

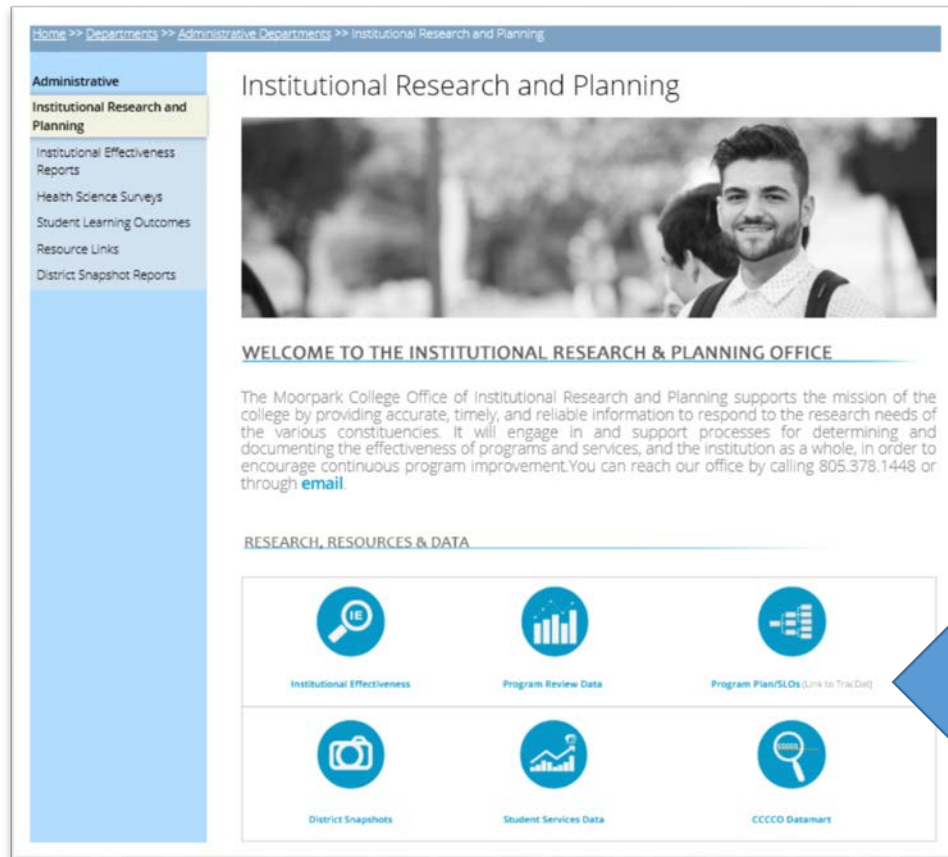
# Introduction to your Program Plan Template (v.2017)



## [Finding TracDat and Program Review Data](#)

As part of Moorpark College's efforts to provide easier access to a variety of data sources, the Office of Institutional Research and Planning has updated its website.

- You can now find a direct web link under Quick Links on the college's main webpage.
- OR the direct web address is: <http://www.moorparkcollege.edu/departments/administrative/institutional-research-and-planning#>

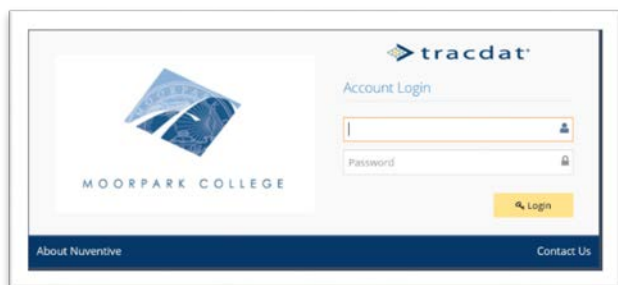


Our new web page provides you direct links to various institutional effectiveness and program review data (e.g., Tableau dashboards). It also provides links to other information such as student learning outcomes, district data reports, and the college planning website. This site will continue to expand, particularly as we address our planning items identified as part of our Accreditation QFE (Quality-Focused Essay).

### [Program Plan/SLOs \(Link to TracDat\)](#)

You will find a hyperlink titled Program Plan/SLOs – this is your link to the newest version of TracDat.

## [Logging In](#)



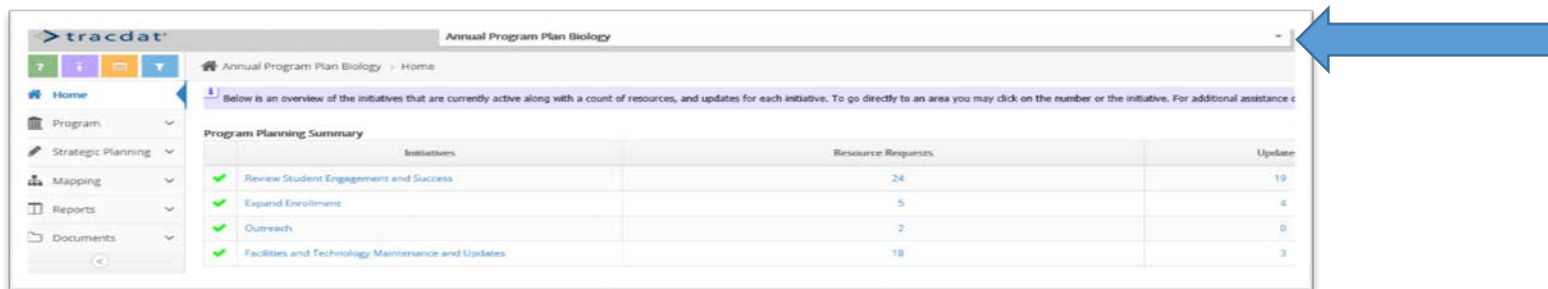
Click on the Program Plan/SLOs button and you will be redirected to the TracDat Login page. Use the same user name and password that you use to login to the college portal.

If you have any issues logging into TracDat, please contact the Office of Institutional Research and Planning at 805.378.1448. Or contact one of our Technical Data Specialists, Rocio Avina or Kim Watters.

Once you have logged in, you will have access to ONLY those templates which have been assigned to you. If you do not see the template that you were needing, please contact the Technical Data Specialists. They may need confirmation from your Dean, however, before they can release the template to you.

