

# 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.

**Faculty and Staff**  
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**About**

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**College Leadership**

- Board of Trustees
- Office of the Chancellor
- President Dr. G.H. Javaheripour

**Related Links**

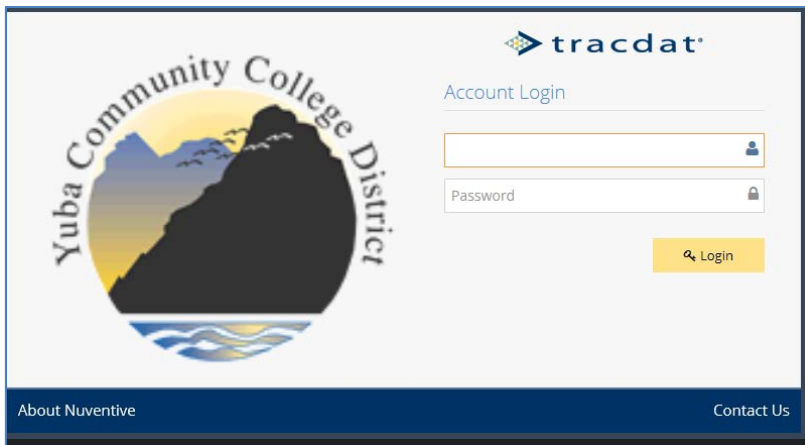
- Employment Opportunities
- Planning and Research
- Staff & Faculty Directory

**Resources**

Academics

- Catalog, Class Schedule and Academic Calendar
- Center for Teaching and Learning
- Compressed Calendar
- CurricUNET
- Curriculum Handbook
- CurricUNET Help Links
- CurricUNET Meta Transition: Updates
- eLearning (Canvas)
- Faculty Quick Reference Guide
- Faculty WebPages
- Faculty Office Hours
- FLEX/Professional Development
- Information Technology LEARN site
- Positive Attendance Tracking
- Student Learning Outcomes (SLO)
- **TracDat (for Program Review and SLOs)**
- WebAdvisor

2. You will be taken to the TracDat login screen:

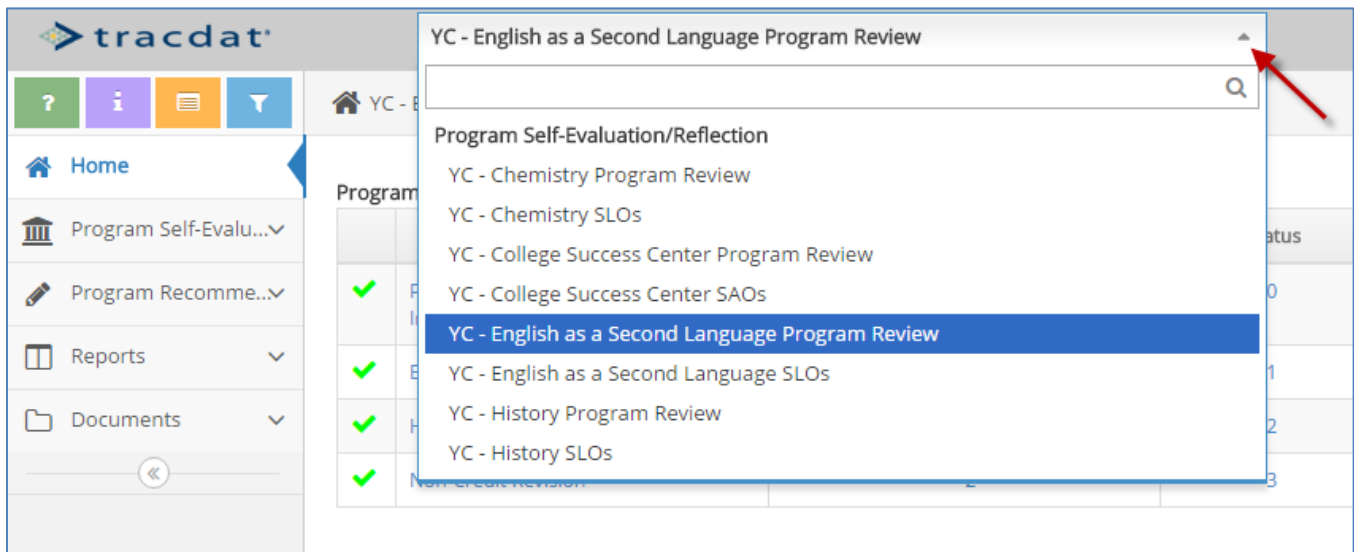


Use the following login:

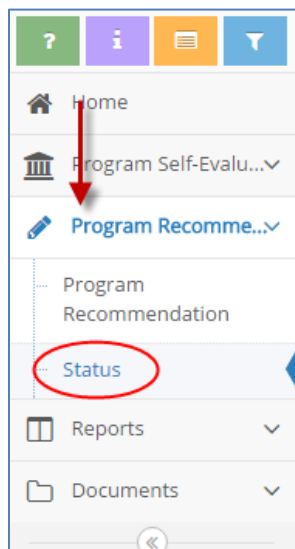
- **Username:** Is the same as your college email without the @yccd.edu. (i.e. If John Smith has the college email jsmith1@yccd.edu his Tracdat username will be jsmith1).
- **Password:** If you have forgotten your password or are new to Tracdat, contact Cassie Leal at [cleal@yccd.edu](mailto:cleal@yccd.edu).


## How to Update Status

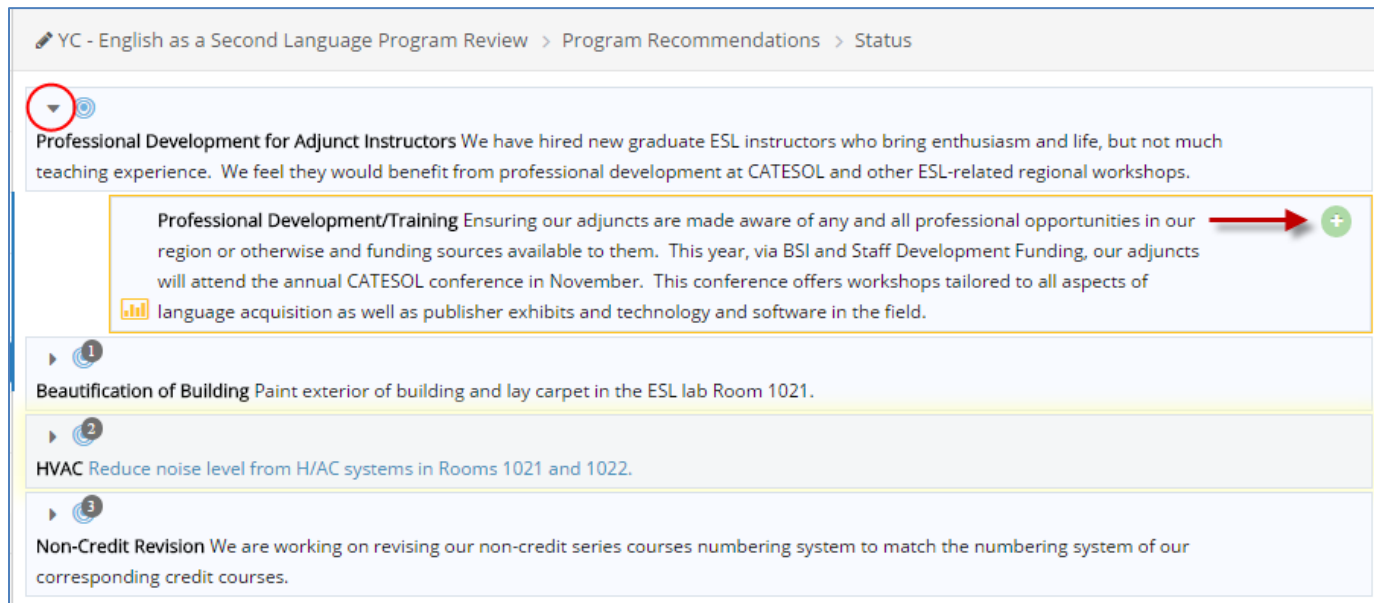
1. Navigate to the appropriate **Program Review Unit** from the drop-down menu located in the center of the screen.




