1 . Log In
- Go to: https://foothill.tracdat.com
- Username: Your last name and first name, example: "smithjohn"
- Password: default set to "password"
- You may customize your account with a new password by going to the "Home" tab, and then the "Profile" sub-tab. At the bottom of the screen you will see a "Change Password" button.

2. Finding your Program
- In TracDat, all degrees and certificates are "owned" by programs. Select your program from the drop down menu at the top of the page. If you are unable to see a Program you are connected to, make note of it to give to your Division SLO Representative.
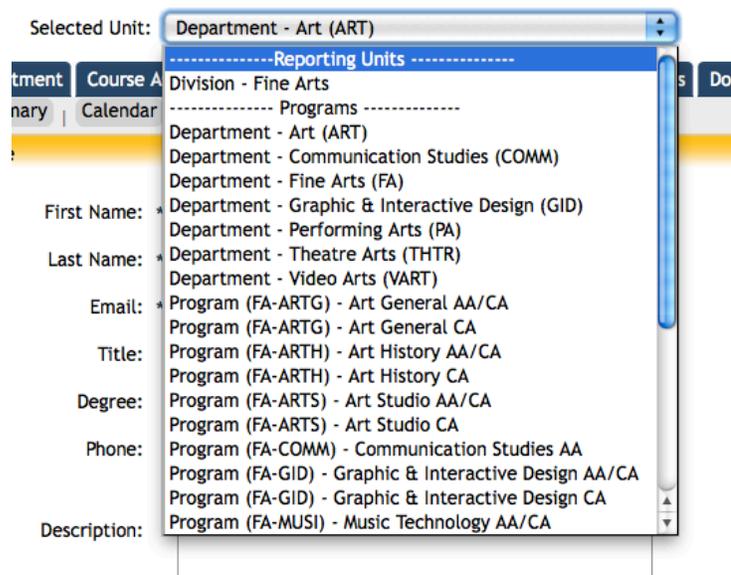
3. Input/Edit Program Level SLOs
- In May of 2011, all Program Level Assessment plans were due. The PL-SLOs were automatically pasted into TracDat. You must input your assessment methods.
- After you have found your program, you will click on the "Program Assessment Plan" tab and then the "PL-SLOs" sub-tab. If you have a PL-SLO that is not entered, you may do so by selecting the "Add New PL-SLO" button.
- You can edit or update your PL-SLOs by clicking the "edit" link next to the respective PL-SLO. Make sure you "Save Changes" after each edit.

PL-SLO Name	PL-SLO	PL-SLO Status			
1. Fundamental Knowlege, Attitudes, and Critical Thinking	Upon completion of the Veterinary Technology Program: graduates will demonstrate competency in the necessary knowledge, understanding, critical thinking ability, and professional attitudes required for successful practice of veterinary technology in a wide scope of practice settings.	Active	edit	copy	delete
2. Clinical Skills Competency	Upon completion of the Veterinary Technology Program graduates will demonstrate comprehensive entry-level clinical skills competency in accordance with accreditation requirements and the standards of practice.	Active	edit	copy	delete

4. Choosing an Assessment Method for your Program-Level SLO

• Stay within the "Program Assessment Plan" tab, and select the "Means of Assessment" sub-tab.

• Select the appropriate PL-SLO you would like to choose an assessment method for.

• You can now select the "Add New Assessment Method" button.

• Select an assessment method from the drop-down menu and provide a brief description of the method.

• Provide a brief description of the target for the assessment results.

• Save changes and return.

PL-SLO Name:	2. Clinical Skills Competency
PL-SLO:	Upon completion of the Veterinary Technology Program graduates will demonstrate comprehensive entry-level clinical skills competency in accordance with accreditation requirements and the standards of practice.
Assessment Method Type:	Survey
Assessment Method:	Graduate Survey and Employer Survey.
Target:	100% return rate from graduates and employers. >90% favorable/positive comments on all questions. Evidence that graduates are generally satisfied with the program curriculum. Evidence that employers are generally satisfied with the knowledge, skills, and attitudes of the graduates.
Notes:	
Active:	☑

5. Linking a Program-Level SLO to an Institutional-Level SLO

• Stay within the "Program Assessment Plan" tab, and select the "Related Institutional Goals" sub-tab.

• Make sure the appropriate PL-SLO is selected in the drop-down menu.

• Select the appropriate IL-SLO you would like to link your PL-SLO to. You can choose more than one if it is appropriate.

• When you enter your reflections you will be prompted to comment on this relationship and document your reflection(s) about how your assessment findings connect with our institutional SLOs.

