Log In

- 1. To log in go to https://tracdat.sandiego.edu/tracdat/ Note: Firefox is the best browser for tracdat
- 2. Enter your USDOne username and password
- 3. Select your unit from the dropdown menu in the grey bar at the top of the page

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					Admin - Information Technology Services		
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					Admin - Institutional Research and Planning		
					Admin - Living Learning Preceptorial Program		

Enter Statement of Purpose and Functional Areas

- 1. Click on Admin Unit on the left navigation bar
- 2. Select General Information
- 3. Enter your unit's Statement of Purpose
- 4. Enter your unit's functional areas

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? i 🔳 T	盦 Admin - Living Learning Preceptorial Program > Admin Unit > General Information
A Home	1 Information regarding the organizational values and mission statement of the administrative unit. Assessment cycle details should be outlined, and pertinent assessment coordinators are
🏦 Admin Unit 🗸 🗸	wel.
General Information	👻 🏛 Admin - Living Learning Preceptorial Program
Assignments	Statement of Purpose: The LLC program was developed as a collaborative effort between academic and student affairs to enrich the academic and co-curricular experience of first year students. Co-directed by administrators from both divisions, the program was first plotted in Fall 2010 and expanded to include all first year students in Fall 2014. As the program greave, two administrators rever added, the LLC Coordinator and LLC Program Assian. The LLC Earch encludes heavily
- Personnel	suberits in ran 2014. As the program grew, we administrative positions were address, the LCC Condition and LCC Program assistant. The LCC cell conditionation are snewly with other units such as Residential Life, Center for Student Success, Admissions, and others regarding first year course schedules, housing assignments, and orientation.
	The team also supports the faculty director role in coordinating LLC events. Functional Areas:
🔒 Mapping 🗸 🗸	 First Year Course Registration (first year advising questionnaire, creating first year schedules, correspondence with families, summer advisor training) Preceptor Development (trainings, web/hardcopy resources, feedback, selection)
🔲 Reports 🗸 🗸	 Event Support (planning, logistic, and marketing support for LLC events) Administrative (expense reports and reimbursements, website, entering class reconciliations, logistical support, LLCC, assessment)
🗅 Documents 🗸 🗸	5. Program Support (external marketing, stakeholder communication management)
	Legal Notice

Enter Unit Goals (3-5 broad, enduring outcomes for the unit)

- 1. Click on Admin Unit Planning from the left navigation bar
- 2. Select Unit Plan
- 3. Click on the green plus sign to the right to add a goal for your unit

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🔗 Home	👻 🏆 Goal	S		0
Admin Unit	*	Students will develop an understanding and a disposition across the curriculum experiences to synthesizing and transferring learning to new, complex situations		ions among ideas and 🛛 🖉 🗎
Admin Unit Planning	· ·	T Students will develop a sense of belonging among their peers and within the USE	Community. (Active)	6 8
- Unit Plan	•	T Maintain or improve first-time, full-time, first year fall to fall (90%) and fall to sprin	ng (96%) retention rate. (Active)	6 8
- Results	>	T Achieve higher levels of effectiveness and efficiencies regarding program implem	entation. (Active)	6 8
Happing	· · · Outo	omes		0
Reports		Course Engagement Students will be more engaged in their preceptorial course of	compared with other courses. (Active)	ය දා ම
		Intellectual Climate Preceptors will describe the intellectual climate as strong. (Ac	tive)	C 2 8
(•	Sense of Belonging Students will develop a sense of belonging among their peers	and within the USD community. (Active)	ය වැඩි ම
	•	Retention Maintain or improve first-time, full-time, first year fall to fall (90%) and	fall to spring (96%) retention rate (Active)	ය වා ම
	•	Student Preferences Students will receive one of their top three preferences for a	an LLC theme (Active)	ය දා ම
	h ,	Process Map Identify efficiencies in processes involving stakeholders such as Adn	nissions, Residential Life, and ITS. (Inactive)	ය දා ඉ

- 4. Ignore the Goal Type dropdown menu
- 5. Enter the text for your unit goal in the goal box (this is a required field)
 - a. The goal should be one statement using outcomes language (SMART specific, measurable, achievable, realistic, time-bound). The unit goal should directly align with the CCLOs if it is learning oriented, or the student affairs strategic plan if it is operational.
- 6. Click Save
- 7. Repeat these steps for each of your 1-5 unit goals

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- Unit Plan	
- Results	Goal Active 🛛
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🔲 Reports 🗸 🗸	* Required field
🗅 Documents 🗸 🗸	
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Enter Outcomes (more specific outcomes that align with unit goals, can be completed within one year)

- 1. Click on Admin Unit Planning from the left navigation bar
- 2. Select Unit Plan
- 3. Click on the green plus sign to the right to add an outcome for your unit

