



## ENTERING PROGRAM REVIEW CONTENT INTO TRACDAT

### STEP 1

Select the appropriate program from the drop-down menu. **NOTE:** Program Review and Planning modules begin with **El Camino: PRP (AA)**

The screenshot shows the Tracdat interface. At the top, a dropdown menu is set to "El Camino: PRP (AA) - Program: 2017 TEST PROGRAM". Below this, a navigation sidebar on the left lists various modules. The main content area displays a "Program Overview Planning Summary" table. A green circle highlights the first row of the table, which contains a checkmark, the text "2017 PROGRAM REVIEW RECOMMENDATIONS (USE FOR 2017 PROGRAM REVIEW ONLY)", and numerical values in the other columns.

Recommendations	Program Review Components	Annual Evaluations	Adjustments	Follow-Up
✓ 2017 PROGRAM REVIEW RECOMMENDATIONS (USE FOR 2017 PROGRAM REVIEW ONLY)	11	0	0	0

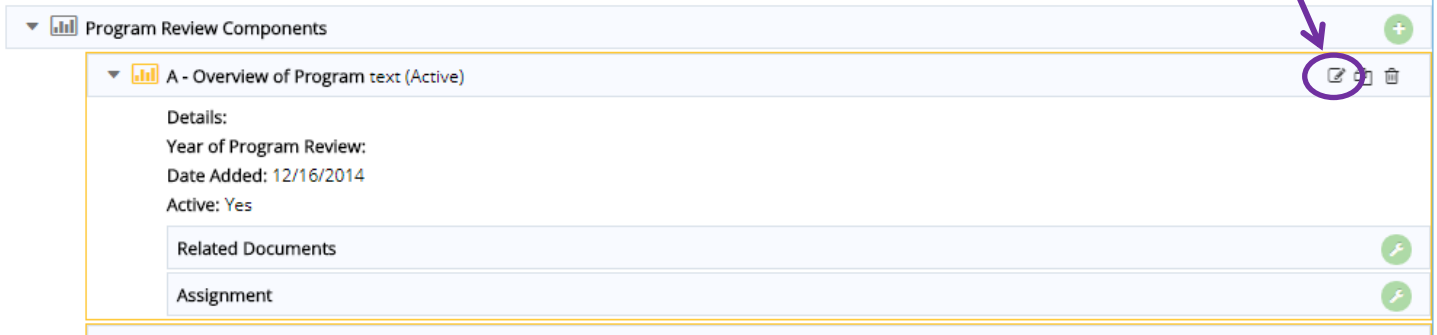
### STEP 2

Click on **2017 PROGRAM REVIEW RECOMMENDATIONS (USE FOR 2017 PROGRAM REVIEW ONLY)** to display a screen similar to the one presented below. Each of the components of the program review template will appear.

The screenshot shows the detailed view of a recommendation in Tracdat. The breadcrumb trail indicates the path: "El Camino: PRP (AA) - Program: 2017 TEST PROGRAM > Program Overview Planning > Program Review & Planning". The main content area shows a "Recommendations" section with a plus icon. Below it, a specific recommendation is expanded, showing fields for "Implementation Timeline", "Input/Last Revised Date", and "Completion Date". Underneath, there is a "Program Review Components" section with two items: "A - Overview of Program text (Active)" and "B - Analysis of Research Data text (Active)". Each component has a "Details" section with fields for "Year of Program Review", "Date Added", and "Active" status, as well as "Related Documents" and "Assignment" sections.

### STEP 3

To begin entering content for any given component of the program review template, click on the **Edit** icon ...



... and a screen similar to the one presented below will appear. *You may “cut-and-paste” the appropriate program review content from another application (e.g., Word), or you may type directly into the text box.*

PROGRAM REVIEW RECOMMENDATIONS (USE FOR PROGRAM REVIEW ONLY) Enter Program Review results here. For Planning Recommendations, 'Add a Recommendation'.

Active  ?

Program Review Component Category: A - Overview of Program ?

\* Program Review Component:  ?

Details:  ?

Year of Program Review:  ?



For each component, please enter content from your final Program Review document **according to the guidelines below:**

Program Review Component	Content to enter into TracDat
<b>Section 1:</b> Overview of Program	Enter the <b>narrative response to item 1A</b> (“Provide a brief narrative description of the current program, including the program’s mission statement and the students it serves.”)  List only the <b>recommendations</b> included in <b>each</b> of the respective sections of the document
<b>Section 2:</b> Analysis of Research Data	
<b>Section 3:</b> Curriculum	
<b>Section 4:</b> Assessment of SLOs and PLOs	
<b>Section 5:</b> Analysis of Student Feedback	
<b>Section 6:</b> Facilities and Equipment	
<b>Section 7:</b> Technology and Software	
<b>Section 8:</b> Staffing	
<b>Section 9:</b> Direction and Vision	
<b>Section 10:</b> Prioritized Recommendations	

### STEP 3 (cont'd)

Career and Technical Education (CTE) programs will also enter their responses to the **CTE Supplemental Questions** in the appropriate section as indicated below:

The screenshot shows the TracDat interface for 'El Camino: PRP (AA) - Program: 2017 TEST PROGRAM'. The left sidebar has a 'Documents' menu item circled in purple. The main content area shows a list of program review components. The component 'J - CTE Supplemental Questions (complete if program is a CTE program) text' is circled in purple, and a purple arrow points to the 'Related Documents' field within its details. The component 'Z - Review and Sign-Off Enter in this section the name(s) of those who contributed to this program review.' is circled in blue, and a blue arrow points to the 'Related Documents' field within its details.

### STEP 4

Enter the names of the author(s) and contributor(s) to the program review in the **Review and Sign-Off** section.

#### RELATED DOCUMENTS

For any given component, related documents can be uploaded by clicking the **Related Documents Settings** icon. This feature may be used to attach a document presenting recommendations in tabular format.

This close-up shows the 'Z - Review and Sign-Off' section. A red arrow points to the 'Related Documents' field, which has a green circular icon with a plus sign next to it, indicating where to click to upload a document.

#### DOCUMENT REPOSITORY

Please note that the complete Program Review document will be uploaded to the **Document Repository** in TracDat upon review by the Academic Program Review Committee (APRC) and any revision by program faculty based on committee feedback. Please forward the final Program Review document to the co-Chairs of the APRC (Russell Serr – [rserr@elcamino.edu](mailto:rserr@elcamino.edu); Linda Clowers – [lclowers@elcamino.edu](mailto:lclowers@elcamino.edu)).