

TracDAT Information

Drafted by Marilee J. Bresciani, Ph.D.

I. About TracDAT

TracDAT is a software package that assists with the management of the assessment-based portion of undergraduate academic program review (UAPR). The software does not allow you to document everything that the UAPR guidelines request. It does however; assist you in the management of the assessment process itself. TracDAT allows you to enter information on your program, including your assessment plan, program outcomes, assessment methods, evidence/data measuring those outcomes, data utilization/decisions made, and follow-up into the next cycle of assessment. More information can be found at www.nuventive.com

Why this Product? Faculty and administrators are interested in identifying resources that promote engagement in the assessment-based program review process. While no software is perfect, TracDAT is a tool that can help faculty stay “on top” of the assessment process. If used to its full capability, TracDAT will help faculty document the decisions they make after evaluating outcome findings. It will serve as a reminder of results that need to be addressed in the following years, and it will provide a way to document a program’s successes. TracDAT will also help faculty understand how their outcomes match to accreditor, college, and institutional goals. Likewise, the institution and college will be able to understand how well they are meeting their goals.

II. Purchasing TracDAT Licenses

If your program does not already have a TracDAT license, you can purchase one by sending a PO number to Denise Raney at Nuventive, P.O. Box 111345, Pittsburgh, PA 15238. Denise can be reached by email at dcraney@nuventive.com or by calling 1-877-427-4768 if you have any questions. When purchasing, be sure to let her know that you are with North Carolina State University Undergraduate Academic Program Review, so that you can get the discounted rate of \$183.75/license, which is effective until 7/1/03.

If you are unsure as to whether your program has a TraDAT license, please contact carrie_zelna@ncsu.edu at 513-7153 or kathleen_griffin@ncsu.edu at 513-1535. If you do have a license, they can advise you of your user ID and password.

III. Required Hardware

- Clients must be running Microsoft Internet Explorer 5.5 or higher or Netscape Navigator 6.0 or higher. TracDAT will operate on Internet Explorer 5.1 but it is not as efficient as 5.5
- Clients may be either a Windows based system or Apple Macintosh.
- The Division of Undergraduate Affairs in partnership with Administrative Computing Services is responsible for maintaining the TracDAT software, database, and server and for system security.

IV. TracDAT User Manual

The Track DAT user manual can be found on-line at

http://www.ncsu.edu/undergrad_affairs/assessment/files/resources.htm

Be sure to click on read-only when trying to access this manual.

V. Accessing NC State University's TracDAT

You must have purchased a TracDAT license in order to access TracDAT. Once you have purchased that license, you will be assigned a department user ID and password. You will also be given the URL address in which to access TracDAT as well as the school code. You can receive all this information by emailing carrie_zelna@ncsu.edu or kathleen_griffin@ncsu.edu.

VI. Support

- a. The Division of Undergraduate Affairs, in partnership with Administrative Computing Services, is responsible for maintaining the TracDAT software, database, and server as well as managing system security.
- b. The Division of Undergraduate Affairs is responsible for annual renewal of licenses, and upgrades for the server, and all server and system software. **Please note** that aforementioned commitment of support is based on an estimated number of 120 client licenses. Should the number of clients exceed 120, it may become necessary for clients to share in the costs of system upgrades and renewals.
- c. Clients are responsible for:
 1. purchasing the TracDAT license if not in the first cohort of purchases,
 2. providing client PC's with appropriate CPU, disk space, network connection, and Monitors for running TracDAT Web-based system, and
 3. providing the TracDAT browser (IE 5.5, etc.) software as required by TracDAT Software vendor.

- Normal hours of TracDAT operation are Monday - Friday, 7:30AM - 6:00 PM.
- All clients will be notified via the TracDAT Listserv of any TracDAT maintenance or upgrades that will cause the system to be down. This Listserv will also provide all clients with important information about TracDAT.
- If you are experiencing any difficulties with TracDAT, please call the NC State TracDAT system support line at 919-513-1535 and leave a detailed message. The appropriate TracDAT technician will return your phone call as soon as possible.

VII. Special North Carolina State University TracDAT Instructions

A. Special Field Usage

In order for us to get the best use of TracDAT, it is important for us to enter some information in a systematic manner. Thus, suggestions for coding have been offered on the following pages. If you do not choose to use this coding, that is fine. Be advised however, that it may then prove difficult to manage some of the reporting. It is true that the information you get out of a database is only as good as what you put into it.

For the following fields, please use the coding provided.

1. Under Data Entry Tab/Assessment Plan Icon/ and then Objectives Tab:

a. Objective Name:

This is an abbreviation for your department or program outcome. Using a shorter listing of your outcome will help you tie your program outcome back to departmental, college, and institutional goals.

b. Objective:

This is where you list your detailed department or program outcome.

c. Track:

You may enter your academic program(s), majors, or emphasis in this area, or if you have a separate license for each of your academic programs, you may enter other target assessment information such as:

First Year Students
 Sophomores
 Juniors
 Seniors
 Graduating Seniors
 All Students
 Alumni
 Faculty

Administration/Staff
Employers
Parents
Other

d. Assessment Method:

This is where you list your assessment methods for your outcomes. You may have more than one to list, so you then may want to use codes in case you want to sort your information by assessment method.

