San Mateo CCCD TracDAT Steering Committee

Webinar Meeting Notes

Thursday December 10, 2009

2:30 – 3:30

1) Review Progress

   a. Jing refresher
      Sue provided a live refresher reviewing the hierarchy and summary/assessment units work done at the 1.5 workshop.
   b. Admin rights assigned (see Item 2)
   c. System set up (see Item 2)
   d. Courses loaded (see Item 2)

2) Issues to discuss

   Jing briefed the group on VPIs feedback on the use of TracDAT. VPIs suggested that both the VPIs and deans, along with SLOAC coordinators need to have full access rights to the system. In addition, they will work with their appropriate assessment committees to designate additional personnel responsible for assigning assessment cycles. Data input can be handled by hiring a data entry person for the campus.

   Group weighed in on the details of the above, particularly the timelines, sequence of events that need to occur and training. Group suggested that in order to meet the overall 2012 SLO timeline, the March Flex time in 2010 (March 10, 11, and 12) is best suited for training and rollout of TracDAT. Prior to the March Flex, VPIs and deans may want to identify necessary faculty leads. Jing mentioned the district bought 1.5 days of onsite training and tech support from TracDAT. It was recommended that the optimal use of training is to train the VPs, deans and researchers in the morning, faculty leads in the afternoon and use the second morning for group activities and trouble shooting. Group recommended that all the SLOs be entered prior to 2010 March Flex.

3) Rollout plans

PERSONNEL	Cañada	CSM	Skyline	District
SLO	Carol Rhodes	Jeremy Ball	Karen Wong	
INSTITUTIONAL EFFECTIVENESS	Greg Stoup	John Sewart	Rob Johnstone	
ADMIN		Sandra Comerford	Connie Beringer	Eric Raznick Jing Luan Sue Harrison