

TracDat – Entering Program Review Narratives

This guide will show you how to enter your Program Review Narrative responses in TracDat

If you have questions about how to access and use TracDat, please contact Allison Hughes:

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Contents

How to Access Your Previous Program Review	2
How to Enter Program Review Narratives	2
How to Add Documents to Your Program Review	3

How to Access Your Previous Program Review

1. The best way to access your (or another program's) previous program review narratives, is to visit the <u>Cañada Program Review website</u>. All program review documents are posted here after each program review cycle.

How to Enter Program Review Narratives

1. Select the program review version of your program from the drop down menu at the top. If you don't see the program review you need access to, please contact Allison Hughes at hughesa@smccd.edu.

	CAN Program Review (Instructio	nal) - Accounting & Business (Odd Year)	-	
/ie			Q	
	Programs			
on	CAN Program Review (Instructional) - Accounting & Business (Odd Year)			hp
Т	CAN Program Review (Instructional) - Communication Studies (Even Year)			
n	CAN SSP - Assessment, Orientation & Registration			
1	Objectives	Action Plans		

2. Click on Program Review on the left and then Program Review Narratives.

🖀 Home	¢	
Program Review	· -	
 Objectives, Actio & Resource Requ 		
Reports	× ‡	
Documents	× ‡	

3. On that page, if you entered program review narratives in the past, you should see a set of narratives for the 2018-2019 cycle here. If you did not, skip to step 6.

T 🏶 Program Review Narratives		0
	> 🗰 <mark>2018-2019</mark>	ピ 役 亩

4. To the right of the 2018-2019 line click on the pencil icon. From here, you can see your previous program review responses. Edit and update them as needed and then click Save at the top right.



a. To see more information about what to enter for each question, click into the text box where your responses go. A purple pop-up will appear with more clarification for each section.

) Save 👻 🦘 Return
* Program Review Narrative Cycle	2018-2019 ¥	
nstructional Program Review (IPR)		
* Lead Contact Person		
* Writing Team		
Executive Summary		
* 0. Executive Summary	The Business, Accounting and Technology (BAT) program introduces the fundamental concepts and practices of business to develop a broad-based practical understanding of its context, purpose and underlying functional areas: accounting, finance, marketing and management. Whether an entrepreneur, new business manager or a professional seeking a career transition with greater business responsibility, these certificates offer required knowledge and techniques that are consistent with modern principals and best practices, providing skills that can be used by students immediately upon employment.	0
	Identify how your program aligns with the college's mission by stating which categories of courses you offer: Career Technical, B	asic Skills, Transfer, and/or 🛛 💥
Program Context	Lifelong Learning. If your program has a mission statement, you may include it here.	
* 1. Mission	The Business Accounting and Technology Program (includes BUS, <u>ACTG, CBOT</u> and MGMT)introduces the fundamental concept and practices of business to develop a broad-based practical understanding of its context, purpose and underlying functional areas: accounting, entrepreneurship, management and marketing. Whether an entreprefeur, new business manager, or a professional seeking a career transition with greater business responsibility, these certificates employ materials and technique that are consistent with modern principles and best practices providing skills that can be used immediately	

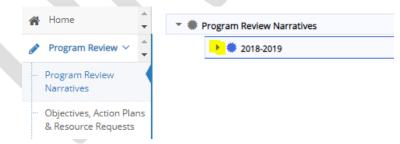
5. If you did not previously complete a program review, you'll need to click on the green plus sign icon to the right of the 'Program Review Narratives' heading.

Program Review Narratives

- 6. From here, enter your responses to the program review questions and click Save at the top right when you're finished.
 - b. To see more information about what to enter for each question, click into the text box where your responses go. A purple pop-up will appear with more clarification for each section.

How to Add Documents to Your Program Review

1. Click on the drop down arrow to the left of the program review narratives to which you need to add document(s).



2. Scroll down to the bottom and click the green wrench icon to the right of the Related Documents heading at the bottom.

discussion.	
Looking Ahead	
11. Program Planning:	
Program Review Narrative Status:	
Dean Feedback	
Dean Program Review Narrative Feedback:	
Related Documents	0

3. First, click on the '2018-2019 Program Review Documents' folder and then click on the green plus sign icon at the top right of the Document Repository box.



- 4. Next, click the dotted box to browse for you file. Click Save and Relate when you're finished.
 - a. The name of the document will populate automatically from what you originally named the document, so keep that in mind when you're uploading.
 - b. You can also add a description of the document, but it's not required.

				🖺 Save and Relate	Cancel
Places document	ts into 2018-2019 Program Review Documents			T	
Files		Click to browse for files			
Urls					
* Name	* Url		Description		