## [Navigation Between Your Program Plan Template and Your SLO Outcomes Template](#)

When you first log into TracDat, your screen may look different. TracDat remembers where you left off during your last session. Please make sure that you are actually looking at the CORRECT template. You should use the drop-down menu found at the top-center of your screen to select the appropriate template – select one of your “Annual Program Plan...” templates (as opposed to the “Outcomes...” templates that you may have available). **THIS IS A CRITICAL FIRST STEP!!!**

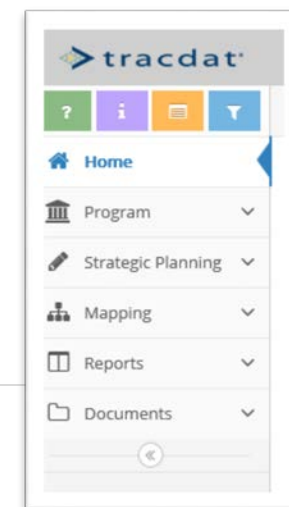


## [Navigation Around the Program Plan Template](#)

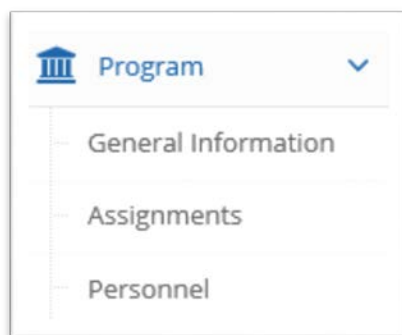
The menu items on the left-hand navigation window will change based on the template you have opened. If you do not see the item for “Strategic Planning” then you have the WRONG template open.

Use this left-hand navigation to maneuver through the different sections of your program plan, but be sure that you hit EACH of the areas.

The “Home” area simply displays a summary of the initiatives that have been defined (see previous page). There is nothing to “edit on this page.”



## [Program – General Information Menu Item](#)

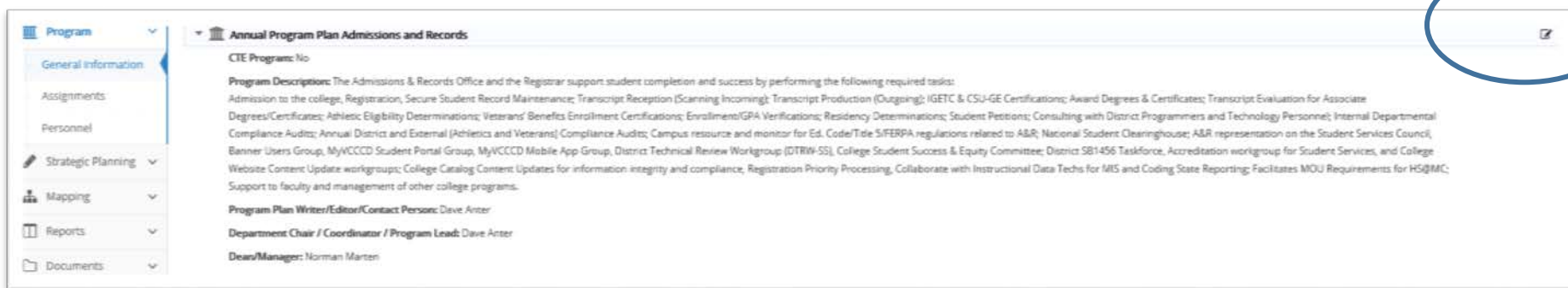


Click on the Program menu item to open the first area of your program plan. When you click on the menu item, it will expand. Select “General Information”

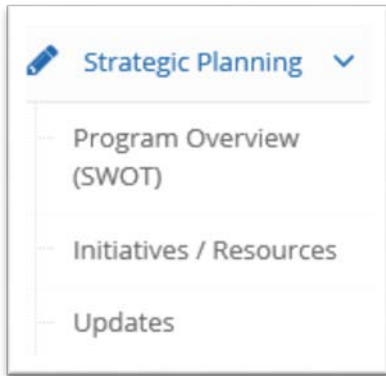
NOTES:

- The item “Assignments” may not be visible to you. This is an area that has not yet been developed.
- The item “Personnel” is an informational item only; it is where you can see who has access to your template.

The General Information area of your program plan is where you identify the program description, the program plan writer/editor, the department chair/coordinator/program lead, and the dean/manager. Please be sure that this is accurate information. To edit the information, you will need to click the small pencil icon at the top right. This pencil icon always represents “edit form” in TracDat.

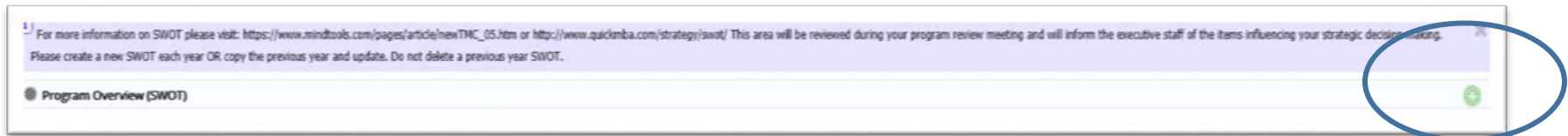


## Strategic Planning – Program Overview (SWOT)



The area that you will spend the most time is found under the menu item for Strategic Planning. Select “Program Overview (SWOT)” to open the area in which you will describe your program review data and where you will answer the two “executive” questions that will be used to shape the conversation that will take place in your program review meetings with the academic senate president and the vice presidents.