Foothill ILOs		
	Core Competency	**ILO**
☑	Communication	Demonstrate analytical reading and writing skills including evaluation, synthesis, and research; deliver focused and coherent presentations; demonstrate active, discerning listening and speaking skills in lectures and discussions.
☑	Computation	Complex problem-solving skills, technology skills, computer proficiency, decision analysis (synthesis and evaluation), apply mathematical concepts and reasoning, and ability to analyze and use numerical data.
☑	Creative, Critical, and Analytical Thinking	Judgment and decision making, intellectual curiosity, problem solving through analysis, synthesis and evaluation, creativity, aesthetic awareness, research method, identifying and responding to a variety of learning styles and strategies.
☑	Community/Global Consciousness and Responsibility	Social perceptiveness, including respect, empathy, cultural awareness, and sensitivity, citizenship, ethics, interpersonal skills and personal integrity, community service, self-esteem, interest in and pursuit of lifelong learning.

6. Entering PL-SLO Assessment Results

- Select the "Assessment Findings/Reflections" tab.
- Click the "Add Assessment Finding/Reflection" button.
- Select the appropriate PL-SLO you would like to enter assessment results for.
- A pop-up window will ask you to select which designated Assessment Method you would like to enter assessment information for. Select the appropriate method.
- The "Add Assessment Finding/Reflection" box is where you'll enter your actual assessment data, e.g. "99% of students met the target."
- Select the "Year This Assessment Occurred," which signifies which year you are reporting results for, and if you met or did not meet your target.
- You may now add a resource request if applicable.
- Use the "IL-SLO Reflection" box to document your reflection(s) about how your assessment findings connect with the Institutional SLOs (a.k.a. the "Four Cs").
- Summarize any applicable follow up action using the "add Action Plan" link.
- Finally, you can relate a document to this assessment using the tabs at the bottom of your screen.
- Save Changes and Return.

Department - Psychology (PSYC) > Assessment Findings/Reflections > Edit Assessment Finding/Reflection

Course-Level SLO: SLO 2 - analysis : Students will be able to analyze research by differentiating claims, data, and findings

Assessment Method: Exam - Course Test/Quiz - Exam

Assessment Finding/Reflection: * On exam 2, students scored an average of 64.3/80 (80.6%). The exam asked students questions about various claims from research studies and analytical questions about data analysis practices. For example, students were given examples of research studies and then asked what type of data analysis should be

Assessment Finding/Reflection Date: * 7/2/2012

Result: * Target Met

Year This Assessment Occurred: * 2011-2012

Resource Request: SPSS ?

GE/IL-SLO Reflection: I believe this meets the IL-GLO of computation, as students are asked about proper data analysis techniques and proper interpretations of the data from studies. ?

7. Running a Basic Report (Four Column)

- The Four Column Report is useful for viewing all assessments in the department or program. This particular report will be used in the annual Program Review process to help to have a global view of the Student Learning Outcomes Assessment Cycle.
- Select the "Reports" tab at the top of your screen.
- Select the "Program" sub-tab.
- Click "run" next to the "Unit Course Assessment Report - Four Column"
- Click "Open Report." The report will automatically download.

Unit Assessment Report - Four Column

Foothill College

Program (BHS-BIOL) - Biological Sciences AS

Mission Statement: A. Prepare students for a successful career in the biological sciences, including students planning to transfer to a four-year school.
B. Prepare students to be savvy consumers of scientific information, and provide a general education in the life sciences.
C. Provide students with the background knowledge and critical thinking skills required to understand important issues such as environmental science, climate change, evolution, disease prevention and basic nutrition.
D. Support programs in allied health by providing an education in biological principles including anatomy, physiology, microbiology, nutrition and pharmacology.
Primary Core Mission: Workforce
Secondary Core Mission: Transfer

PL-SLOs	Means of Assessment & Target / Tasks	Assessment Findings	Reflection & Follow-Up
Program (BHS-BIOL) - Biological Sciences AS - 1 - Upon successful completion of the Biology majors sequence, students can/will be able to use the scientific method to formulate questions, design experiments to test hypotheses, interpret experimental results to draw conclusions, communicate results both orally and in writing, and critically evaluate the use of the scientific method from published sources. **Year PL-SLO implemented:** 2010-2011 2011-2012 2012-2013 2013-2014 **PL-SLO Status:** Active	**Assessment Method:** In Biology 1A, students will design and conduct an experiment in groups culminating in a poster presentation. **Assessment Method Type:** Class/Lab Project **Target:** Students can properly phrase a question and a hypothesis, depict their results in graphical format, and draw a conclusion supported by their results.	03/02/2012 - 99% of students were able to phrase a question and a hypothesis as well as depict their results graphically and draw a supported conclusion. **Result:** Target Met **Year This Assessment Occurred:** 2011-2012 **Resource Request:** More writing center support. **IL-SLO Reflection:** The quality of writing on some of their answers to the essay question suggests that our students are not able to demonstrate analytical writing skills, as they couldn't write coherent analyses.	03/02/2012 - To address deficiencies we plan to work with the tutorial center to support this skill.
	Assessment Method: In Biology 1B, students will design and conduct an experiment on plant nutrition and orally present their results. **Assessment Method Type:** Class/Lab Project		
	Assessment Method: In Biology 1C, students will conduct an experiment in natural selection and present their findings in a written paper. **Assessment Method Type:**		