

**Instructions: This form is offered as an optional exercise to aid in the preparation of annual progress and planning reports. You are not expected to turn it in. Use one form for each program and one (separate) form for each department.**

**STEP 1**

**A. What changes were made to your program (or department) during the 2016-2017 year? (July 1, 2016 – June 30, 2017)**

*PROGRAM LEVEL EXAMPLE CHANGES: New/revise courses; new/revise lesson plans/assessments/rubrics*

*DEPARTMENTAL LEVEL EXAMPLE CHANGES: Faculty assignments; Resource distribution; scheduling/advising changes; professional development*

**B. With what program objective and measure is the change aligned?** (Use only those objectives that exist in your strategic plan & TracDat. No new objectives allowed for this report.)

Measures are mechanisms for evaluating student learning for progress on objectives (assessment method); measures and objectives should have clear and direct relationships.

There should be at least one direct measure for each objective.

MEANINGFUL CHANGE MADE TO PROGRAM OR DEPARTMENT	PROGRAM OBJECTIVE & MEASURE/ASSESSMENT METHOD
1.	
2.	
3.	
4.	
5.	
6.	

**STEP 2. FOR NEXT STEPS USE ONLY THOSE CHANGES THAT ARE ALIGNED WITH EXISTING PROGRAM OBJECTIVES.**

**Why was the change made?** What results/observations of the assessment measure indicated that change was needed? What data/information showed change was needed?

<b>Change</b>	<b>Why Was Change Made?</b> (Results/observations indicating need)
1.	
2.	
3.	
4.	
5.	

**STEP 3**

**What evidence demonstrates this change?** What evidence exists that shows change was made?

*Examples of evidence:* Syllabus with change highlighted; Survey/assessment instrument (old vs new versions for revisions); curriculum change forms (new courses); catalog information (major curriculum changes); assignments (sample assignment / syllabus with assignment highlighted)

Change	Evidence for Change
1.	
2.	
3.	
4.	
5.	

**WHAT YOU NEED TO ENTER INTO TRACDAT (academic program reports due October 13, 2017 & department, college and other reporting units due December 8)**

- Precise RESULTS and DATA/INFORMATION showing evidence of those results
- Precise MEANINGFUL CHANGES that were made based on the results (use PAST TENSE for changes. These are changes that have been made 2016-2017)
- EVIDENCE for the changes

**TRACDAT TIPS**

- Upload data/evidence documents into Document Repository FIRST. As you write narratives link to appropriate documents via the RELATE DOCUMENT button.
- Do not use “directly related to objective” – each result/observation must be connected to an existing assessment method.
- Once you have finished, we recommend that you use the “reports/standard reports” function to produce your Reporting Unit Four Column in order to ensure that all data was entered correctly. At this point, take a minute to consider the connections between each of the columns: does the narrative clearly “connect the dots” for an outside reader? Is it clear how the meaningful changes relate back to the original objectives and assessment methods?