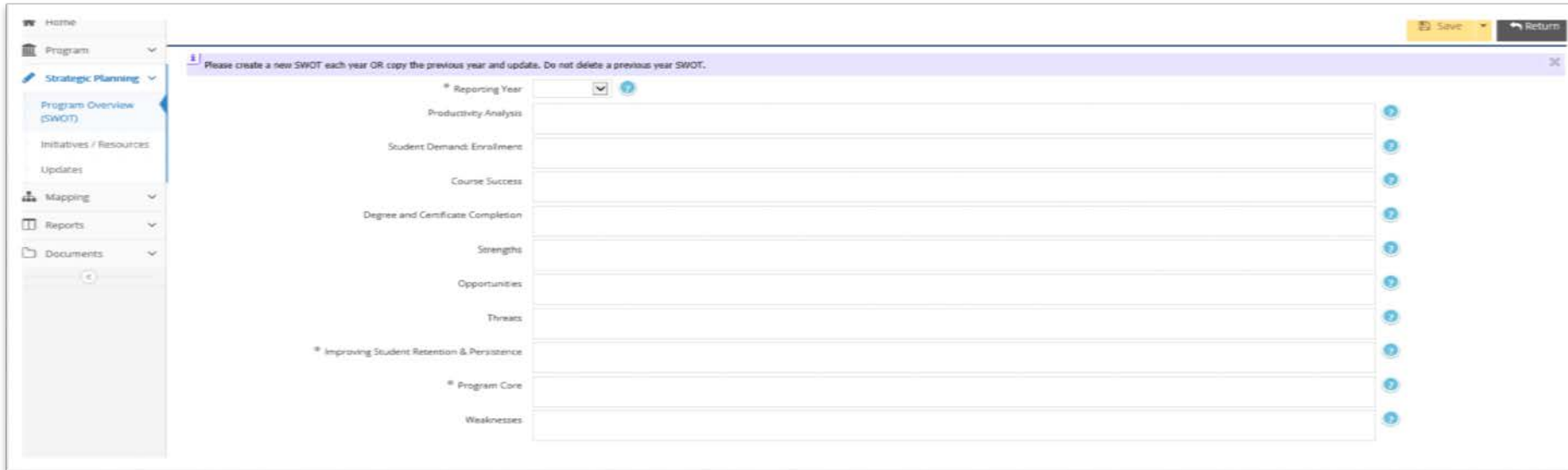
When you first select the “Program Overview (SWOT)” menu item, your screen may appear blank. This is because this is a new feature that came with the upgraded software for TracDat. When you need to ADD sections to your plan, you will use the green plus sign that appears to the right of the section header. You will use this green plus sign often.



NOTE: In each variation of the program plan template over the years, you have always been asked to describe your productivity, student demand, success, strengths, weaknesses, etc. This new version of the software now allows us to archive this information from year to year (as opposed to writing over what you wrote the previous year).

## [Program Overview Section](#)

 Click the green plus sign to ADD your analysis (program overview) for this reporting year. You will see the following screen:



**Step One:** Select the appropriate Reporting Year

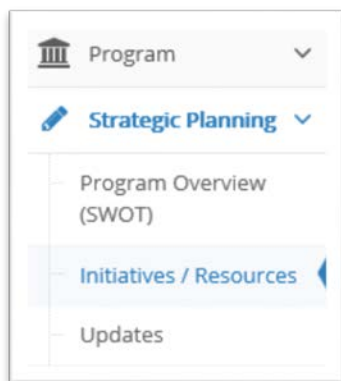
**Step Two:** Using the data that you reviewed in the Program Review or Student Services data dashboards (found on the Office of Institutional Research and Planning website), provide descriptions of your program for each of the topics identified in the template.

**Step Three (NEW):** In an effort to help each program prepare for the program review meetings that will take place in your program review meetings with the academic senate president and the vice presidents, the Vice President of Academic Affairs has identified the two questions that you will be asked to respond to, and they have been added to the template of your program plans. These may change from year to year, but will be found in this area of your program plan.

**Step Four:** Click **Save** and then click **Return**

Once you have completed a Program Overview for the year, you will see it become available on the main Program Overview (SWOT) section.

## Strategic Planning – Initiatives / Resources



Overview of Initiatives / Resources Main Section:

**Program Goals:** Individual programs now have a sub-section in the program plan where programs will define “program goals,” which align with the college’s Strategic Plan and Institutional Effectiveness Goals (see appendix of this document for more detail). Using the data that you reviewed and analyzed in the previous section, please identify goals for:

- (1) Average Course Success Rate for Program
- (2) Degree/Certificate Completion Target
- (3) Student Access as measured by FTES
- (4) Average Percentage Fill Rate for Discipline
- (5) Productivity (525 Target)

**Initiatives:** In previous program plans, we have identified “action steps” or “planning items”. We have now moved to identifying “initiatives” for our programs, aligning our planning to the college’s strategic planning. Initiatives are *bigger* than the planning items that programs may have identified in prior years – for example, a program may be focusing on improving student success and equity. You will be able to identify specific action steps (for internal planning purposes) in one of the sections in this this area. The college executive team and college resource prioritization committees will review your initiatives, but they may not read the details found in your action steps (and that *is* ok).

**Resource Requests:** Under each initiative, the program can identify resource requests. This version of the template has made an attempt to simplify the resource request form. This form is in its “trial run” stage – if you have suggestions for improvement, please be sure to send them to EdCAP (probably in their January meeting).


**Work Plan:** This new section allows programs to identify the action steps that will move them toward implementation/achievement of their initiative. These work plans are primarily used by the program staff and faculty, rather than reviewed by the executive management and resource prioritization committees.

**Mapping to Various College Plans:** Please “map” each initiative (as appropriate) to the

- a) Program Review Metrics, identifying which metric will be used to measure the success of the initiative (for example, if your initiative is designed to improve the rates of successful completion of courses, then the initiative would map to “Course Retention & Success” – and these kinds of data would then inform you as to whether or not the initiative was achieving its desired results)
- b) Strategic Directions and Goals (identified in the College Strategic Plan)

## [General Navigation Tips](#)

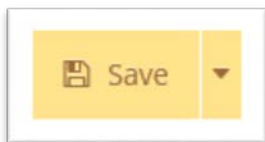
There is a lot of information in this area of your program plan, and it is broken into several sections (as described above). The software has tried to make it easy to “shrink” and “expand” this information on-screen through the use of windows that shrink and expand using little black triangles (often referred to as carrots). You will see a triangle that points to the right ► when there is information that can be expanded. When the information is displayed, and the window can “shrink,” you will see an arrow that points down. ▼ Click on the arrows to shrink or expand the windows as you work.

 The green plus sign is used when you want to add additional items.

Next to each existing item, there are three options:

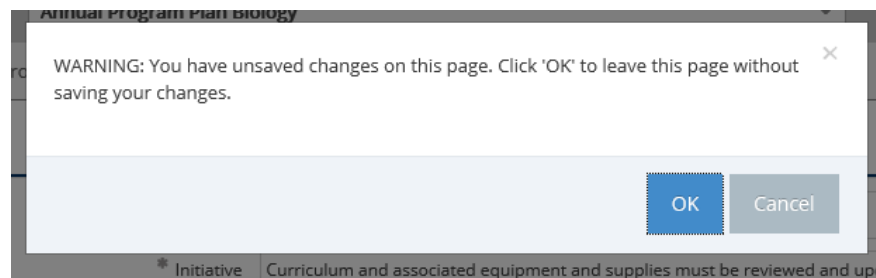


- The pencil is used to EDIT items that are already in place
- The two pieces of paper allow you to copy the item (not used often)
- The trashcan allows you to delete the initiative (do so sparingly). Deleted items cannot be retrieved.



