Completing an Annual Update 2016

Three parts to completing an Annual Update:

1. Update the "Status" of any Program Recommendations (12+months old)
2. Add new "Program Recommendations" with appropriate "Plan of Action"
3. Indicate that the Annual Update is complete.

How to Access TracDat

Go to the Yuba College web site https://yc.yccd.edu/ and click on the "Faculty & Staff" tab on the top of the page.

1. Click on the TracDat link under Resources.

2. You will be taken to the TracDat login screen:
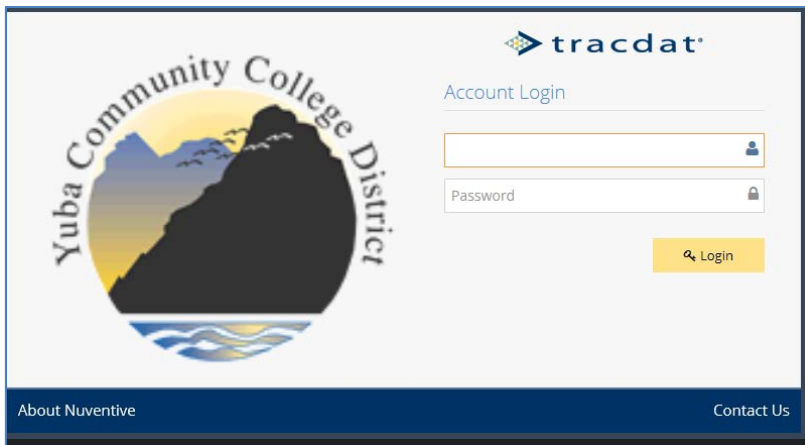
Use the following login:
- **Username**: Is the same as your college email without the @yccd.edu. (i.e. If John Smith has the college email jsmith1@yccd.edu his Tracdat username will be jsmith1).
- **Password**: If you have forgotten your password or are new to Tracdat, contact Cassie Leal at cleal@yccd.edu.

