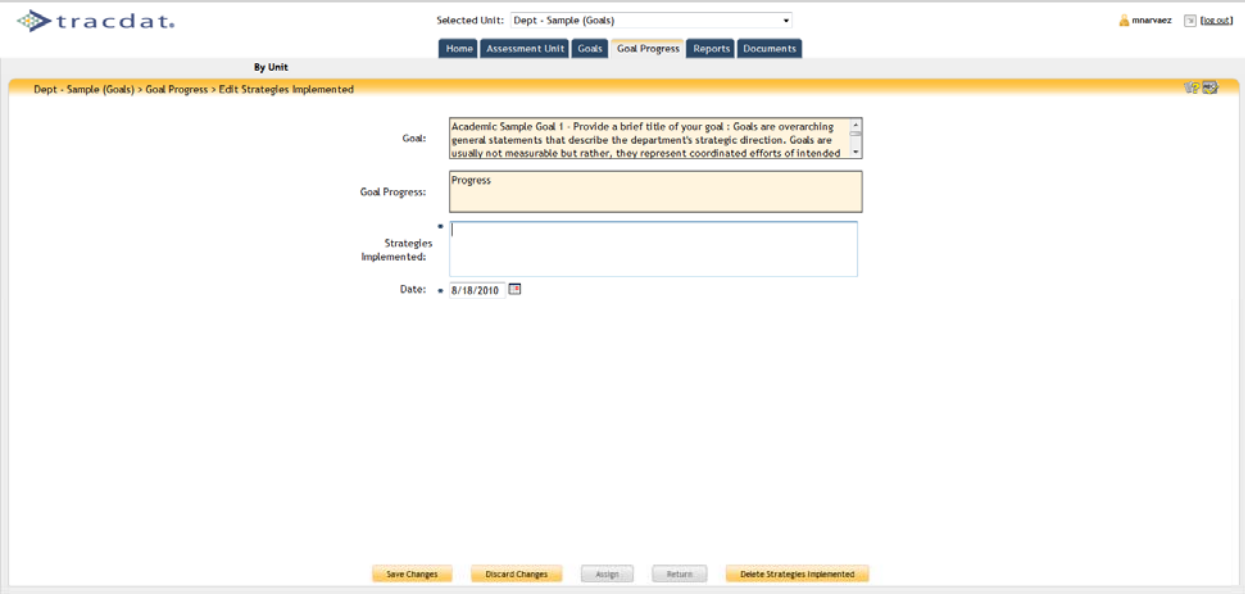
3) Pop-up window will change. Click “Continue.”



4) Indicate progress on goal. After saving goal, “Strategies Implemented” can be added.



“Strategies Implemented” screen



RUNNING and SUBMITTING REPORTS

1. **Run a report of the department's plan and save it in the department's Documents Repository in TracDat by October 1.** These plans will be reviewed by the Program Review Subcommittee. Departments will have the opportunity to use Flex Day to revise plans.
2. **Run a second report of the department's plan and save it in the department's Documents Repository in TracDat by November 5 to reflect any revisions made.** Final department plans will be reviewed by the Inter-Level Groups.

