

San Mateo CCCD TracDAT Steering Committee

Webinar Meeting Minutes

Thursday, April 15, 2010

1:00pm – 2:00pm

Present: Chandra, Sue, Jing, Christine, Sharon, Sandra, Carol, Karen, Laura

- a. Version control
Keep track of the previous version of the files. Therefore, need to get archives.
ACTION ITEM: Reached consensus across district for terminology for the 2nd layer of tabs. Under the “Course Assessment” tab, “Related Assessment Unit SLOs” should be changed to “Program SLOs,” and “Related SLOs” to “Institutional SLOs.” The next step is to actually change it.
- b. “Schedule” in the assessment method (keep it? What to put in?)
Cañada has left it blank. Carol recommended to keep it and to leave it blank. However, courses that are no longer taught should be removed once they are banked. The admin has the right to perform that duty.
Jing remarked on Chandra’s work based on the TracDAT manual that the other SLOAC coordinators drafted. Chandra expressed interest in becoming a local tech support/trainer.
- c. Add indicator of which SLO is assessed (also helps with deans tracking the progress?)
Sandra said if the indicator is available for deans to keep track of the status, it is fine to have it.
- d. TracDAT Roles:
 - i. “Department Assessment Coordinators”
 - ii. Understanding “admin rights” who has what.
Karen remarked that the above two items will be taken care of by the 3 SLOAC coordinators.
Carol said small departments may have to rely on the deans to be the Coordinators, especially departments staffed only by adjuncts.
ACTION ITEM: The 3 SLOAC coordinators will work out a list with the roles defined/listed.
- e. What is the status of SLO on each campus?
Karen remarked it is a moving target. Colleges are still collecting information.
- f. Non-instructional Student Services assessment
Carol remarked that Cañada’s student services has been inquiring about it and how TracDAT will do it for them. TracDAT needs to be configured.
ACTION ITEM: Involve reps from each college’s student services and Dave Choban to set it up. A good option is to work it out among the colleges before involving Dave.
- g. District TracDAT User Manual, including definitions
Jing asked how to resolve the issue of “work in progress”. Carol suggested the any changes be reflected in the manual. The other question is how details should the manual be? Chandra needs to verify if she has the full admin rights.
- h. Additional Training
Carol suggested that generic training can be done in house. Group agreed. Karen specified that we need help from Dave in regards to ad hoc reports, database configurations for SS assessment, and possibly pop-up glossaries. Connecting work plans from division to college might be another area in need of Dave’s support. Group agreed.
- i. Additional Tech Support from TracDAT
Jing mentioned that the district has allocated additional resources to purchase 32 hours of Dave’s time plus travel.

Next Call: April 29, 1 – 2pm