

AY13-14 Assessment Plan Process for TracDat Administrative Unit Assessment Plan

Step 1: Select **Administrative Unit Plan**:

Home | **Administrative Unit** | Administrative Unit Plan | Results | Reports | Documents

Administrative Unit Outcomes | Assessment Strategies | Related Activities | Tasks | Related Items

C - administrative - Dean Chuuk Campus > Administrative Unit Plan > Administrative Unit Outcomes

Administrative Unit Outcome Name	Administrative Unit Outcome	AUO Status	
CCA1	Promote faculty and staff involvement in college committees.	Active	edit copy delete
CCA2	Increase student participation in the development of college policies and procedures.	Active	edit copy delete

Step 2: Select **edit** next to the AUO:

Home | Administrative Unit | **Administrative Unit Plan** | Results | Reports | Documents

Administrative Unit Outcomes | Assessment Strategies | Related Activities | Tasks | Related Items

C - administrative - Dean Chuuk Campus > Administrative Unit Plan > Administrative Unit Outcomes

Administrative Unit Outcome Name	Administrative Unit Outcome	AUO Status	
CCA1	Promote faculty and staff involvement in college committees.	Active	edit copy delete
CCA2	Increase student participation in the development of college policies and procedures.	Active	edit copy delete

Step 3: Change **AUO Assessment Cycle to 2013-2014**, select (**active or inactive**) and set your **start and inactive (end) dates**:

Administrative Unit Outcome Name: * CCA1

Administrative Unit Outcome: * Promote faculty and staff involvement in college committees.

AUO Assessment Cycle:

- 2012 - 2013
- 2013 - 2014**
- 2014 - 2015

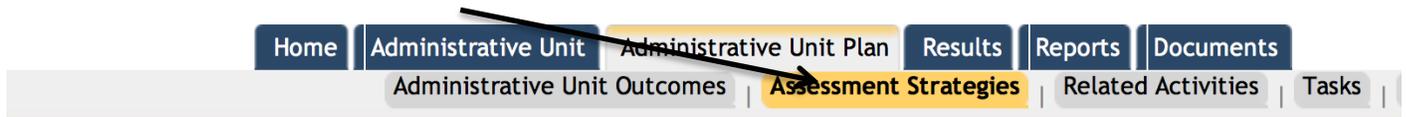
AUO Status: Active

Start Date: 10/1/2012

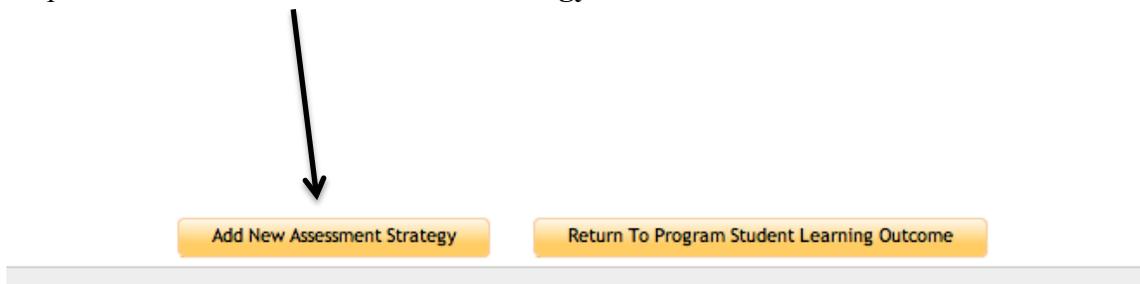
Inactive Date: 9/30/2013

Save Changes (at bottom of screen)

Step 4: Select **Assessment Strategies**:



Step 6: Then **Add New Assessment Strategy**:



Step 8: Fill out **Assessment Strategy**:

A form for adding an assessment strategy. It includes a dropdown menu for 'Assessment Type', a text area for 'Assessment Strategy' with an asterisk, a text area for 'Target', a text area for 'Notes', and a checkbox for 'Active' which is checked. Three black arrows point from the left towards the 'Assessment Type', 'Assessment Strategy', and 'Target' fields.

Shorts description of assessment

Set your expected target, if no target is available, establish baseline.

Save Changes (at bottom of screen)