When adding or editing items, you must save before you “return”.

If you click “return” without saving, you will see the following message – but BE CAREFUL – if you click OK your changes will NOT be saved. Read the message carefully



## Program Goals Sub-Section



Program Goals are new, and therefore you will most likely NOT have any already identified. **Click the green plus sign** to ADD a goal for your program; you may add several goals. The following form will open:

Goal Type	<input type="text"/>	<input type="button" value="v"/>	<input type="button" value="?"/>
* Program Goal	<input type="text"/>		
Active?	<input checked="" type="checkbox"/>		
Current Rate	<input type="text"/>		
Desired Rate	<input type="text"/>		
Target Completion Year	<input type="text"/>		

**Step One:** Select the appropriate Goal Type (i.e., Prog Goal 1: Avg Course Success Rate for Program) Identify all 5 requested goals.

**Step Two:** Clarify the Program Goal (for example, Improve the program's Average Course Success Rates by 3%.

**Step Three:** Using the data that you reviewed in the Program Review or Student Services data dashboards (found on the Office of Institutional Research and Planning website), indicate the current rate and the program's desired rate for that metric (if applicable).

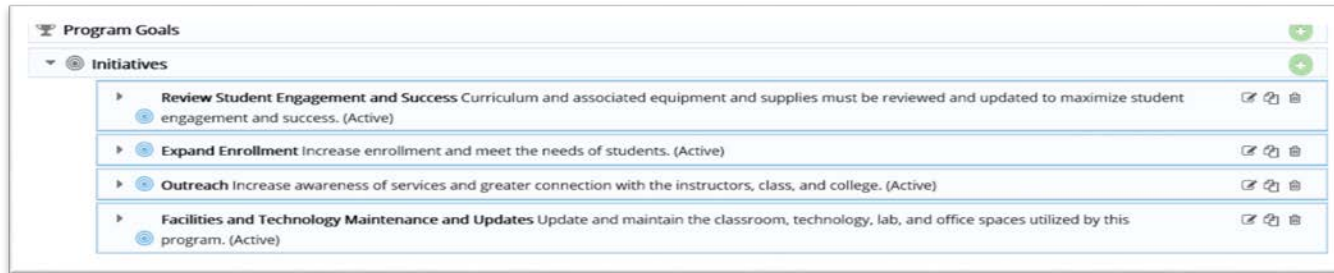
**Step Four:** Identify your target completion year.

**Step Five:** Click **Save** and then click **Return**





## [Initiative Sub-Section](#)

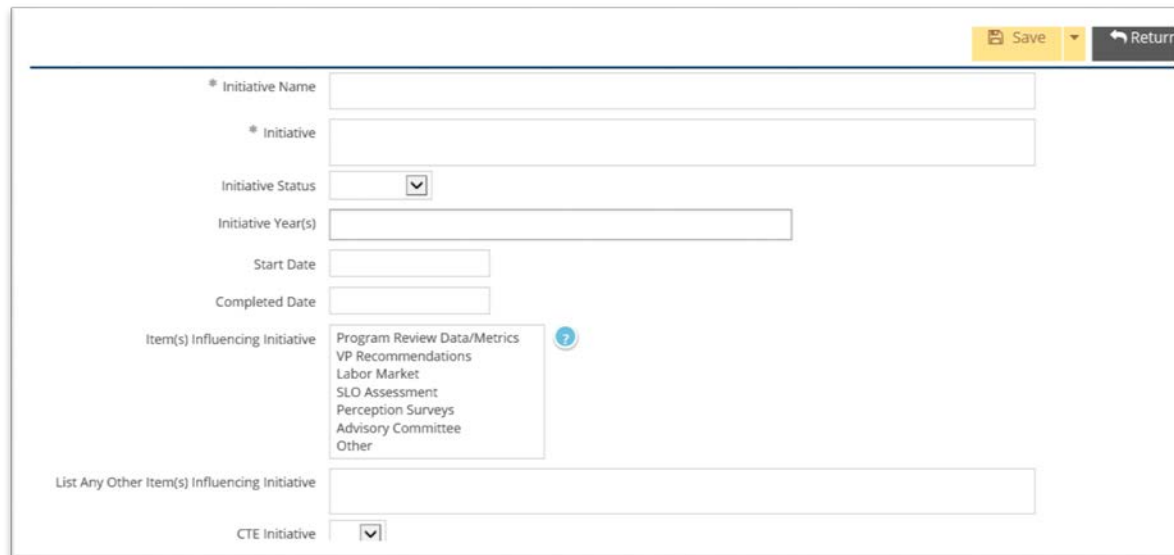
Review this section carefully – as your 2016-17 program plan was migrated to this new template, the Institutional Research and Planning staff members did their best to organize your existing action steps into “initiatives”. Fix what needs to be fixed; add what needs to be added.



The screenshot shows a web interface titled "Program Goals" with a sub-section "Initiatives". It contains a list of four initiatives, each with a description and status "(Active)".

Initiative Name	Description	Status	Actions
Review Student Engagement and Success	Curriculum and associated equipment and supplies must be reviewed and updated to maximize student engagement and success.	Active	Check, Edit, Delete
Expand Enrollment	Increase enrollment and meet the needs of students.	Active	Check, Edit, Delete
Outreach	Increase awareness of services and greater connection with the instructors, class, and college.	Active	Check, Edit, Delete
Facilities and Technology Maintenance and Updates	Update and maintain the classroom, technology, lab, and office spaces utilized by this program.	Active	Check, Edit, Delete

 Click the green plus sign to add “new” initiatives; or use the pencil icon  to edit an existing item. The following form will open. Respond to each item.



