AGENDA

December 11, 2013

Co-Chairs: Tim Hollabaugh
Joni Jordan

Members:
Cindy DeLain
Milli Owens
Julie Rodriguez
Stephen Tootle
Robert Urtecho
Dali Ozturk
Kristin Hollabaugh

2013-14 Meeting Dates
(all in PCR from 12-1p.m.)

January 22
January 29
February 5
February 12
February 19
February 26
March 5
March 12
March 19
March 26
April 2
April 9
April 23
April 30
May 7
May 14

Goals 2013-14:

- Tracdat is implemented with operational procedures in place
- Tracdat can map levels of outcomes (course-program-institutional) in a report
- Robust reporting: identification of necessary reports, ability to create global reports, policy on who should create reports and how they should be disseminated
- Generation of a .pdf of outcomes for attachment to course outlines
- Creation of program review function
- Help menus and training documents

1. Program Review template update—info from Paul?

2. Reports:
   a. How to get the ACCJC info into and from TD?
   b. How to create the default reports in TD globally?

3. Review C-NET report

4. GE Outcomes

5. TracDat Help Email address—who, how, when?

6. Other?
1. **Meeting schedule for spring**
   We’ll keep the current schedule for the fall and cancel meetings if we don’t need to meet. The thinking is that we may need to meet in fits and starts as we get new requests.

2. **Program Review template update—info from Paul?**
   Still waiting to hear from Paul. Tim will contact him this week.

3. **Ongoing: Reports in TD—what should the default reports be?**

   - **Annual ACCJC Report**—Dali asked about the additional notes for the sections on the spreadsheet. Joni will check for that information and include it, if it’s missing and seems enlightening.

   - **Default Reports**—We decided to begin with the following two reports as the defaults. We need to delete the current default reports in the assessment units and replace them with these defaults. We can add further default reports as needed in the future.
     - 4-column report for outcomes and assessments
     - Current year’s assessment schedule (what is due for assessment this year)

4. **GE Outcomes**
   Review of the proposed GE outcomes. They are divided into four major areas, with bullets that serve as more detailed descriptors. Question: Do we include the bullets in TD or just the major areas? It was determined that we break the four areas into five (to account for Area 3, which includes two broad subareas) and then add the bullets as part of the under-description for each of the areas. When faculty maps courses map into GE, they can choose the broad area and further address the bullets that apply in their analysis or description of meeting assessment goals.

5. **Other?**
   Stephen asked if a TracDat help email could be created for users. This is a great idea! Tim will look into the creation of the email and we can talk about how to advertise it at the next meeting.
1. **Program Review template update**
   Seems to be going well. We need to have a report for the Budget Committee and a link to the District Objectives. Tim will send a note to Paul to make those requests.

2. **Creating a space in TD to collect syllabi (to show they have outcomes on them).**
   Discussion: How to accomplish the logistics? This may not be a TracDat solution, but a SharePoint solution. Could we get the admin. assistants to load them into SharePoint each semester? Discussion about the public vs. private nature of syllabi. This was moved to the Tech Committee to sort.

3. **Programming the Curriculum Mapping piece**
   The mapping tools are in place and it looks like they will work with perhaps a tweak or two going forward. Question was raised about where the program assessment happens and how it connects into program review? It was determined that the mapping piece is good enough for now and will function to inform program review and program assessment.

4. **Ongoing: Reports in TD—what should the default reports be?**
   - Annual ACCJC Report requires specific info (see tracking sheet attached).
   - Tim has a methods sheet that Dali is testing to see if it will provide the appropriate information for the report.
   - Need to define all the courses we don’t count, but that have a CRN, such as info comp test, CLEP and maybe others.
   - **Default Reports:**
     - 4-column report for outcomes and assessments
     - Current year’s assessment schedule (what is due for assessment this year)
   - What reports do we want? **Homework: send default report requests to Joni for Dec. 11 meeting.**

5. **What to do with cross-listed courses—how they count, how to track, how to enter data. EX: COMM 112/BUS 112**
   These should go in as separate courses.
6. **Bad data removal project**  
   Ongoing—nothing new to report.

7. **Other?**  
   How will GE outcomes go into TracDat? As a reporting unit. Courses can map to it, once we have the outcomes in place. Keep this on the agenda.
1. Tracdat Reports

Meeting discussion was centered around the immediate need for reports, particularly for reports that will help to inform data in the Show Cause report. We decided on a definition for “courses” in meeting the standard that course outcomes are regularly assessed. The definition for Spring 2013 semester (the goal being to have 100% of all outcomes assessed) was all active courses that were taught and that would continue to be taught (this allowed not counting the formerly repeatable courses from last semester, which were a moving target). Then, going forward, outcomes will all have a regular cycle that can be reported on and allow for meeting the standard.