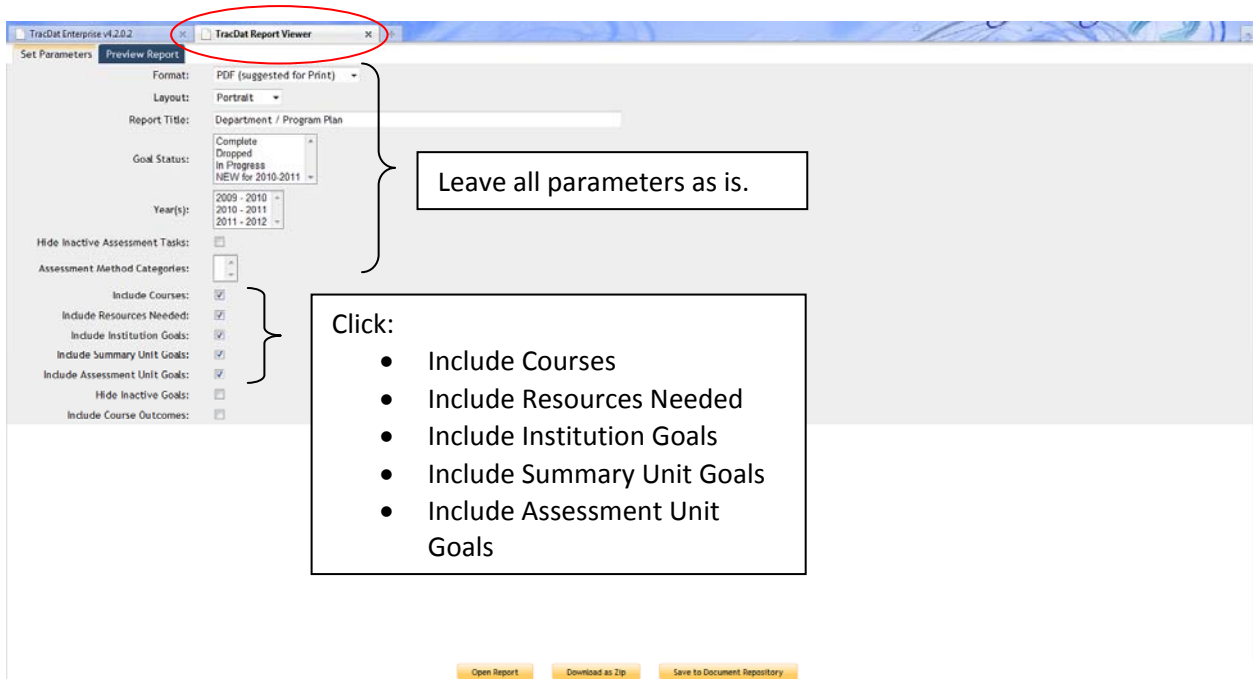
Note: Any departments who have not saved reports of their 2010-2011 plan in their TracDat Documents Repository by the due dates listed above is at risk of not having its goals and resource requests considered for resource allocation.

To Run and Submit Reports

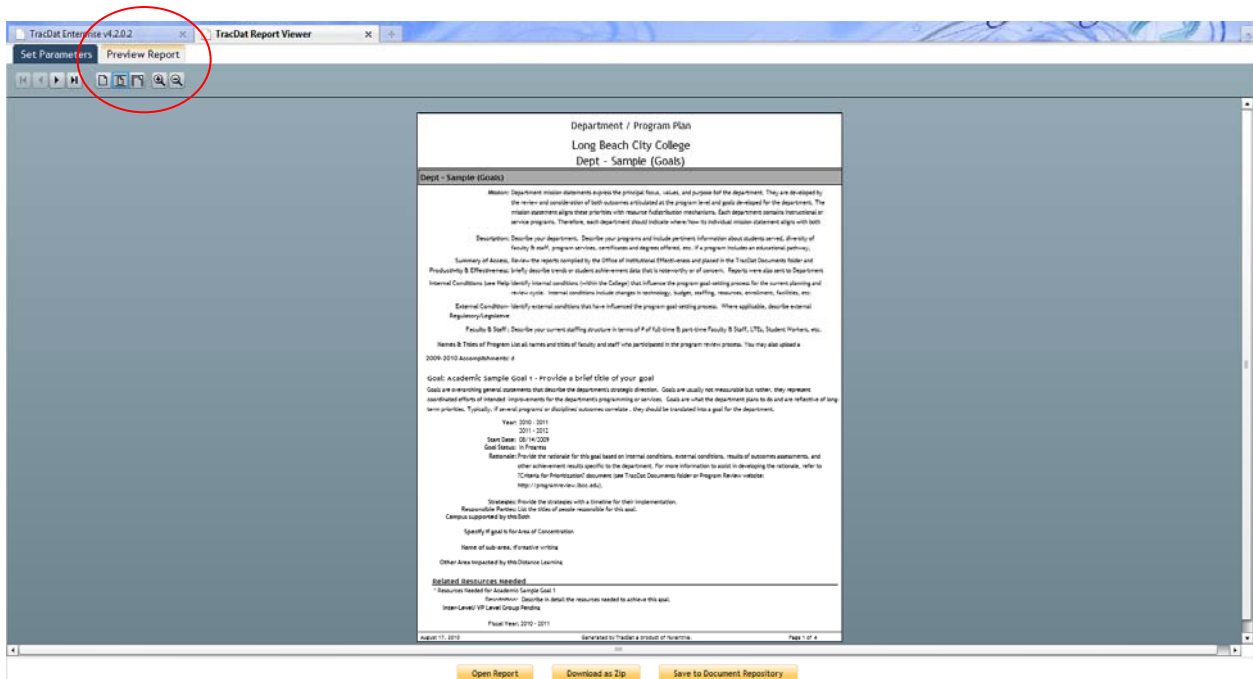
Go to Reports tab. Click on "Assessment Unit" screen.