How to Update Status

1. Navigate to the appropriate **Program Review Unit** from the drop-down menu located in the center of the screen.
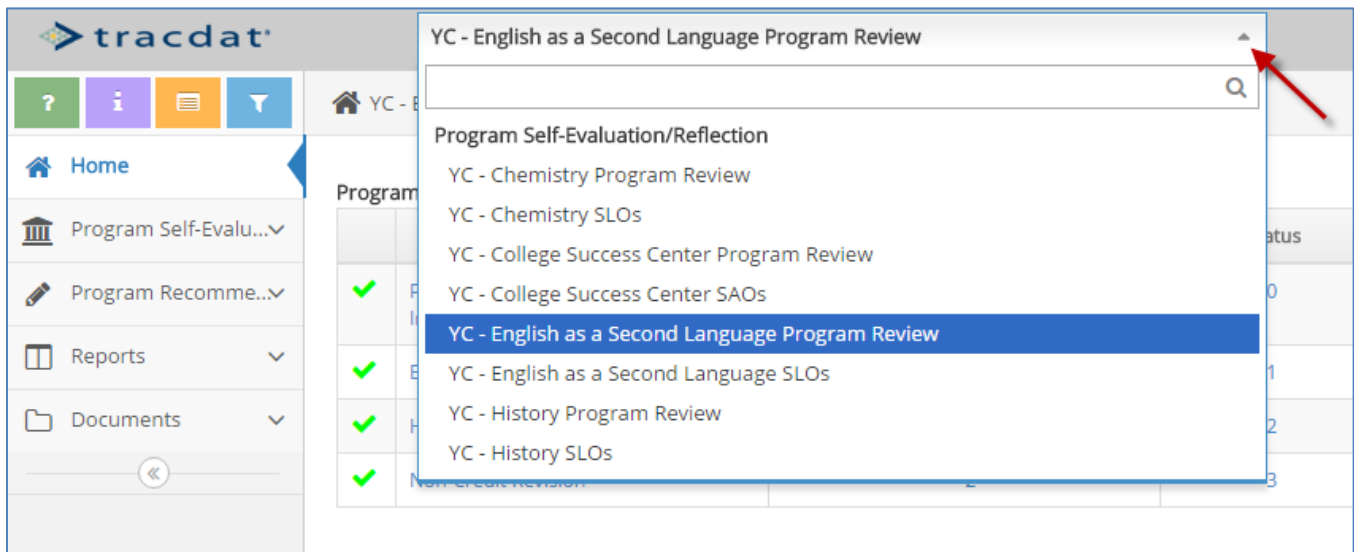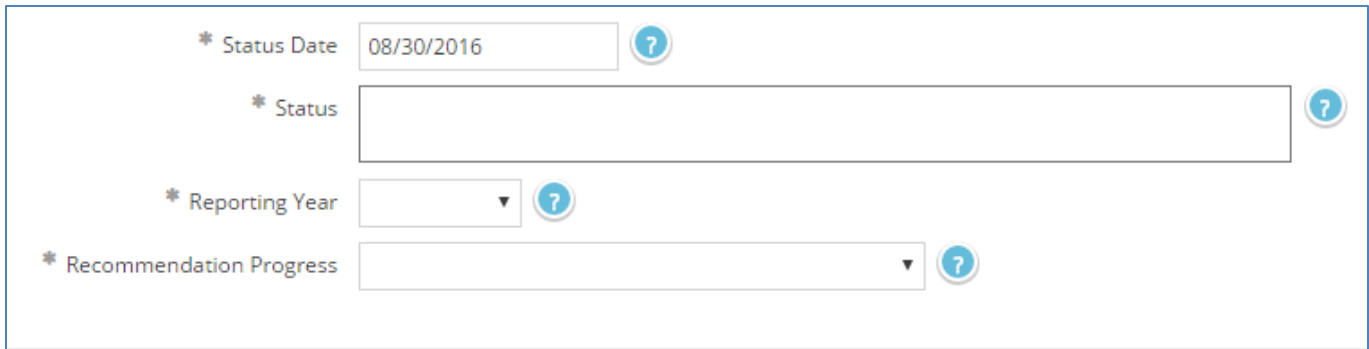
2. Select **Program Recommendation**, then **Status** in the menu.
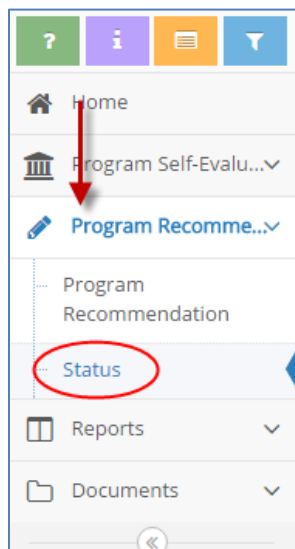
3. A list of all existing Program Recommendations (active and inactive) will be visible. Click on the gray triangle to the left of the Recommendation to expose the Plan of Action. Click on ⊕ to add a Status update.
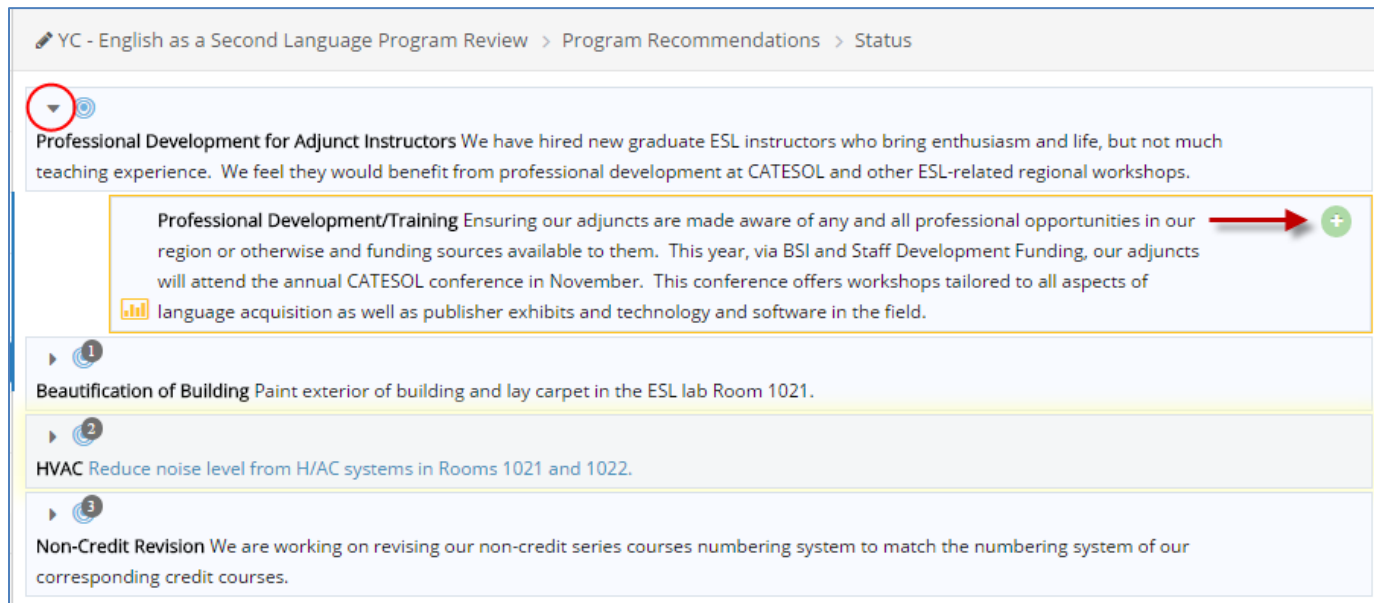
4. Describe the current status of the Program Recommendation. Click on for instructions for what belongs in each area. Fields with an asterisk * are required. Click "Save" and then "Return" when you are done.
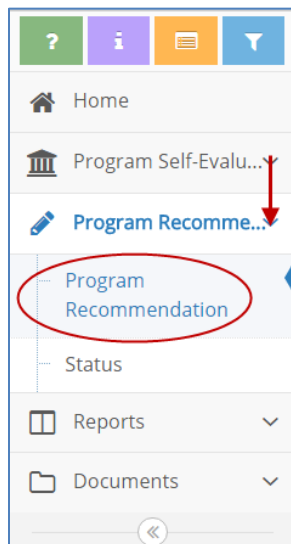