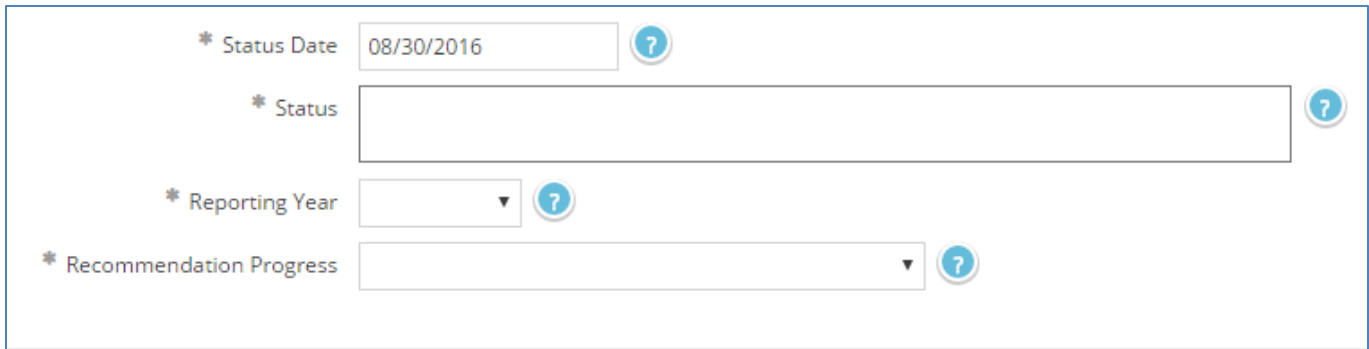
2. Select **Program Recommendation**, then **Status** in the menu.



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.



- 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.



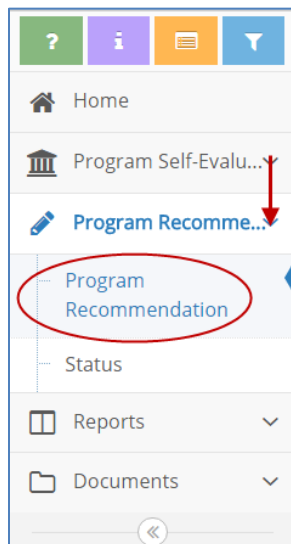
A screenshot of a web form for updating a Program Recommendation. The form contains four fields, each with a blue question mark icon to its right:


- \* Status Date: A text input field containing the date "08/30/2016".
- \* Status: A large text input field that is currently empty.
- \* Reporting Year: A dropdown menu with a downward arrow.
- \* Recommendation Progress: A dropdown menu with a downward arrow.

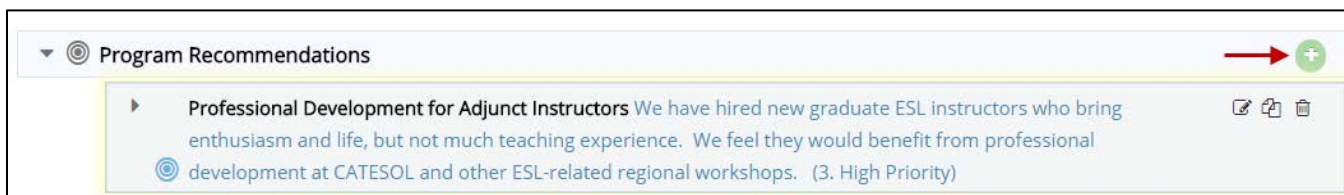
- Repeat steps 3 and 4 until you have provided a Status update for all **active** Program Recommendations 12 months or older. Please be sure to provide a Status update for the Program Recommendations you may have updated last year during Program Review.