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Admin Unit 🗸 🗸		tion across the curriculum and co-curriculum, from making simple conni to new, complex situations within and beyond the campus. (Active)	ections among ideas and 🛛 🗭 🗎
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Unit Plan	Maintain or improve first-time, full-time, first year fall	to fall (90%) and fall to spring (96%) retention rate. (Active)	(2° S
Results	Achieve higher levels of effectiveness and efficiencies	regarding program implementation. (Active)	(2 g
Mapping 🗸 🗸	* Outcomes		0
Reports 🗸	Course Engagement Students will be more engaged in	their preceptorial course compared with other courses. (Active)	ය ව ම
Documents ~	Intellectual Climate Preceptors will describe the intelle	ctual climate as strong. (Active)	ය දා ම
(8)	Sense of Belonging Students will develop a sense of be	elonging among their peers and within the USD community. (Active)	ය දා ම
	Retention Maintain or improve first-time, full-time, first	t year fall to fall (90%) and fall to spring (96%) retention rate (Active)	G 43 8

4. Fill in the following fields

- a. Outcome Name this is a brief description of your outcome such as "leadership" or "customer service"
- a. Outcome this is one statement using outcomes language (SMART specific, measurable, achievable, realistic, time-bound). The language is more specific than the goal that it aligns with and the time frame should allow the outcome to be achieved within one year. The unit outcome should directly align with at least one unit goal.
- b. Outcome Status select "active" from the dropdown menu if the outcome is currently being assessed, select "inactive" if the outcome has been completed.
- c. Outcome Assessment Cycle select the year in which the outcome will be assessed.
- d. Start Date select the date the outcome will be assessed.
- e. Inactive Date if the outcome is inactive, select the date it became inactive.
- f. Outcome Type indicate whether the outcome is a learning or operational outcome.
- g. Click Save
- 8. Repeat these steps for each of your unit outcomes

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🔲 Reports 🗸 🗸	Start Date	07/01/2015				
Po Documente v	inactive Date		0			

Align Unit Goals to the CCLOs, SASP, and/or Diversity Strategic Plan

- 1. Click on Mapping from the left navigation bar
- 2. Click on Goals Mapping
- 3. Unit goals will appear across the top of the table
- 4. Select the place you want to map your unit goals to: CCLOs, SASP, Diversity Strategic Plan from the drop down menu
- 5. Place a check mark to indicate alignment between a unit goal and CCLO, SASP Theme, or Diversity Strategic Plan Terrain

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	Goals Mapping	CCLO 1: Authentic Engagement - Advocacy/Using				
-	Outcomes Mapping	Voice Advocates for oneself and others through immersion and action in local and/or gobal				
	Course Outcomes Mapping to Outcomes	CCLO 1: Authentic Engagement - Meaningful Dialog Creates meaningful dialogue with local and/or glob		-		
	Curriculum Mapping	communities.	105			
	Reports ~	CCLO 1: Authentic Engagement - Social Change Actively collaborates with community partners to promote social change. Commitment/desire to	***			
	Documents ~	CCLO 2: Being, Belonging, Becoming - Cultural Self- Awareness Values new perspectives on one's own cultural biases and compared and and				

Align Outcomes with Unit Goals

- 1. Click on Mapping from the left navigation bar
- 2. Click on Outcomes Mapping
- 3. Outcomes will appear across the top of the table
- 4. Select the place you want to map your outcomes to: unit goals, CCLOs, SASP, Diversity Strategic Plan from the drop down menu
- 5. Place a check mark to indicate alignment between a unit goal and CCLO, SASP Theme, or Diversity Strategic Plan Terrain



Enter Measures

- 1. Click on Admin Unit Planning from the left navigation bar
- 2. Select Unit Plan
- 3. Click on the arrow next to Outcomes
- 4. Click on the arrow next to the outcome you want to enter a measure for
- 5. Click on the green plus to enter a new measure



- 6. Enter the following information
 - a. Assessment Type select your measure from the drop down menu (we can edit this for SA)
 - b. Measure describe the measure you will use to assess the outcome, you can have more than one measure, each outcome should include at least one direct measure
 - c. Benchmark/Criterion describe the benchmark/criterion you will use to determine to what degree the outcome was achieved.
 - d. Notes enter any relevant information to your measure
 - e. Strategies enter the strategy, the specific effort you will make to expose students to the outcome. This can include a program, activity, service, or experience.
- 7. Repeat these steps for each of your measures

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🗅 Documents 🗸	Notes							
(6)	Strategies							

Enter Results

- 1. Click on Admin Unit Planning from the left navigation bar
- 2. Select Results
- 3. Click on the arrow next to the outcome for which you want to enter results
- 4. Click on the green plus sign to enter a result