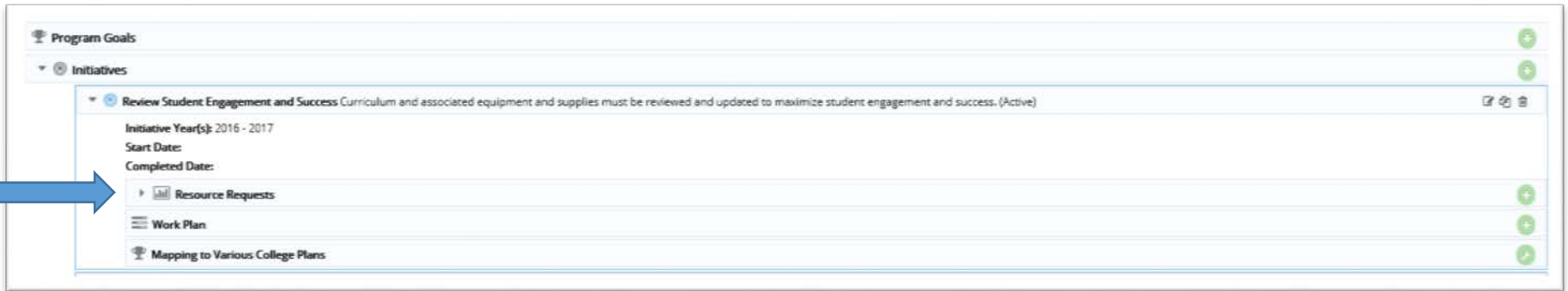
The screenshot shows a form for adding or editing an initiative. It includes fields for Initiative Name, Initiative, Initiative Status (dropdown), Initiative Year(s), Start Date, Completed Date, Item(s) Influencing Initiative (with a dropdown menu), List Any Other Item(s) Influencing Initiative, and CTE Initiative (dropdown). There are "Save" and "Return" buttons at the top right.

Fields and options:

- \* Initiative Name:
- \* Initiative:
- Initiative Status:
- Initiative Year(s):
- Start Date:
- Completed Date:
- Item(s) Influencing Initiative:  ?
- List Any Other Item(s) Influencing Initiative:
- CTE Initiative:

## [Resource Requests Sub-Section](#)

Resource Requests are now a sub-section found under each of your initiatives. Click the carrot ► to expand the initiative, finding Resource Requests.




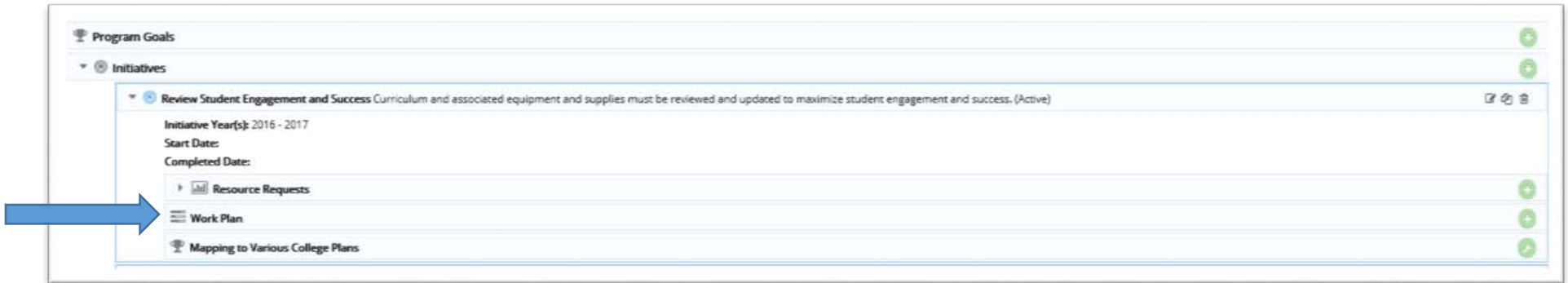
Click the green plus sign to add “new” resources; or use the pencil icon to edit an existing item. The following form will open. Respond to each item. Be sure to identify a contact person for committees to contact if there are questions on the request.



A screenshot of a form for creating a resource request. The form includes the following fields and options:

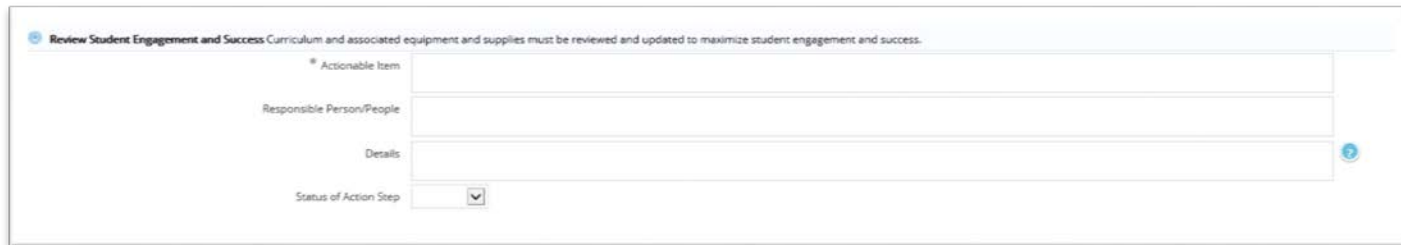
- Active:** A checked checkbox with a help icon.
- Request Status:** A dropdown menu.
- \* New/Unfunded Resource Request:** A text input field with a help icon.
- Justification:** A text input field with a help icon.
- Contact Person for Request:** A text input field with a help icon.
- \* NEW Resource Category:** A dropdown menu with a list of options: (A) Faculty Request, (B) Classified Request, (C) Facilities Need, (D) Technology Need, (E) Review for Space Allocation, (F) Other.
- Funding Source:** A dropdown menu with a help icon.
- Priority:** A dropdown menu.
- Overall / Aggregate Cost:** A text input field.
- Replacement Item:** A dropdown menu.
- Building and Room #:** A text input field with a help icon.

## Work Plan Sub-Section

Work Plans are a “sub-form” under each of your initiatives. Click the carrot to  expand the initiative, finding the Work Plan section header.