## How to Add a New Program Recommendation

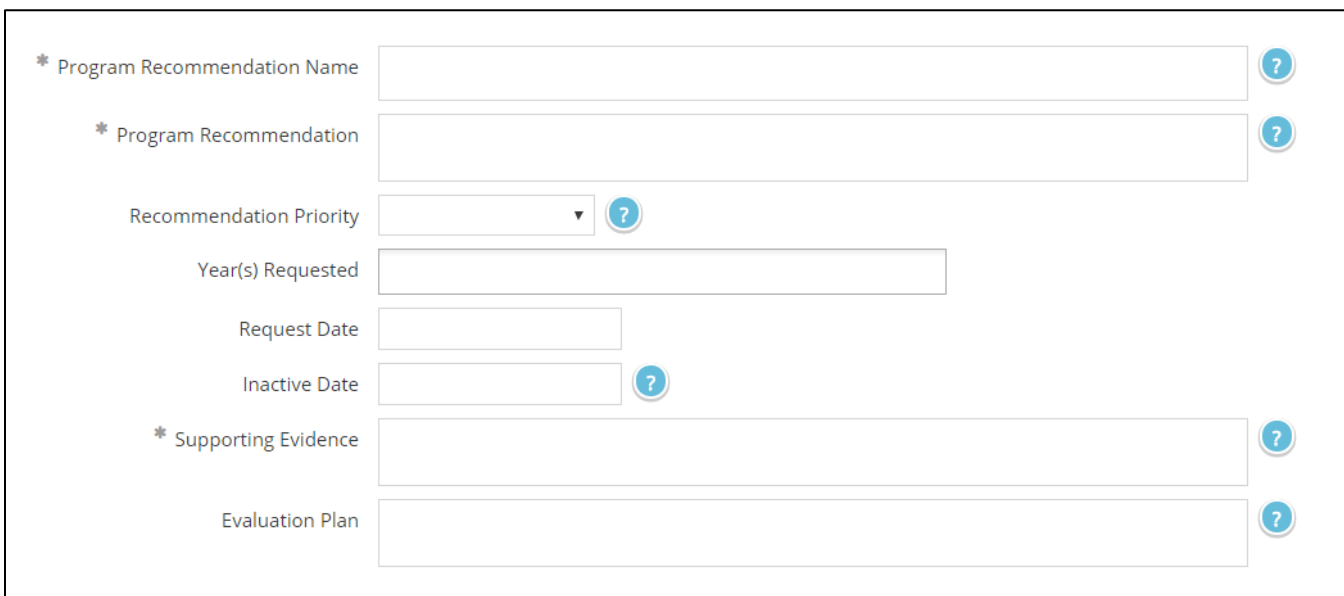
- Select **Program Recommendation**, then **Program Recommendation** in the menu.



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.

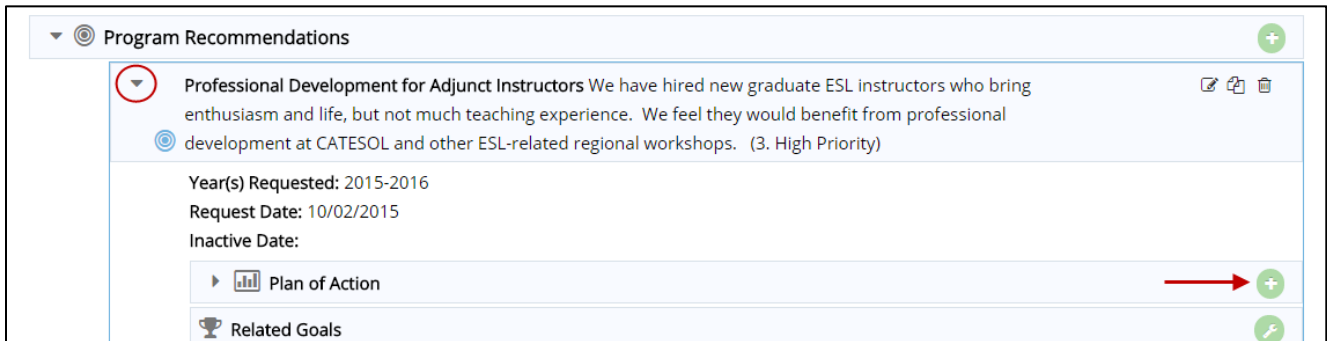



The screenshot shows a form for creating a new Program Recommendation. The fields are as follows:

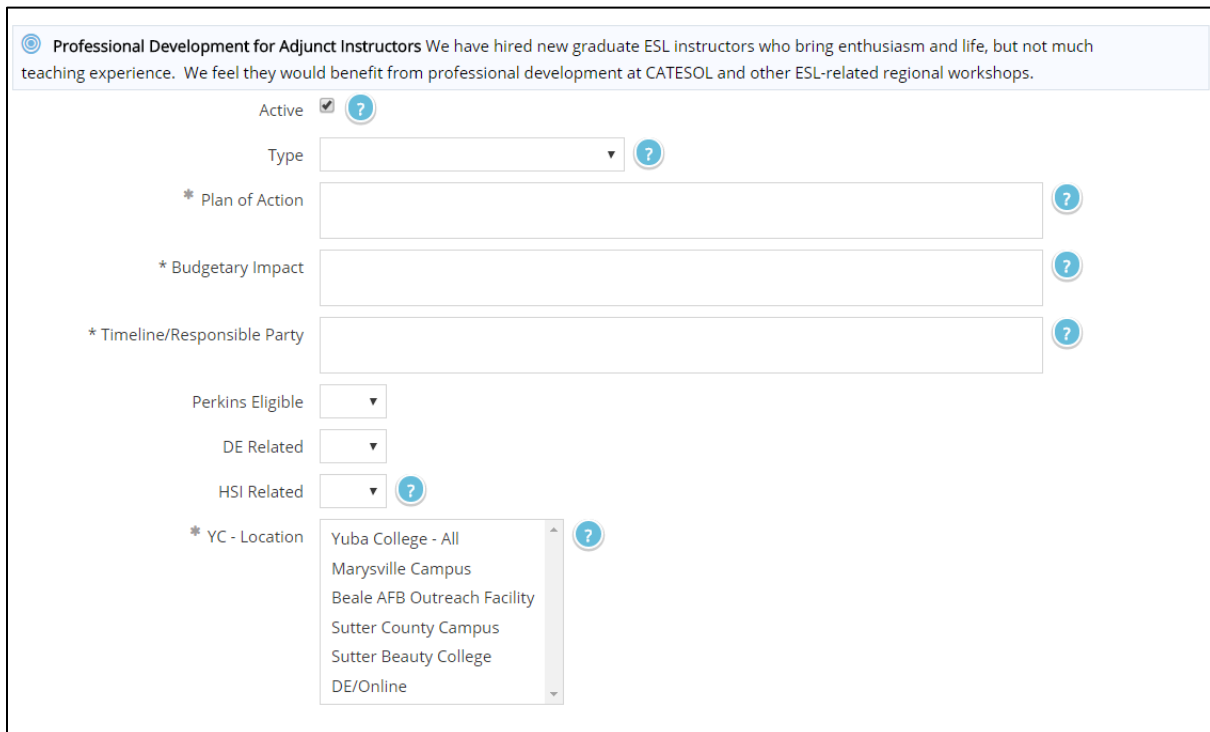
- \* Program Recommendation Name**: A text input field with a question mark icon to its right.
- \* Program Recommendation**: A text input field with a question mark icon to its right.
- Recommendation Priority**: A dropdown menu with a question mark icon to its right.
- Year(s) Requested**: A text input field.
- Request Date**: A text input field.
- Inactive Date**: A text input field with a question mark icon to its right.
- \* Supporting Evidence**: A text input field with a question mark icon to its right.
- Evaluation Plan**: A text input field with a question mark icon to its right.

## 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  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.



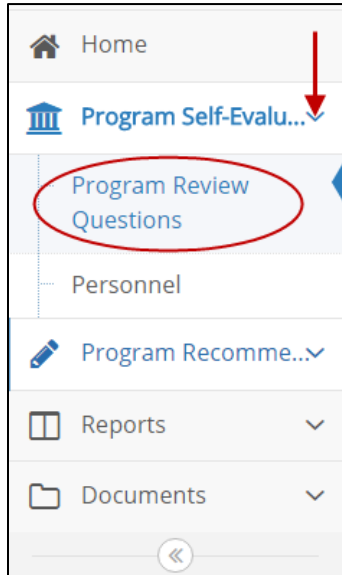
The screenshot shows the "Plan of Action" form for the "Professional Development for Adjunct Instructors" recommendation. The form includes the following fields:

- Active:  
- Type:  
- \* Plan of Action:  
- \* Budgetary Impact:  
- \* Timeline/Responsible Party:  
- Perkins Eligible:
- DE Related:
- HSI Related:  
- \* YC - Location:  
  - Yuba College - All
  - Marysville Campus
  - Beale AFB Outreach Facility
  - Sutter County Campus
  - Sutter Beauty College
  - DE/Online

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.