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and the second second	🕨 🔊 Retenti	on Maintain or imp	prove first-tin	ne, full <mark>-</mark> time, first y	vear fall to fall (90%) an	d fall to spring (9	6%) retention rate				
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- 5. Enter the following information
 - a. Result Date automatically populated
 - b. Result describe the result of your measurement
 - c. Reporting Period select the year the reporting is taking place
 - d. Criterion Met select yes or no
 - e. Reflective Statement this is the evaluation, interpretation, and/or analysis of the results reported for all measures of a specific outcome. You should include information about the extent to which the outcome was met and what actions, if any, need to be taken to address your finding.
- 6. Repeat these steps for each of your results

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Unit Plan E		rts greater levels of connectedness than previou	s cohorts	
1740000000 V	Notes Strategies:			
Mapping V	* Result Date	04/19/2016		
] Reports 🗸 🗸		89.2% of first year students agree or strongly ag 77.3% agree or strongly agree that they are a me		
) Documents 🗸 🗸		they feel a strong sense of community with peop		
	* Reporting Period	2013 - 2014 \$		
	* Criterion Met	No \$		

Enter an Action

- 1. Click on Admin Unit Planning from the left navigation bar
- 2. Select Results
- 3. Click on the arrow next to the result for which you want to enter an action
- 4. Click on the green plus sign to enter an action



5. Enter an the action you will take in response to the reflective statement you entered. What steps will you take based on the findings of your assessment?

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Admin Unit Planning~	Sense of Belonging Students will develop a sense of belonging among their peers and within the USD community.	
Unit Plan	Preceptorial survey items Benchmark/Criterion 2013 cohort reports greater levels of connectedness than previous cohorts Notes	
Develop	103 2013. 2014 No.	
Results		04/19
Mapping ~	1 PS 2013 - 2014 No 89.2% of first year students agree or strongly agree that there are people here that they would want to get to know; 77.3% agree or strongly agree that the the campus community; 74.3% agree or strongly agree that they feel a strong sense of community with people beyond their preceptorial classmates.	04/19/ ey are a memb
	89.2% of first year students agree or strongly agree that there are people here that they would want to get to know; 77.3% agree or strongly agree that the	

Reporting

To submit your annual report, please include the following reports. Be sure to indicate the appropriate outcomes assessment cycle for each outcome so that it shows in the appropriate report.

- 1. Relationships and Assessment: Outcomes by Goals (Admin Unit) for the current academic year
- 2. Assessment Unit Plan for the subsequent year
- 3. Unit Dashboard (see new tabs for student leader/organization participation and committee service)
- 4. Up to two page summary document (optional)
- 1. Click on Reports from the left navigation bar
- 2. Select Standard Reports
- 3. Select Relationships and Assessment: Outcomes by Goals (Admin Unit)

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? i 🗉	T D/	Admin - Living Learning Preceptorial Program	> Reports > Standard Reports	Ē					
🖀 Home	i	These default reports provide comprehensive info	rmation regarding the overall assess	nent plans and act	ivity for a unit. Afte	r selecting the a	appropriate re	port, details of the r	eport can be specified
Admin Unit	~	including layout, filters, and export format (.pdf, htt	ml, or other).						
		Admin Unit Reports							
Admin Unit Planni	ng~	Assessment: Admin Unit Four Column	This report shows the Outcome	es for each selecte	d Admin Unit, alor	ng with any Me	asures, Resu	lts, and Actions for	each Outcome. The
Happing	~		report is displayed in a four col report.	umn layout. In ad	dition, any reporta	ble fields from	the General	Information page d	lisplay at the top of th
Reports	~	Assessment: Unit Plan	This report chows the Outcome	es for each selecte	d Admin Unit, alor	ng with any info	ormation con	tained in the Unit P	lan area related to ea
Шперого			Outcome. This may include any	Mapping for the	Outcomes you wis	h to display. Th	ne report is d	isplayed in a narrat	ive layout. In addition
			any reportable fields from the	General Informati	on page display at	the top of the	report.		
- Standard Reports		Relationships and Assessment: Outcomes	This report shows the Goals an	d any Outcomes f	or the Admin Unit	that have been	n mapped to	the Goals. By defau	It, the 'Show Details'
- Standard Reports			option to serverted which will als						

4. Enter the following information

- a. Layout
 - i. Format select PDF, HTML, or Word
 - ii. Report Title edit title
 - iii. Report Subtitle include if you wish
 - iv. Report Logo select USD Color Logo
- b. Filter
 - i. Goal Type leave blank
 - ii. Outcome Status select active, inactive, or archived to filter, or leave blank to view all
 - iii. Outcome Assessment Cycle select the year in which the goals/outcomes are assessed or leave blank to view all
 - iv. Assessment Types leave blank unless you want to filter on specific measures
 - v. Sort Results select ascending or descending (by year)
 - vi. Result Date Between leave blank unless you want to set a parameter for this
 - vii. Reporting Period select the year in which the results are reported or leave blank to view all
 - viii. Criterion met leave blank unless you only want to report on yes/no
- c. Options
 - i. Select as needed

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Fill in the appropriate fields for the Assessment Unit Plan Report:

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