Assessment Software Selection Plan

# Background Information

The College began looking at assessment software in 2009, when the assessment committee began reviewing assessment documents. The Information Technology department reviewed a number of possible program/software possibilities and suggested TracDat. The committee was finalizing a formal recommendation to purchase the TracDat when the committee was combined with the curriculum committee. The proposal was lost in the new organization.

# Recent Developments

In the last few months, the college is again considering software to collect and publish assessment plans and reports. TK20 and TracDat are recommended as possible software options at this time. The two are very similar in information technology and architecture. Both programs are web-based or will be in the very near future. The Information Technology department indicates that either program would probably work well with the hardware and software the college is currently using.

TracDat is currently used at Guam Community College (GCC). GCC has used this program for over ten years. Personnel at GCC are willing to provide training and/or assistance as needed should COM-FSM decide to invest in TracDat. On the other hand, Kapiolani Community College (KCC) is using TK20. Personnel at KCC stated that they have been using the program for a short time, but are satisfied with TK20 so far.

# Current Plans

The Mid-Level Management team is to make a recommendation on which software the college should invest in. The team requested more information from the users since a company will say almost anything to sell their product. It is very important to make a software selection based on all possible information. This software will be used for a long time and is similar to investing in our current SIS. The team recommended that a small group or at least two people should visit both GCC and KCC to meet with the information technology specialists and the end users (report writers and faculty) to collect first-hand information. The two people to go on this trip would be someone from IT and someone very knowledgeable with the assessment process at the college. A list of potential questions to ask at each college is attached. The funding for this trip would normally come from an account designated for assessment, but there is no such account. Two other possible sources for funding are from accreditation and fund balance. A proposed budget is attached. This trip should take place as soon as funding is available and the appropriate people at each college are contacted.

## Questions to be asked

1. What are you doing to make this system work at your institution?
2. Who installed, maintains and upgrades the software?
3. What amount of training was needed and how often do you conduct training for new users?
4. What were the essential pieces required for start up, including personnel?
5. What is the overall cost of startup and maintenance?
6. What do the end users think about the program (inputting data, generating reports, etc.)?
7. What problems have you encountered?
8. What is the relationship with the company? Do you email to a specific person for assistance, does the company respond in a timely manner?
9. What kinds of improvements have you seen at your institution that you can attribute to the use of the software?
10. How are you using the software to support meeting accreditation

requirements?

## Budget

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| --- | --- | --- | --- |
| Air Fare:* PNI – Guam
* Guam to Hawaii
 | $877.00$1,539(non-stop)$1,774(Stops) | $2,416 | $4,832 |
| Perdieum | 9 days x $156  | $1,404 | $2,808 |
| Car Rental | 8 days x $55 |  | $440 |
| TOTAL (2 people) |  |  | $8,080 |

\*air fare and perdieum figured on going from Pohnpei to Guam to Hawaii back to Guam to Pohnpei. Amount of perdiem could be reduced if the trip were Pohnpei to Guam to Hawaii to Pohnpei. Need a different quote on air fare for the second route also.