

Using TracDat to Manage Academic Program Assessment

TracDat Overview

1. Structure:
 - a) TracDat is Program centric (Programs are also called Assessment Units)
 - b) Each Program can have multiple Outcomes
 - c) Each Outcome can have multiple Means of Assessment
 - d) Each Means of Assessment can have multiple Assessment Results
 - e) Each Assessment Result is associated with a specific Means of Assessment
OR can be associated with an Outcome overall
 - f) Additionally, each Assessment Result can have multiple Actions to be Taken (esp. if criteria is not met) and/or documented evidence attached to the result
2. Programs Tab: includes the program mission statement, program coordinator name, program review cycle, personnel associated with the program, courses associated with the program, course syllabi, and/or other documentation related to the program.
3. Assessment Plans Tab: includes the outcomes of the program, the outcome's means of assessment, the courses related to the outcomes (facilitating curriculum mapping), and whether the outcome is related to the university themes.
4. Reports Tab:
 - a) Assessment Plan Report (shows the plan only and no assessment results)
 - b) Unit Assessment Report (includes assessment results and any actions taken)
 - c) Curriculum Map Report (shows how courses are related to outcomes)
 - d) Document List (complete list of all documents in the program's repository)
5. Documents Tab:
 - a) Contains a repository of evidence in either document form or as a web site reference
 - b) Each program has their own repository
 - c) The repository can be shared with other programs
 - d) The repository can be organized into multiple folders
 - e) Documents can also be attached to courses (syllabi), means of assessment (rubrics), or assessment results (evidence of criteria met)
6. Starting TracDat
 - a) Go to the web address: <https://sou.tracdat.com> (preferably using Firefox)
 - b) Log in using your SOU network account credentials
 - c) Access to programs varies depending on department affiliation

Defining a Program in TracDat

1. Task: Enter "**General**" information for each program
 - a) Select the Program from the drop down list at the top of the page
 - b) Select Program tab and then General sub-tab
 - c) Enter Mission Statement for the program, which may simply be the same as the mission statement for the department.
 - d) Enter an Assessment Coordinator name which should be the name and/or phone of the person who coordinates the assessment plan of this program.
 - e) Select the Next Program Review cycle from the drop down list noting that reviews start in the Fall of the academic year and should be completed by the Spring of that same year.
 - f) Enter any Notes related to the program including any additional information about the program like accrediting agency, last review, cycle of review, history of the program within the university structure, etc.

2. Task: Verify "**Personnel**" associated with the program
 - a) Select the Program from the drop down list at the top of the page
 - b) Select Program tab and then Personnel sub-tab
 - c) Review the Personnel already assigned to this program and communicate any changes to the Provost's office (Sue Walsh and/or Chris Stanek)

3. Task: "**Relating Documents**" (e.g. syllabi) to courses associated with the program
 - a) Select the Program from the drop down list at the top of the page
 - b) Select Program tab and then Courses sub-tab
 - c) Click on "edit" link next to course name
 - d) Click on "Relate Document" link and choose "New Document"
 - e) Click "Browse" button to find and upload the document

4. Task: Enter/Verify "**Outcomes**" related to the program
 - a) Select the Program from the drop down list at the top of the page
 - b) Select Assessment Plan tab and then Outcomes sub-tab
 - c) Verify any Outcomes that already exist and/or click Add New Outcome to create a new one
Note: When entering an outcome keep in mind that the "Outcome Name" field should be a one or two word title whereas the "Outcome" field itself should state the entire outcome.
 - d) Continue verifying/adding outcomes until complete.

Defining a Program's Assessment in TracDat – note that outcome(s) must exist first

5. Task: Enter “**Means of Assessment**” for each outcome in the program
 - a) Select the Program from the drop down list at the top of the page
 - b) Select Assessment Plan tab and then Means of Assessment sub-tab then select the Outcome name from drop down list
 - c) Verify any Means of Assessment that already exist
 - d) Click on Add New Assessment Method to insert a new definition and to describe how the outcome will be assessed. Enter a name for the assessment method then choose an assessment category from the drop down list, add clarification about the assessment into the Assessment Method box, enter the criterion for the assessment, and any additional notes.
 - e) Make Assignments that identify who will be responsible for this assessment.
 - f) Upload a Related Document such as the rubric that will be used to assess the outcome.

6. Task: Associate “**Related Courses**” for each outcome in the program
 - a) Select the Program from the drop down list at the top of the page
 - b) Select Assessment Plan tab and then Related Courses sub-tab then select the Outcome name from drop down list
 - c) Put a check mark next to the most likely course(s) that this outcome is related

7. Task: Associate University “**Related Themes**” for each outcome in the program
 - a) Select the Program from the drop down list at the top of the page
 - b) Select Assessment Plan tab and then Related Themes sub-tab and then select the Outcome name from drop down list
 - c) Put a check mark next to the University Theme(s) with which this outcome is related