

## Administrative and Student Support Assessment and Tracdat v.5 (TD5)

**Mission:** Administrative and Student Support units (departments, offices, programs, etc) should each have a defined mission (documented on the 'General Information' page in TD5).

The screenshot shows the Tracdat interface for the 'Cabinet Assessment (VP-ESSA) - Orientation' unit. The left sidebar has a red box around 'General Information' under 'Administrative Unit'. The top right has a green box around the 'MISSION' button and a purple box around the 'Edit' button. The main content area shows the 'Mission Statement' for the unit, which is enclosed in a blue box. Below the mission statement, there is contact information for Karen Johnston, Director of Advising, Retention & Orientation.

Based on your unit mission there are likely several key initiatives and/or programs where goals could be defined and where we could document evidence of progress in meeting those goals (goals related to operations, client service, co-curricular activities, and student learning/achievement/retention). When appropriate these goals may be directly related to one of the seven elements of the university strategic plan (and its many subcomponents). Assessment is about using the data to make us better.

Assessment of Administrative Units in TD5 is fundamentally the same, but the menus have changed slightly. Begin by selecting a unit from the top drop-down menu. If your window is too small, the left-side Menu may be hidden so either resize the window or select the green menu icon.

The screenshot shows the 'Administrative Unit Planning Summary' table. The table has five columns: 'Administrative Unit Outcomes', 'Strategic Activities or Measures', 'Assessment Findings', 'Action to be Taken', and 'Follow-Up'. The first row is highlighted in red. A blue box highlights the blue text 'College student retention' in the first column, with an arrow pointing to the text and the instruction 'Click on blue text to go to that section'. The 'Expand Menu' button is highlighted in purple, and the 'change password' button is highlighted in blue.

Administrative Unit Outcomes	Strategic Activities or Measures	Assessment Findings	Action to be Taken	Follow-Up
College student retention	2	1	0	0
Regional communities	3	1	0	0
Annual Unit Report		0	0	0
Campus Climate Update		0	0	0

The unit homepage (shown above) has a table that summarizes the Planning Summary. Columns identify the Unit Outcomes by name, the number of Activities/Measures which have been defined to

address that outcome, the number of findings that have been documented for that Measure, and how many actions have been defined based on the finding(s). Based on criteria set for each type of unit flags or green checks will give an indication of the progress in assessment (e.g. a minimum of three (3) outcomes per unit, and minimum of one (1) measure per outcome, and a minimum of one finding per measure). On the home page, you can click on any blue-text to go to that section.

**Defining and Editing Outcomes:** use the left-side Menu select the “Unit’s Assessment Plan” area from within “Administrative Unit Planning” (highlighted in red). The outcomes/measures page is organized using indents – each outcome (in blue) has one or more measures (in gold). New outcomes, measures or documentation are added using the green circle icons located at the end of the respective line. Edit tools allow the outcomes and measures to be revised and corrected – BUT NOTE: do not change the outcomes or measures once assessment has begun on that item. An outcome or measure can be deactivated when it is no longer relevant or you need to make substantial changes. ADD a NEW outcome or measure when the old one is no longer appropriate or needs updated.

The screenshot displays the Tracdat interface for 'Cabinet Assessment (VP-ESSA) - TRIO Upward Bound'. The left sidebar contains a 'MENU' and 'Administrative Unit Planning' (highlighted in red). The main area shows 'Administrative Unit Outcomes' with 'College student retention 3.2' as 'OUTCOME 1'. Under this outcome, there are two measures: 'Strategic - Report or Audit' (labeled 'Measure 1') and 'Strategic - Activity or Event' (labeled 'Measure 2'). Green callouts indicate 'Add a NEW OUTCOME to this unit', 'Add a NEW MEASURE for this Outcome', and 'Add documentation for THIS Measure'. Purple callouts indicate 'Edit existing outcome' and 'Edit existing measure'. A red box highlights the 'MENU' and 'OUTCOMES & MEASURES' sections. A blue box highlights 'Outcome 1' and another blue box highlights 'Outcome 2' at the bottom.

**Entering Findings and Actions:** From the same Menu area select ‘Assessment Findings’. The Findings page shows the Outcome statements (each highlighted in a blue box in the graphic below) but they can’t be edited here. For Outcome 1 there are two Measures (each in a gold box) – the small number indicates how many findings have been entered for this outcome. Measure 1 has no findings and no

black triangle to expand the contents. Add a new Finding for Measure 1 using the green + icon located at the end of that line.

Expanding Measure 2 (black triangle) displays the one existing Finding (highlighted with the purple box). Add a NEW FINDING for Outcome 2 (gold arrow) annually, or on whatever evaluation cycle you use. Existing Findings can be edited or deleted (small icons on the right edge) – but shouldn't be without due deliberation – edit to make corrections or slight revisions but don't write over previous work, or the work of others. Add actions and supporting documents (green arrows) as evidence to back-up or expand upon the Finding and Action steps.

If there are activities (Findings) that you want to report on but there isn't an obvious place to do it reconsider how the activity fits into the mission and aligns with the Strategic Plan. Create a new Outcome if it is a 'big idea', create a new Measure if it fits within one of your existing Outcomes.

For additional assistance contact Dr. Myton x2349 or one of the members of The Assessment Committee