5. Repeat steps 3 and 4 until you have provided a Status update for all **active** Program Recommendations 12 months or older. Please be sure to provide a Status update for the Program Recommendations you may have updated last year during Program Review.

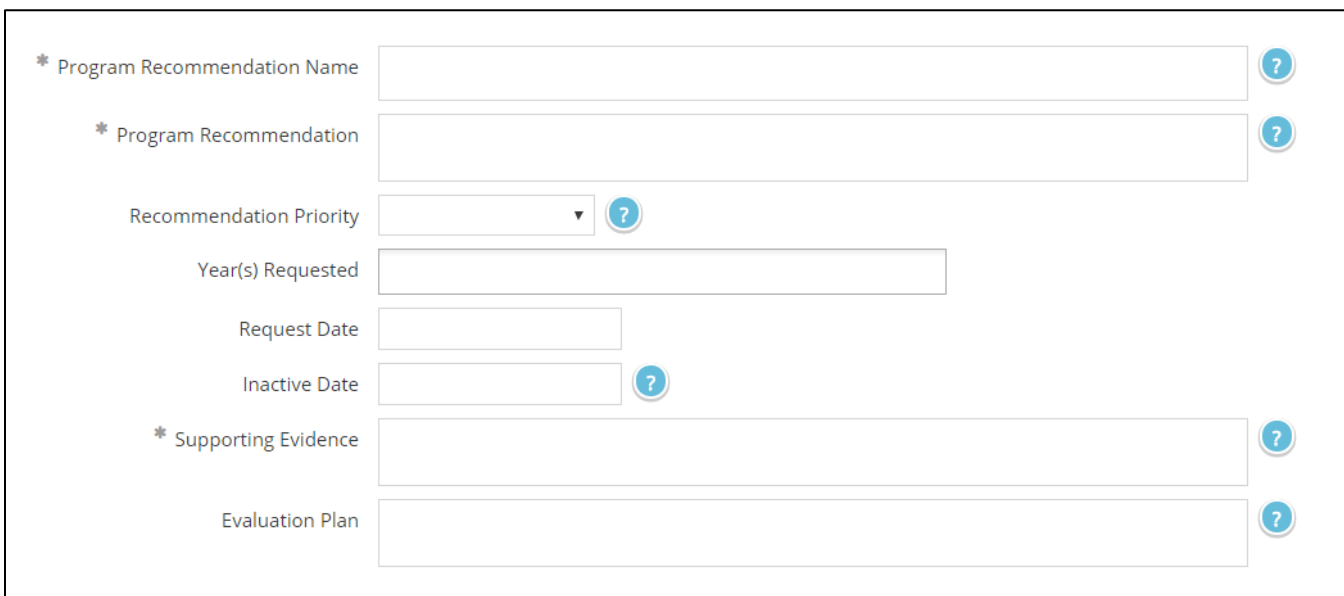## How to Add a New Program Recommendation