PUB – Publishing manuscript or data

SUR – Administering survey

INT – Administering interviews

EVAL – evaluating or critiquing writing, presentations, final projects, student work, portfolios, etc. with any type of criteria

RUB – utilizing a rubric to evaluate or critique

PI – use of a performance indicator, such as graduation rates, grade point average, SAT, class rank, etc.

PEER – any type of peer comparison

OBS – observation

EXT – external reviewers

2. Under Customize Tab/Institutional Setup Icon/ and then Institutional Goals Tab:

This is where objectives are entered for the institution, your accreditation agencies, your division, College, and the General Education Requirements. In order to help your reporting, it is advisable to enter your goal with a precursor that will help identify to whom the goal belongs. For example:

- GER – General Education Requirements
- 31UGA – Division of Undergraduate Affairs
- 11CALC – College of Agriculture and Life Sciences
- ABET – Accreditation Board for Engineering and Technology
- NCATE – National Council for the Accreditation of Teacher Education
- SA – Student Affairs

3. Under Customize Tab/Institutional Setup Icon/ and then Units Tab:

In the units tab, all departments and/or programs must be entered here. The reason is that later, when you are entering unit goals, the unit set-up is the location where department and/or program objectives will be placed. Program and department mission statements will also be entered in the unit set-up area. If you do not see your department or program listed here, please contact carrie_zelna@ncsu.edu or kathleen_griffin@ncsu.edu.

It will be important to be able to identify your department by its reporting identification. Examples of such identification follow.

- 11AEE - Agricultural & Extension Education
- 11BAE - Biological & Agricultural Engineering
- 15RRA - Recreation Resources Administration
- 31UGA_A – Division of Undergraduate Affairs Assessment

4. Under Customize Tab/Institutional Setup Icon/ and then Departments Tab:

In the departments tab, all departments and/or programs must be entered. This list should be exactly the same as what is contained in the unit names tab. If it is not, please contact carrie_zelna@ncsu.edu or kathleen_griffin@ncsu.edu to let them know which name may need to be corrected.

It will be important to be able to identify your department by its reporting identification. Examples of such identification follow.

- 11AEE - Agricultural & Extension Education
- 11BAE - Biological & Agricultural Engineering
- 15RRA - Recreation Resources Administration
- 31UGA_A – Division of Undergraduate Affairs Assessment

5. Under Customize Tab/Unit Setup Icon/ and then Unit Information Tab:

- a. **unit names** Here, all departments and/or programs must be entered. This list should be exactly the same as what is contained in the unit names tab. If it is not, please contact carrie_zelna@ncsu.edu or kathleen_griffin@ncsu.edu to let them know which name may need to be corrected.

Again, it will be important to be able to identify your department by its reporting identification. Examples of such identification follow.

- 11AEE - Agricultural & Extension Education
- 11BAE - Biological & Agricultural Engineering
- 15RRA - Recreation Resources Administration
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- b. **unit mission statement** – this is where your department or program mission statement can be entered.

6. Under Customize Tab/Unit Set-up Icon/ and then Unit Goals

Tab:

a. Unit Goals:

This is the place to enter your program/department objectives.

For quick sorting, it will be helpful to preface your goals with the proper department/program coding. This coding can be found where your department or program is listed in the departments tab. If you are unsure what your coding is, please contact carrie_zelna@ncsu.edu or kathleen_griffin@ncsu.edu for assistance. An example of program codes follows.

- 11AEE - Agricultural & Extension Education
- 11BAE - Biological & Agricultural Engineering
- 15RRA - Recreation Resources Administration
- 31UGA_A – Division of Undergraduate Affairs Assessment

VIII. Oddities of TracDAT

Every software program has its quirks and TracDAT is no exception. Below are a few of the “odd” things that TracDAT does of which we thought you might want to made aware.

- a. When cutting from Microsoft Word and pasting into TracDAT, apostrophes will be transposed into question marks.
- b. If you are working in one department and then choose a different department from the drop down menu (in the upper right hand corner), TracDAT’s screens will revert back to the display you first viewed when you entered TracDAT.
- c. For those that find the blank space on screens (before information is displayed at the bottom of the screen) very annoying, we have called TracDAT support to log the issue. Needless to say, other parties are having the same issue and they are working on a solution. The issue seems to be with Internet Explorer - update version: SP2.

Carrie or Kathleen will advise you via the TracDAT listserv when there is a fix for the issue

IX. TracDAT Training

TracDAT training is available from the Division of Undergraduate Affairs. A list of training times has been scheduled. See below. Customized training may be requested by leaving a detailed message as to the nature of your training request at 919-513-1535. A TracDAT training specialist will return your call as soon as possible.

TracDAT General Training Schedule

The following sessions are offered for TracDAT general training. This training is for clients who are new to TracDAT. You must have a user ID and password assigned to

you prior to attending the training. Sessions are provided on a first come, first served basis. You only need to sign-up for one and you may do so by emailing carrie_zelna@ncsu.edu or kathleen_griffin@ncsu.edu, or by leaving a message at 919-513-1535.

The general session are offered on the following dates and times. All training will be held in Leazar Hall, Room 149

Thursday, February 21, 2002
9:00a.m. - 12:00 noon

Thursday, February 21, 2002
1:00 - 4:00 p.m.

Friday, February 22, 2002
9:00a.m. - 12:00 noon

Friday, February 22, 2002
1:00 - 4:00 p.m.