El Camino College
Procedure for TracDat Permissions
Program Review & Planning (PRP) Module

This procedure is intended to help plan leaders determine who is authorized for which plans and to clarify the authorization process. Authorizations for access to the PRP module are managed by Academic Affairs in coordination with Information Technology Services (ITS) and Institutional Research & Planning (IRP). *Note: The authorization process for Compton users is detailed in a separate procedure. Authorizations for the Student Learning and Service Area Outcomes (SLOs/SAOs) follow a similar process but are not the subject of this procedure. Consult Dr. Linda Clowers, Associate Dean of Academic Affairs, for more information on that process.*

Access Levels
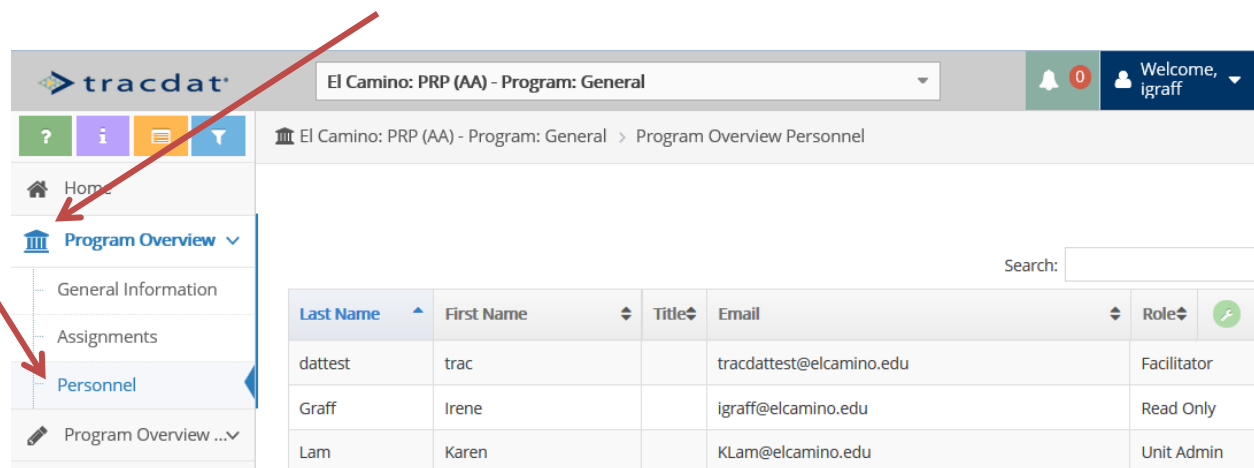Currently two access levels exist in the PRP module:
- Read Only: Users can view and print reports from a plan but cannot edit.
- Unit Admin: Users can view, print and edit the plan.

Before requesting permissions from Academic Affairs, first view the current access rights.

Viewing Access Rights
TracDat users with any access level to a plan can view all access rights to that plan.

- In TracDat, select a PRP (program review & planning) annual plan.
- Then click on 🏛 **Program Overview** ∨ . Notice that you need to select the building icon, not the pencil icon.
- Then select **Personnel**. This will show you everyone that currently has access to this particular plan and the level of access ("Role").

The dean or director over a program or unit is responsible for keeping this list of authorized users up to date.

Permission Process and Authorization Procedures

Requests for access are made through Academic Affairs. Contact Isabelle Peña by email (and cc Linda Clowers), allowing at least one week's notice before access is needed. ***Authorizations for access are not automatically granted upon employment.***

Requests for access to a plan are handled in three ways:

- *Faculty and Staff*: Requests must be made by the manager or supervisor.
    - *An administrative assistant or other designee may coordinate PRP authorizations provided that all email communications include a cc to the manager.*
- *Managers and Supervisors who are not a designated Plan Leader*: Requests should be made by their manager.
- *Managers and Supervisors who are the <u>designated Plan Leader</u>* as a function of their office may request access to plans (and any appropriate subplans) for themselves.

Your request should include the following information about the person needing access:

- Name
- Email
- Unit or Department
- Indicate that this is for PRP (Program Review & Planning)
- Plan(s) to which person needs access
    - e.g., Linguistics Program Plan
- Level of access for each Plan: Unit Admin (editing permitted) or Read Only

Canceling and Keeping Authorizations Current

TracDat authorizations are valid until canceled or employment ends. If you have previously authorized an employee who no longer needs access, please contact Ms. Peña to cancel the authorization. Also, please keep authorizations updated in cases where there is frequent rotation of program review or plan leads (e.g., faculty from large departments).

While access automatically terminates when an employee leaves the College, their name will remain on the list of authorized users. Please notify Academic Affairs in these cases so authorization lists remain up to date.

Judicious Use of Authorizations

While it is important to ensure broad participation in the development of annual plans, caution is advised when assigning Unit Admin authorization to more than one person per plan. Anyone at the Unit Admin level may change, add or delete program review components or plan recommendations, either intentionally or by accident. In addition, "too many cooks" may result in a plan that lacks consensus. Managers and supervisors who are authorizing access should clearly define roles and responsibilities for plan leads and participants. And consider the Read Only access level for those who need to view but do not need to modify the plans.