1. Select **Program Recommendation**, then **Program Recommendation** in the menu.

2. To add a new Program Recommendation click on ⊕. Remember Program Recommendations include fiscal requests to be forwarded to the Planning and Budget Committee as well as non-monetary goals the program would like to accomplish (ex. build stronger relationships with community representatives to increase internship opportunities for students.)
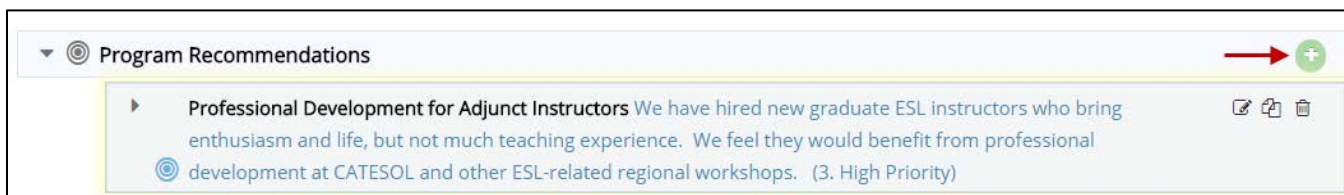
3. Describe the Program Recommendation. Click on ⦸ for instructions on what belongs in each area. Fields with an asterisk * are required, but make every effort to fill in each box as it helps to support the need for the request. Providing an "Evaluation Plan" may not be appropriate for all Program Recommendations, use your own discretion. Only provide an inactive date when the Program Recommendation is being closed. Click "Save" and then "Return" when you are done.
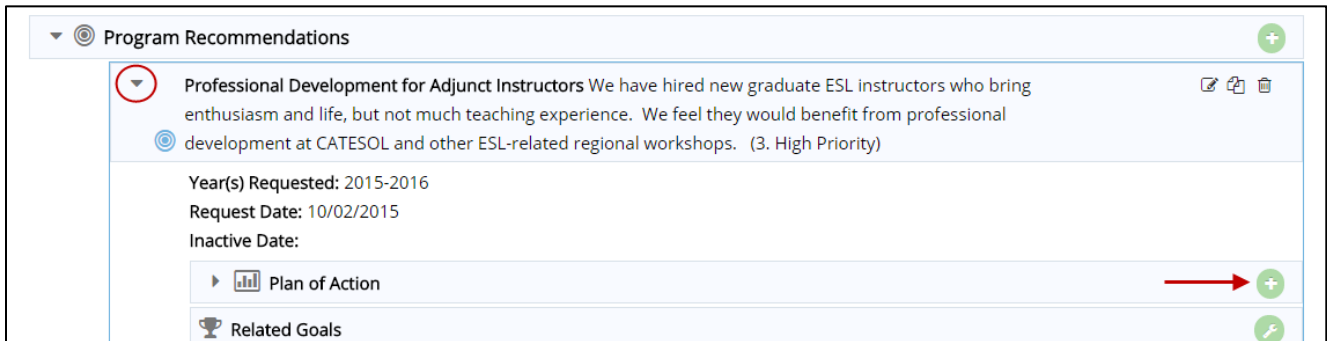
How to Add a Plan of Action

1. Once a new Program Recommendation is created, a Plan of Action will need to be added. Navigate to the new Program Recommendation and expose the Plan of Action by clicking on the arrow circled. Click on ⊕ to add a new Plan of Action.

2. Describe the Plan of Action for the given Program Recommendation. Click on the ⑦ for instructions on what belongs in each area. Fields with an asterisk * are required, but every effort should be made to fill in each box as it helps to support the need for the request. Click "Save" and then "Return" when you are done.
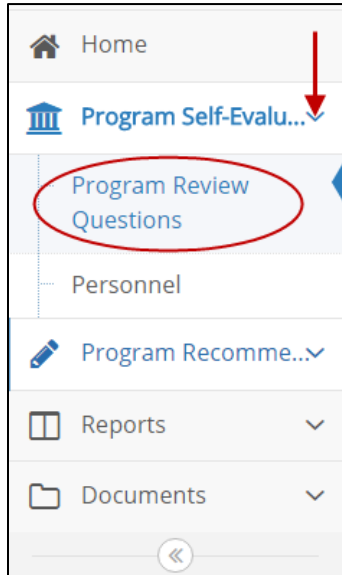

3. Complete the steps 2 and 3 until each Program Recommendation has a Plan of Action.

How to Indicate the Annual Update is Complete

1. Select **Program Self-Evalu..**, then **Program Review Questions** in the menu.

2. Click on the Edit tab circled in the image below. This will allow you to answer the question indicated below. By selecting **yes** to this question, you are indicating that the department/program is ready to have all of the Program Recommendations exported and forwarded to the department directors, deans and the Planning and Budget Committee for consideration.