SAMPLE GRID FOR RECORDING INFORMATION IN TRACDAT FOR EACH SLO ASSESSED USING DIRECT ASSESSMENT METHODS

(*If survey-type/"indirect" assessments are performed, the user will want to modify the form*)

TracDat is MCC's repository for storing data and thoughts that faculty members have which are related to their course SLO assessments and evaluations.

The following table (a Word document) is just one type of suggested template for recording your SLO Direct-Assessment-Evaluation data. All faculty members may use this table (or one that they develop) to provide their SLO Leads with information that should be recorded in TracDat. In addition to this table, you may want to store your grading rubric in the same document or other relevant information that may be useful to you when entering future assessment evaluation data.

You may then want to store this table in the "related documents" tabbed section after entering results into the "Results" page in TracDat. The contents of the "related documents" folder do not appear when a TracDat report is run; so the data in that folder remains relatively private.

PLEASE DO NOT COMBINE DATA FOR ALL SLOs ASSESSED INTO ONE TABLE. ONLY ENTER THE EVALUATION INFORMATION FOR ONE SLO IN THE TABLE. BY ENTERING DATA FOR EACH SLO INTO SEPARATE TABLES, YOU WILL BE ABLE TO ATTACH THIS TABLE TO THE "RELATED DOCUMENTS" SECTION ASSOCIATED WITH EACH SPECIFIC SLO.

Suggested Information that may be provided in the "Process and Results" (P&R) field within TracDat	Insert Your Data in the Cells Below and Paste into the P&R field or copy the data that you want and save this document in "Related Documents"
Course #:	**SLO #:**
Semester & week assessed (e.g. Fall 2011; week 1-17)	
Number of sections assessed out of total number of sections offered in the semester (e.g. 1/3)	
Assessment method/type (essay/ report/ notebook/ lab practicum/etc.)	
Brief description of the actual assessment; or enter the prompt/question that was provided to students	
Was same assessment question(s) used for all sections? (if not, you may want to provide more information here)	
Number of students assessed ÷ total number of students currently enrolled (also provide as %: e.g. 21 students participated/28 enrolled: 21/28 = 75%)	
Number of assessments evaluated ÷ total number of students assessed (also provide as %)	
If 100% of assessments were not evaluated, describe the method of selection (random sampling, cluster, etc.)	
Who evaluated the assessments? (e.g. 1 instructor/ multiple instructors separately/ committee of instructors)	
How was the assessment evaluated (graded) ? (e.g. rubric, subjectively, etc.)	
Was same evaluation method used for all sections? (if not, you may want to describe)	
Expected minimum level of achievement (if not already provided in the Process & Results field in the TracDat page)	
Number & % of students meeting minimum achievement levels (e.g. 15/21=71%)	
Anticipated semester & year of next assessment of this SLO	
Add any other useful information: (e.g. specific recommendations based on data that may assist with Program Review summary, action plans if minimum achievement level not met; recommend changing assessment/method/SLO? Explain why. These statements become your record for archival in your department and in Related Documents folder of TracDat.)	