

San Mateo CCCD TracDAT Steering Committee
Webinar Meeting Minutes
Thursday January 14, 2010
10am – 11:50am

- 1) Review Progress on actions agreed upon at Dec 10 meeting
 - a. SLO data input personnel on campuses
 Cañada is doing data entry for three programs, but has needs some tech support.
 CSM has identified the person.
 Skyline: VPI agreed to hire data input person.
 - b. March training sessions
 (Session One, VPs, deans, researchers, Session Two: faculty leads)
 Group defined the role of faculty leads as to be fluent on the use of the system for the college, including organization of assessment units, monitor the SLO assessment activities for their department, and implement the SLO calendar).
ACTION ITEM: colleges identify names of faculty leads for all programs no later than March.
ACTION ITEM: colleges identify departments to pilot the use of the system for the purpose of developing FAQs and gathering technical questions for Dave.
ACTION ITEM: Deans work with SLOAC Coordinators to identify a select group of faculty leads to be trained in March. Possibly members of the college's SLOAC steering committee.
ACTION ITEM: Dave will get back to committee which of the two days he can do training: March 10, 11, and 12 ASAP, so to allow us to find locations and coordinate with college's March Flex Activities calendar.
- 2) Issues to discuss
 - a. Assigning responsible parties
 There are four functions for each user: Admin, Reports Only, User, and Email.
 Highest: SLOAC coordinators and VPIs will be the TracDAT Administrators responsible for creating tabs and assigning rights. They can create and delete user and units for the whole district.
 Second Level: Deans will have full access to their respective division.
 Third Level: faculty members
 Dave demo'd process of managing user rights.
 - b. Karen's question
 Dave answered the technical questions from Karen: creating folder and uploading folders.
 Next meeting: Friday, Feb 26, 12:30pm to 2:30pm PST. Purpose: preparing for March training sessions.

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