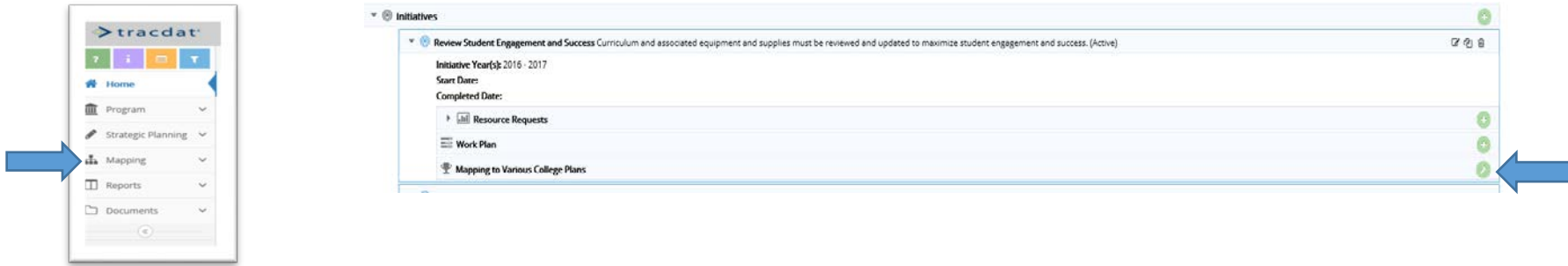
 Click the green plus sign to add “new” work plans; or use the pencil icon  to edit an existing item. The following form will open. Respond to each item.



Again, the work plan section is designed to be used by programs, and will not be printed for the Executive Team to review for the Program Review meetings that take place.

## [Mapping to Various College Plans Section](#)

The “Mapping” section can actually be accessed by using this section found under each of your initiatives, OR on the navigation menu on the left side of your screen. Either one takes you to the exact same forms.



The following form will open. Be sure to choose between *Program Review Metrics* and *Strategic Direction and Goals*; map your initiatives to both.

This screenshot shows the 'Program Review Metrics' mapping form. A dropdown menu at the top is set to 'Program Review Metrics' with a blue arrow pointing to it. The form contains a table with the following structure:

Metrics/Measures	Review Student Engagement and Success Curriculum and associated equipment and	Expand Enrollment Increase enrollment and meet the needs of students.	Outreach Increase services and great with the instructo
Course Enrollments			
Course Retention & Success			
Student Outcomes			

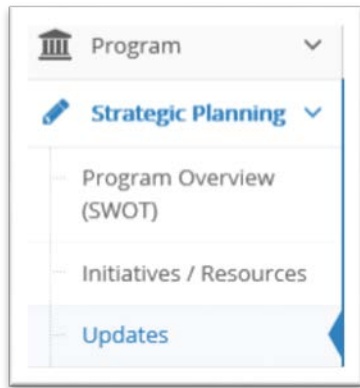
This screenshot shows the 'Strategic Directions and Goals' mapping form. A dropdown menu at the top is set to 'Strategic Directions and Goals'. The form contains a table with the following structure:

Strategic Directions and Goals	Review Student Engagement and Success Curriculum and associated equipment and	Expand Enrollment Increase enrollment and meet the needs of students.	Outreach Increase services and great with the instructor
Increase the profile of Moorpark College throughout our community, specifically reaching out to adult-learners and historically underrepresented			
Reduce barriers to registration and enrollment for all students.			
Increase successful course completion.			

This “mapping” allows for the Office of Institutional Research to run reports to determine which Program Review Metrics are being focused on, and determine which Strategic Directions and Goals are being worked towards, across the campus – thus, better integrating our program-level planning and college-level planning.

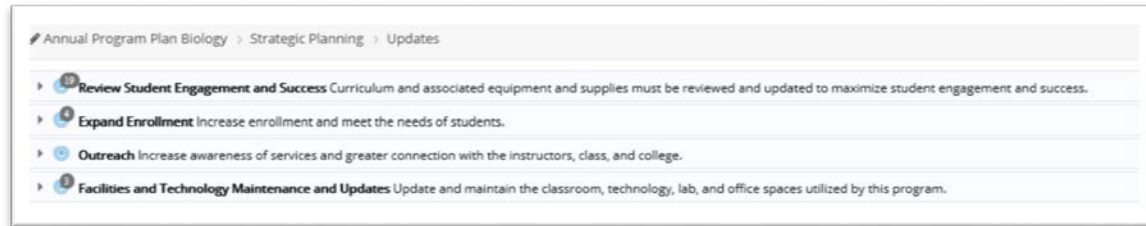
\*\*Please help us by remembering to do this very important piece!

## Strategic Planning – Updates

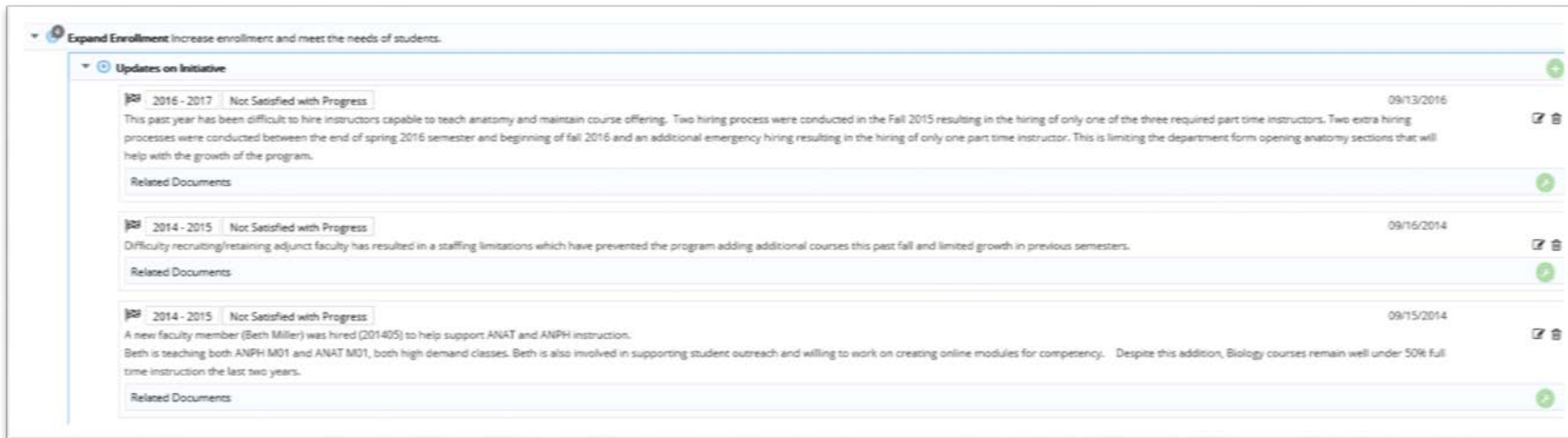


To report progress being made on each of the program’s initiatives, you will use the Updates Section.