Long discussion and the rest of the agenda was put on hold until the next meeting.
1. **2013-14 goals:**
   a. Tracdat is implemented with operational procedures in place
   b. Tracdat can map levels of outcomes (course-program-institutional) in a report
   c. Robust reporting: identification of necessary reports, ability to create global reports, policy on who should create reports and how they should be disseminated
   d. Generation of a .pdf of outcomes for attachment to course outlines
   e. Creation of program review function
   f. Help menus and training documents

2. **Deadlines for changing outcomes**

   October 15 and March 15 are the deadlines for insuring outcomes are correct for Banner (to input into the catalog and for purposes of student information/registration). Note that Tracdat information and the syllabi MUST match. The information in Banner may be less current (only gets corrected twice per year).

3. **Assessment cycles**

   We discussed what the assessment cycles are and have settled on them being by outcome, not by course. Divisions need to input these cycles so that we can tell when outcomes are slated to be assessed (this information is required for ACCJC reports on outcomes). The Help Menu for the assessment cycle should include information about closing the loop every three years, not just assessment. We need to create a report for how many of the total outcomes are being assessed each year, so we can keep track of work productivity in this area.

4. **What to do with inactive (deleted) courses?**

   Tim created an Inactive Assessment Unit into which we can move inactive courses/programs, thus not have them muddying the statistics for our active and ongoing assessments.

5. **Tracdat user manual—discussion**

   Moved to Sept. 4 meeting

6. **Definition of roles for Tracdat users (further discussion post IC meeting)**

   Waiting for discussion in IC meeting

7. **How to create committee tracking in TD?**

   Senate is interested in having a method to track initiatives, goals, etc.
1. **How to put outcome assessments (and what format?) on outfacing website (Tim and Joni)**

   See attached

   We looked at the model Tim proposed—a report that creates a pdf of all course outcomes/assessments. The file is huge, but good. Discussion about how to make it searchable and/or divided by department. Decision: Use this report at least for the short term with instructions about how to search the document and a note that if a course isn’t showing, it might not have been assessed recently. Remove the column “Assessment Method Active.” The result/result date becomes the element that pulls the data. Joni will write up instructions for searching and note that the pdf document is thousands of pages, so don’t print!

2. **Help menus—assignments**

   Moving this to summer work for finishing. Joni will create and distribute instructions about how to write help menus.

   Tim –SAOs  
   Joni –Disciplines/programs  
   Cindy –Committees  
   Reporting units down the road....

3. **Designation of CTE programs for Annual Report – update (Tim)**

   We need to be able to designate and report out CTE programs/courses in TracDat. Tim made a solution during the meeting --a check box on program page (program tab). Joni will look for the place where a similar box can be placed for courses. Discussion about what constitutes or how to define CTE. These are mostly defined by TOP code, and the Curriculum Committee is currently having discussions to figure out the gray areas. That committee can determine for sure what courses/programs are CTE.

4. **Tying SLO units to Program Review units (Tim)**

   Discussion about how to connect outcomes more seamlessly to program review. Right now, we can connect the district objectives to other pages, so can we do something to invite the outcomes to the program review pages? We determined that we are at a place where we need some architectural changes and this project would be a significant part of that. Possibility of using the List of Course Outcomes report, if it also was revised to include assessments? This may be worth exploring.
5. **District Objectives #3 Report—Assessment Report concern (Kristin)**
   Kristin pulled the report for DO #3 and it had junk in the report. This is coming from training program reviews and other training leftovers. Joni will get rid of all the training Program Review units and move them to the Sandbox (noted that none of us can remember how to get into the Sandbox, so retrieve that information).

6. **Policy on using the “Sandbox” for testing and training (getting away from using the production system for testing and training)**
   Discussion about using the Sandbox in lieu of the active site. We determined that we need three sites: Testing (could be wiped out at any time, used for demos and trials/error), Training/Creation (used to create new features, build, and for training) and Production (the active site). Discussion about how often the sites would refresh. Nothing should be moved into production unless it’s vetted by a group. We need to determine how easy it is to move pieces from one sandbox to the other? This may require a different level of support from Nuventive. Also—need a **naming convention for reports.** This can be part of the manual—not policy. **Put on fall agenda.**

7. **General testing and training issues**
   All related to issues above...

8. **Resource Request Report – (Paul?)**
   Discussion: We need some quality time w/ Paul from Nuventive. We have a bunch of reports that need custom building—such as the resource request report. It will be worthwhile to have Nuventive do these larger projects, such as Faculty ranking, resource ranking. Might be worth looking into whether or not Nuventive has a program review module. Tim will request that Paul come for a three-day visit to address some of this.

9. **Task Force Wrap Up**
   In spite of the Task Force’s hopes to have completed the implementation by the end of this semester, we determined that there were still a few ongoing issues that require the task force to remain in existence into next fall. The hope is to address those issues quickly and be able to write the final report and disband by October. Part of disbanding will be to determine which groups (Tech/Research/O&A Committee) will have responsibility for which TracDat operations. Dali also reminded us that those three groups need to develop a process to evaluate TracDat. Joni will send the reminder to the groups.
1. **How to handle survey results for committee evaluations (Kristin)**
   Issue has been resolved. The survey is going out in Vovici and will become part of end-of-year report. The details of how the survey is distributed and results disseminated are being worked out in Research Office.