The screenshot shows the TracDat web application interface. At the top, the "tracdat." logo is on the left, and the user name "mnavarez" and a "top out" link are on the right. Below the logo, a navigation bar contains buttons for "Home", "Assessment Unit", "Goals", "Goal Progress", "Reports", and "Documents". The "Reports" button is circled in red. Below the navigation bar, the breadcrumb trail reads "Dept - Sample (Goals) > Reports > Assessment Unit | Course". The main content area displays a table with two rows. The first row is "Department Plan" with a description: "Run this report to see the Department/ Program Plan. This report includes goals and resource requests." and a "Run" button circled in red. The second row is "Goal Progress Report - Four Columns" with a description: "This report shows goal progress in a 4-column format." and a "Run" button circled in red. A text box on the right side of the screenshot contains the instruction: "Select 'Run' for Department Plan." At the bottom of the page, there is a footer with copyright information: "Copyright © 1998-2009 Nuventive. All Rights Reserved" and "About Nuventive | Contact Us" next to the Nuventive logo.

A new tab "TracDat Report Viewer" will appear in the browser. This view will have two tabs: Set Parameters and Preview Report.

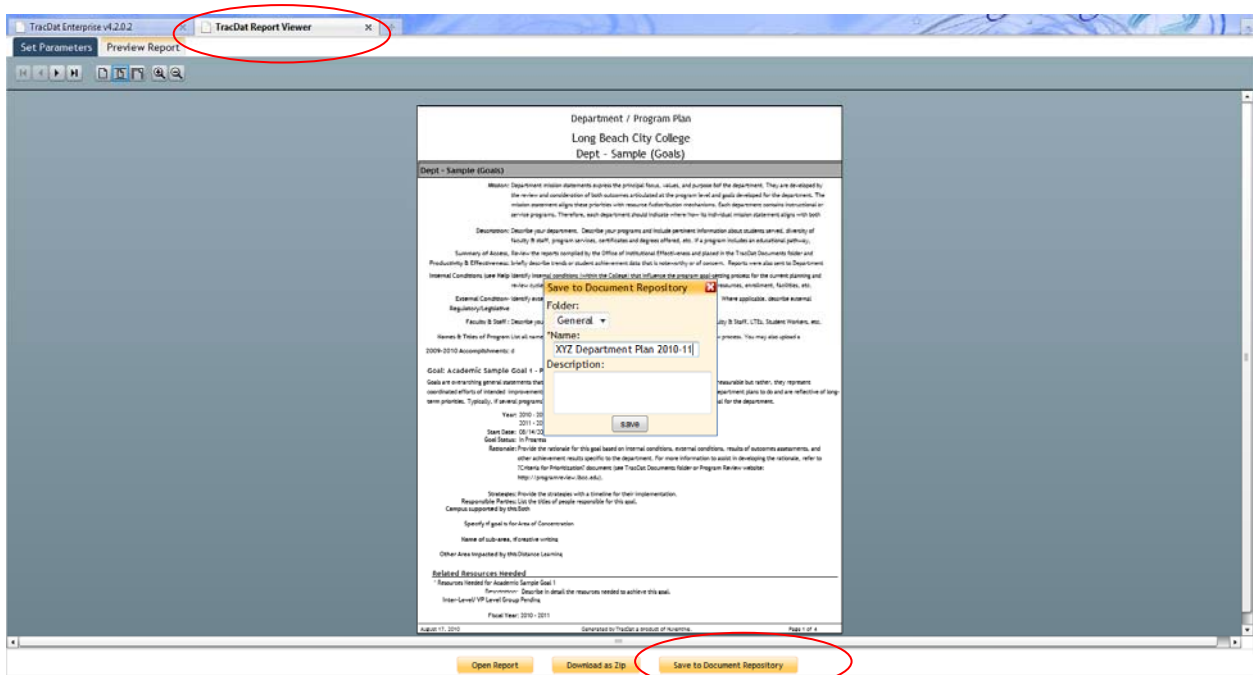


Click on the Preview Report tab to see what the report will look like.



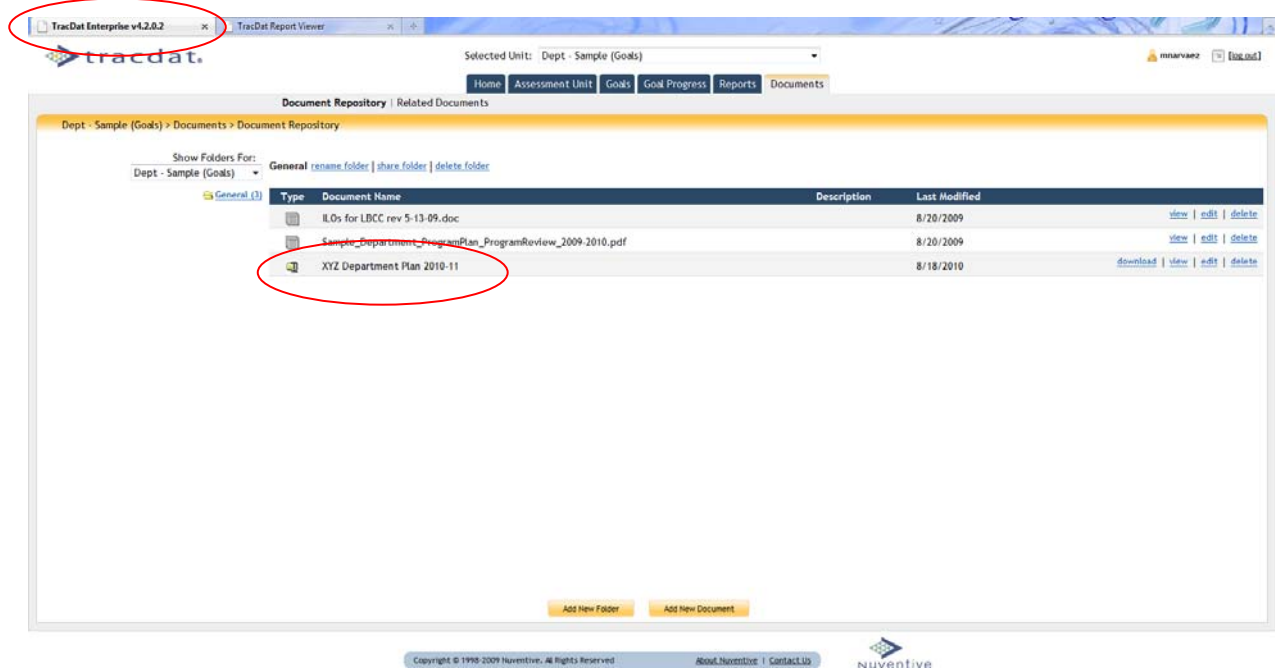
Click on "Save to Document Repository." A pop-up window will appear.

Keep Folder to "General". Change name to the "[Department name] Department Plan 2010-2011."



Click back to "TracDat Enterprise" tab in the browser.

Click Documents. The report should appear in the list.



Program Plan/ Program Review (PPPR) Information Flow 2010-2011