Once you select Updates on the Navigation Menu, you will see the main page open; it will display the names of each of your initiatives that you defined in the previous section. It will also display a “number” next to the initiative name, identifying how many updates have already been entered.



Click the carrot ► to expand the initiative, finding each of the update entries.

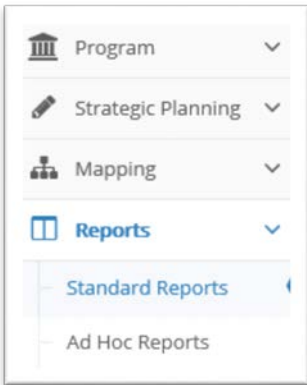


Click the green plus sign to add “new” work plans; or use the pencil icon to edit an existing item. The following form will open.

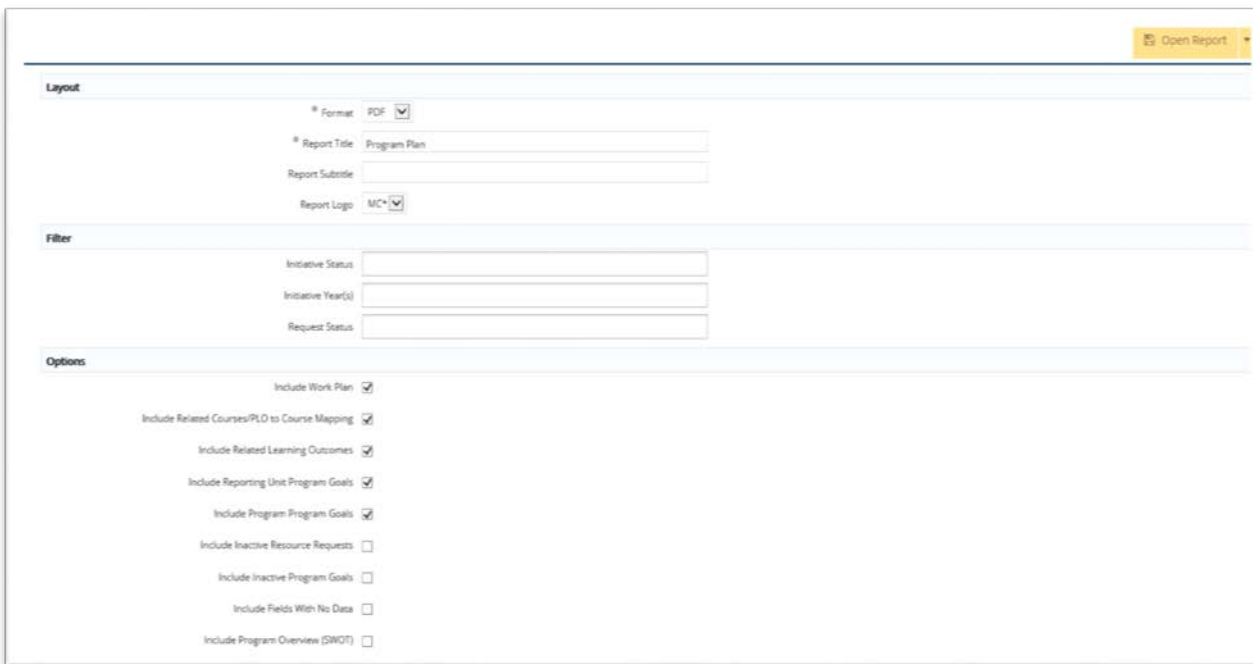
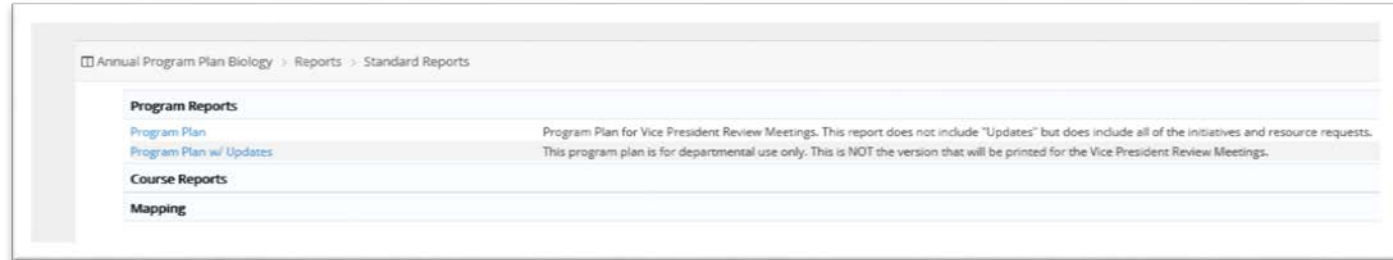
Updates are intended to be brief updates on the progress being made on the initiative, as opposed to whether or not the program received a resource request. If the program has not received a resource request, simply be confirm that the resource is still noted, and it is properly marked as Active or Pending/Future Need. If you have received a resource, you should indicate HOW that resource has helped the program to make progress on the initiative. This is the section that is used to “close the loop” on your planning efforts. Please be sure to complete these updates annually. If you complete your initiative, this is where you will describe how the program’s efforts indeed achieved the overall desired outcome (for example, to improve student equity, or to improve course success rates, etc.) If the program does indeed finish an initiative, be sure to mark it as complete in the Initiatives / Resources section of the template.

The screenshot shows a web form interface. At the top right, there are two buttons: a yellow 'Save' button and a dark grey 'Return' button. Below these, the main content area is titled 'Expand Enrollment' with the subtitle 'Increase enrollment and meet the needs of students.' Underneath, it specifies 'Initiative Year(s): 2016 - 2017'. A section titled 'Updates on Initiative' is expanded, showing four required fields: 'Update Date' (text input with '08/05/2017'), 'Update' (a large text area), 'Reporting Year' (a dropdown menu), and 'Progress' (a dropdown menu).

## Printing Reports



Each year, program plans are “archived” in PDF format, and are stored on the college’s Sharepoint drive, online. These are the reports that will be used in the program review meetings with the academic senate president and the vice presidents. You can print the report by accessing the Reports section. Choose *Standard Reports* and then select the *Program Plan* report (top report).



The report window allows you to filter for specific things and to add different areas of the template. Typically you will not make any changes to the report definitions; simply click on Open Report. TracDat will generate your report into a PDF format.