2. **Committee Reports Issues**
   Committee reports selection for evaluation page on Results—it includes “yes” and “no”—should it? Got rid of the yes/no. What about completed? May add this later, but will see how it works for now. And why is there an evaluation button on the Initiatives tab? This seems to be gone—may have been previously fixed. Where do midterm results go-there or in results? This is fixed. And what to do with student members of committees? Make a report and send to student reps.

3. **How to put outcome assessments (and what format?) on out-facing website**
   Joni and Tim will work on this and bring back at our half/day meeting. Maybe a spreadsheet that has course/outcome/results from three year cycle-and it gets updated each semester—maybe a pdf report for outward facing/excel for internal, so internal viewers could access and work with the info.

4. **Help menus—assignments**
   Tim –SAOs
   Joni –Disciplines/programs
   PR done
   Committees—Cindy
   Reporting units down the road....
   Goal is to have the menus completed by the half-day meeting.

5. **F2f vs online course assessments update**
   Kristin and Dali will send Joni the offending passage and she’ll talk to Bob about what he thinks it means.

6. **When to update Banner?**
   We determined there is a need for a TD calendar that notes when updates/connections to other systems happen. Where does it belong? Part of institutional planning calendar? Banner should be updated at the end of every semester. Remind inputters to update in October and March. Lee pulls the updated info in April and November.
7. **Designation of CTE programs for Annual Report**
   Can we do this in the background...? Tim thinks yes. Tim will create the way and Joni will populate.

8. **Half-Day Meeting**
   Fri May 9  8-12 OK  LRC?

   For this agenda—are we finished w. the task force?
1. **ACCJC Annual Report Issues**

   a. **Program Mapping/Assessment**

      (a) Discussion of steps to map course outcomes to program outcomes.

      1. Go to program in TracDat
      2. Click on Program Outcomes and Assessment tab.
      3. Click on Related Courses button.
      4. Check the box for the related courses (select outcome name at top of page first).
      5. Select the appropriate level.

      Joni will prepare these steps for training and a COS eNews.

2. **CTE/VATEA Data Reports (Dali)**

   a. Dr. Dutto wants to know if Program Review information could work for him in his reporting for various CTE purposes. The Task Force members weren’t completely clear about his needs, but decided to start with a CTE report that would pull all CTE courses and programs/program review units together. Decided on first step to give him the Program Review units list (Kristin H.) and have him identify what is CTE. Once those have been determined, we can create a report that will pull specified information from those areas for him.

3. **Program Review: Dates Issue**

   a. Will creating a reporting unit work to solve the archiving of annual program review reports?

      Tim noted that we could easily run a four column report and archive in Documents. There was further discussion about the distinction between reporting and assessment units. Should this go back to IPRC for further discussion and clarification? Tim suggested creating a reporting unit for the program with assessment units for each year Program Review under that program. Decision: take this suggestion and discussion to IPRC and invite Tim to attend and answer questions.

4. **Capturing data on changes planned in response to course assessments (Tim) –Demo?**

   Tim demonstrated the new field created for this in the Improvements area (Assessment Results page) for disciplines. The label for the field will be Changes Planned in Response to Outcome Assessment. We have previously determined the items for dropdown at the last meeting. eNews and training needed to explain this piece. Maybe a posting on the Outbursts blog?
5. **SharePoint Add-On Recommendation (Tim)**
   Consensus was that no one has heard enough to think we need to get this piece. Discussion about the need for a TracDat Listserv, so that discussions about issues like this might be aired and resolved.

6. **SAO – Capturing types of improvements for reporting purposes (Kristin)**
   See item #4 above. We need this field for SAOs, too. Kristin will send categories to the group for email discussion and then implement in TracDat.

7. **TracDat Task Force, as standing item on Senior Management (Kristin)**
   Kristin and Dali reported that Stan has added TDTF reports as a standing item.

8. **Actionable Items-Program Review (Dali)—postponed**

9. **Committee/senate/council Feedback Survey (April 15) (Dali)**
   Discussion of the use of TracDat to conduct surveys for committee involvement. Tim has created a way to do this in TD, but since TD is not actually built to be a survey vehicle, how the information would be accessed and disseminated and used is unclear. **Recommend to send to Implementation Task Force** for review of the requirement to use TracDat as the vehicle, rather than a survey instrument such as Vovici or Survey Monkey.

10. **Committee Reports Issues—postponed**
   Committee reports selection for evaluation page on Results—it includes “yes” and “no”—should it? What about completed? And why is there an evaluation button on the Initiatives tab? Where do midterm results go-there or in results? And what to do with students? How do they see the reports?

11. **Help menus**

12. **F2f vs online course assessments (Dali and Kristin)**

13. **How to put outcome assessments (and what format?) on outfacing website**

14. **When to update Banner?**

15. **What to do with courses whose number changes (AUTO 134 to AUTO 234)? Keep the outcomes in 134 and create a new course? Or just change the course number?**