You might want to experiment with report formats (for example you can download items into Excel, but typically you will need to do quite a bit of adjusting to the column sizes).

## [Program Plan Reminders](#)

Remember to do the following:

- If you have completed an initiative, mark it as “complete” under *Initiative Status*.
- If you are continuing an initiative, add the current year under *Initiative Year(s)*.
- If you delete an initiative, you will delete all the resource requests and updates associated with that initiative. It is best to mark the initiative as “Complete” or “Inactive” until you are certain that you do not have relevant information or active items attached. Once you are confident that you want to remove an initiative, you may do so; all past program plans have been archived (dating back to 2005).
- If you have received a resource, make sure you mark it as “received”. You may delete the resource after it has been marked as “received” for over a year (allowing the received status to be archived).

## [Resource Request Tips](#)

- If you already have funds in allocated budget for resources or equipment, you do not need to list those items as new resource requests. That funding has already been allocated to the program for expenditure.
- Resources that impact both Technology and Facilities should be marked as such; using the Ctrl Key on your keyboard, you can select multiple items from the *NEW Resource Category*.
- The *Priority* ranking is indeed used; please make an honest assessment of the program’s need for each resource request.



[Appendix: 2017 Institutional Effectiveness Goals for Moorpark College](#)

Cohorts of First-Time College Students Tracked for 6 Years (most recent cohort is the 2009-10 cohort, tracked through 2015-16)

**(1) Program Completion Rates (6-Year Cohort) \***

Percentage of degree, certificate and/or transfer-seeking students tracked for six years who completed a degree, certificate or transfer-related outcomes.

**(1.A) OVERALL Completion Rate**

Institution-Set Standard (ACCJC) 2015-2018	2011-12	2012-13	2013-14	2014-15	2015-16	Short-Term Goal for 2015-16	Long-Term Goal 6-years
<i>not required</i>	63.1	61.7	61.1	57.9	63.2	62	65

**(1.B) College-Prepared Only** (Student’s lowest course attempted in Math and/or English was college level.

Institution-Set Standard (ACCJC) 2015-2018	2011-12	2012-13	2013-14	2014-15	2015-16	Short-Term Goal for 2015-16	Long-Term Goal 6-years
<i>not required</i>	73.2	72.3	71.6	70.5	74.4	73	76

**(1.C) Unprepared for College Only** (Student’s lowest course attempted in Math and/or English was pre-collegiate level.

Institution-Set Standard (ACCJC) 2015-2018	2011-12	2012-13	2013-14	2014-15	2015-16	Short-Term Goal for 2015-16	Long-Term Goal 6-years
<i>not required</i>	48.2	45.7	44.7	38.5	45.7	47	50

**(2) Career Technical Education Rate (6-Year Cohort) \***

Percentage of students tracked for six years and completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate or transferred.

Institution-Set Standard (ACCJC) 2015-2018	2011-12	2012-13	2013-14	2014-15	2015-16	Short-Term Goal for 2015-16	Long-Term Goal 6-years
<i>not required</i>	70.4	67.5	67.6	64.4	69.5	68	71

\* Data Source: Scorecard Data

**(3) Remedial Improvement Rate: Math, English, ESL (6-Year Cohort) \***

Percentage of credit students tracked for six years who started college below transfer level in English, mathematics, and/or ESL and completed a college-level course in the same discipline.

**(3.A) Math**

Institution-Set Standard (ACCJC) 2015-2018	2011-12	2012-13	2013-14	2014-15	2015-16	Short-Term Goal for 2015-16	Long-Term Goal 6-years
<i>not required</i>	42.2	41.0	40.7	40.4	45.4	41.0%	44%

**(3.B) English**

Institution-Set Standard (ACCJC) 2015-2018	2011-12	2012-13	2013-14	2014-15	2015-16	Short-Term Goal for 2015-16	Long-Term Goal 6-years
<i>not required</i>	49.2	53.1	53.0	52.7	57.5	50%	53%

**(3.C) ESL**

Institution-Set Standard (ACCJC) 2015-2018	2011-12	2012-13	2013-14	2014-15	2015-16	Short-Term Goal for 2015-16	Long-Term Goal 6-years
<i>not required</i>	24.9	24.8	30.3	27.6	35.2	30%	33%

\* Data Source: Scorecard Data

**(4) Annual Successful Course Completion**

Percentage of students who earn a grade of “C” or better or “credit” each academic year

Institution-Set Standard (ACCJC) 2015-2018	2011-12	2012-13	2013-14	2014-15	2015-16	Short-Term Goal for 2015-16	Long-Term Goal 6-years
68%	73.1	73.2	73.9	75.3	76.4	74.0	77.0

**(5) Annual Completion of degrees (# of Degrees Conferred in an Academic Year)**

Number of associate degrees completed each year.

Institution-Set Standard (ACCJC) 2015-2018	2011-12	2012-13	2013-14	2014-15	2015-16	Short-Term Goal for 2015-16	Long-Term Goal 6-years
1000 Awards	1187	1185	1288	1499	1931	1220	1256

**(6) Annual Completion of career certificates (# Certificates Conferred in an Academic Year)**

Number of Chancellor’s Office-approved, Gainful Employment Eligible certificates completed each year.

Institution-Set Standard (ACCJC) 2015-2018	2011-12	2012-13	2013-14	2014-15	2015-16	Short-Term Goal for 2015-16	Long-Term Goal 6-years
100 Awards	207	151	230	148	118	205	211

**(7) Annual Number of students who transfer to 4-year institutions (# of Transfers in an Academic Year)**

Number of students who transfer to a four-year institution, including CSU, UC, or private university each year

Institution-Set Standard (ACCJC) 2015-2018	2011-12	2012-13	2013-14	2014-15	2015-16	Short-Term Goal for 2015-16	Long-Term Goal 6-years
1000 Transfers	1518	1434	1588	1609	1497	1080	1113

**(8) Full-Time Equivalent Students**

Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures

Institution-Set Standard (ACCJC) 2015-2018	2011-12	2012-13	2013-14	2014-15	2015-16	Short-Term Goal for 2015-16	Long-Term Goal 6-years
<i>not required</i>	11,570	10,885	10,926	12,469	11,437	11,000	11,330

\* Data Source: IEPI (Institutional Effectiveness Partnership Initiative)